



## REQUEST FOR APPLICATIONS – FEDERAL FUNDS

The State of Nebraska, Department of Health and Human Services, Division of Public Health (“DHHS”) Lifespan Health Services, Adolescent Health, is issuing this Request for Applications (“RFA”) for the purposes of entering into grant agreement(s) (“subaward” or “subawards”) and awarding federal funds to an eligible and qualified entity to implement Wyman Center’s Teen Outreach Program® or TOP® to youth ages 10-19 in target areas or among target populations identified in the State Plan. A more detailed description may be found in **Project Description, Section 2**.

<b>RFA #</b>	<b>RELEASE DATE</b>
1619	May 28, 2019
<b>APPLICATION DUE DATE</b>	<b>POINT OF CONTACT</b>
JUNE 19, 2019	Michaela Jennings

<b>INITIAL PERIOD OF PERFORMANCE</b>	<b>TOTAL FUNDING AVAILABLE*</b>
SEPTEMBER 1, 2019 – SEPTEMBER 30, 2020	\$162,835.00

The resulting subaward from this RFA is subject to and shall follow federal regulation, as set forth herein. Subrecipients receiving subawards may only be paid up to the actual and allowable costs (as defined herein) of completing the **Project Description, Section 2**. No Subawards resulting from this RFA will be fee-for-service contracts, regardless of the method of payment, and no Subrecipient may keep a profit from its subaward. More detail about the terms of this funding is set forth in **Terms, Section 5**, below.

A copy of this RFA may be found online at DHHS’ website at [www.dhhs.ne.gov](http://www.dhhs.ne.gov). Until final Subawards are signed, all other information pertinent to this RFA, including but not limited to any amendments or addenda, will be posted on the DHHS website.

## Table of Contents

<b>1. RFA OVERVIEW</b> .....	<b>4</b>
1.1. Funding Information .....	4
1.2. Period of Performance.....	4
1.3. Applicable Law .....	4
1.4. Eligible Entities.....	5
1.5. Award of Funding.....	5
<b>2. PROJECT DESCRIPTION</b> .....	<b>6</b>
2.1. Background and Purpose.....	6
2.2. Program Overview .....	6
2.3. Goals and Objectives .....	6
2.4. Target Population .....	7
2.5. Performance Requirements.....	7
2.6. Adaptations.....	7
2.7. Reporting Requirements/Deliverables .....	7
<b>3. RFA PROCEDURE</b> .....	<b>9</b>
3.1. RFA Point of Contact (“POC”) .....	9
3.2. Schedule of Events.....	10
3.3. Written Questions and Answers.....	10
3.4. Submission of Applications.....	10
3.5. Evaluation Committee .....	11
3.6. Evaluation of Applications .....	11
3.7. Late Applications.....	11
3.8. Corrections.....	12
3.9. Grievance and Protest Procedures .....	12
3.10. DHHS Reservations of Authority During Application and Evaluation Process.....	12
<b>4. APPLICATION INSTRUCTIONS</b> .....	<b>13</b>
4.1. Application Contents .....	13
4.2. Applicant’s Organizational Overview.....	13
4.3. Applicant’s Work Plan.....	13
4.4. Applicant’s Budget.....	14
<b>5. TERMS</b> .....	<b>15</b>
5.1. Addenda.....	15
5.2. Budget Changes .....	15
5.3. Direct Costs.....	15
5.4. Indirect Costs .....	15

5.5. Program Income .....16

6. GLOSSARY OF TERMS.....17

## 1. RFA OVERVIEW

### 1.1. Funding Information

Federal Agency Name	Catalog of Federal Domestic Assistance (CFDA) Name	CFDA Number	Federal Award Date	Federal Award Identifier Number (FAIN)
Administration of Children and Families	Sexual Risk Avoidance Education Program	93.235	1/24/2019	N/A

The total anticipated available funds for Subaward(s) under this RFA is \$162,835.00 (one hundred sixty two thousand eight hundred thirty five and 00/100 dollars). A total award of this amount of funds is not guaranteed, but is subject to the Applications received, to actual money awarded to DHHS from the Federal Awarding Agency, and to DHHS' discretion. DHHS may establish a cap on total amount of funds that any one Applicant, or Applicants acting jointly, may request. Any cap shall be set forth in the **Applications Instructions, Section 4.4**, below. The total funds may be split among multiple Subrecipients in the discretion of DHHS.

### 1.2. Period of Performance

The Period of Performance is the time during which a successful Applicant may incur costs to carry out the work authorized under this RFA and the resulting Subaward. See the definitions in 2 CFR § 200.77 or 45 CFR § 75.2. The initial Period of Performance for this RFA is from September 1, 2019 to September 30, 2020. This period may be extended by DHHS as allowable by the Federal Funding Agency. If state funds are involved in the award, this may also determine whether DHHS may extend a Period of Performance.

For the initial Period of Performance, all costs must be invoiced to DHHS by September 30, 2020 and liquidated (i.e., spent) by December 31, 2020. These dates are dependent on federal periods of allowability and DHHS' own ability to timely process payments. They may be subject to change; final dates will be included in the final Subaward between the parties. If an Applicant believes it cannot meet these deadlines, it should not apply for funding under this RFA. Obligation and liquidation deadlines may be extended as allowed by the Federal Funding Agency, but no extensions are guaranteed. Future Periods of Performance, as allowed by DHHS, may have different obligation and liquidation deadlines.

### 1.3. Applicable Law

Because the funds to support the activities under this RFA involve federal funds, usage of these funds is subject to federal law, in addition to any applicable state law. The Uniform Grant Guidance, [2 CFR §§ 200 et seq.](#) ("UGG") applies to subawards funded from the United States Department of Agriculture (USDA), the Department of Housing and Urban Development (HUD), the Department of Labor (DOL), the Environmental Protection Agency (EPA) or other federal agencies. The United States Department of Health and Human Services (HHS) has adopted the UGG, but has implemented and re-codified it at [45 CFR §§ 75 et seq.](#) ("HHS GG"); for awards funded by HHS, those regulations apply. Throughout this RFA, both the UGG and the HHS GG will be cited, although they are substantially similar.

The HHS GG shall apply to this RFA if it awards funds from block grants authorized by the Omnibus Budget Reconciliation Act of 1981, unless Nebraska statute or regulation has established provisions for the payment costs and services; in all other respects, as provided herein, those block grant subawards are governed by [45 CFR §§ 96 et seq.](#)

Additional federal and state statutes and regulations may apply to the funding contained herein. These may be included in **Additional Program Requirements, Section 5.7**, below, as well as in the Subaward itself.

Further information about allowable costs and activities may be set forth herein.

#### **1.4. Eligible Entities**

Any Applicant for this RFA must be a “non-federal entity,” as set forth in 45 CFR § 75.2 or 2 CFR § 200.69. A “non-federal entity” is limited to local governments, Indian tribes, institutions of higher education, or nonprofit organizations; further definitions in the UGG or the HHS GG may apply. If this RFA involves funds from the United States Department of Labor, the definition of “non-federal entity,” per 2 CFR § 2900.2, includes for-profit entities, as well. Any Application submitted by an Applicant who is ineligible shall be rejected without scoring.

#### **1.5. Award of Funding**

DHHS will evaluate Applications in the manner set forth herein. An Intent to Subaward will be posted on the DHHS Website with selected Applicants. Funds will be awarded through a written agreement, termed a Subaward, which will incorporate this RFA by reference. No promise for funds is binding on DHHS, and no funds will be paid to any Applicant until a Subaward has been executed by both the Applicant and DHHS.

DHHS has the option to extend the Period of Performance of Subawards awarded under this RFA for an additional four (4) one (1) year periods.

In the Evaluation of Applications, DHHS shall not discriminate for or against an organization on the basis of the organization's religious character or affiliation, as consistent with 45 CFR §§ 87 et seq.

## 2. PROJECT DESCRIPTION

### 2.1. Background and Purpose

DHHS, Division of Public Health, is issuing this RFA for the purposes of promoting evidence-based programming to support health education with demonstrated impact on sexual activity reducing unintended pregnancy and sexually transmitted diseases. Sexual Risk Avoidance Education (SRAE) programing should align with the nine targets of the Systematic Method for Assessing Risk-avoidance tool (SMARTool). The nine targets of the SMARTool include: #1 Enhance knowledge of (a) physical and sexual risks and (b) personal relationships; #2 Support personal attitudes and beliefs that value sexual risk avoidance; #3 Acknowledge and address common rationalizations for sexual activity; #4 Improve perception of and independence from negative peer and social norms.; #5 Build personal competencies and self-efficacy to avoid sexual activity; #6 Strengthen personal intention and commitment to avoid sexual activity; #7 Identify and reduce the opportunities for sexual activities; #8 Strengthen future goals and opportunities; and #9 Partner with parents.

### 2.2. Program Overview

- 2.2.1. DHHS has selected Wyman's Teen Outreach Program® (TOP®) as the evidence-based model to be implemented under the Sexual Risk Avoidance Education Program (SRAE) program. TOP® is a Positive Youth Development (PYD) curriculum with outcomes of decreased risky behavior and improved academics, such as fewer suspensions, fewer pregnancies, fewer failing grades, and less course failure. TOP® can easily be replicated in urban or rural communities and adapted to fit cultural needs without compromising fidelity to the model. Needs of the target populations, including cultural and environmental needs, can be addressed through the various options for implementation settings including classroom and/or afterschool groups as well as placement within racial/ethnic/cultural communities within counties targeted. Additionally, TOP®'s curriculum includes one hundred forty (140) lessons framed for three developmental levels (foundational, intermediate, and advanced), which allows facilitators to deliver age-appropriate messaging and the ability to structure each club meeting to address the diverse needs of participants.
- 2.2.2. Successful Applicants will implement TOP® to serve one (1) or more of the target groups and describe the Applicant's capacity to fulfill the requirements of the TOP® program and state goals and objectives as described in this section.

### 2.3. Goals and Objectives

- 2.3.1. Nebraska's SRAE program seeks to provide youth opportunities to build connections with caring adults that enhance critical knowledge and skills about sexually transmitted disease (STD) prevention, values clarification, communication, and healthy relationship behaviors in the context of their lives. Long term goals, short term goals, and objectives for the program are as follows:
  - 2.3.1.1. Long-Term Goal #1: Reduce STD rates for youth aged 10 to 19 in Nebraska.
  - 2.3.1.2. Long-Term Goal #2: Reduce unintended teen pregnancy rates for youth aged 10 to 19 in Nebraska.
  - 2.3.1.3. Short-Term Goal #1: Provide education to Nebraska youth that normalizes optimal health behaviors by preventing teen sexual activity.
  - 2.3.1.4. Short-Term Goal #2: Nebraska youth-serving professionals will gain improved knowledge and skills to better support youth aged 10 to 19.
  - 2.3.1.5. Objective #1: Implement complete, medically accurate education for Nebraska youth 10 to 19 that is age-appropriate and culturally responsive.
  - 2.3.1.6. Objective #2: Provide evidence-based and/or evidence-informed sexual risk avoidance education and skills to target groups through the subaward process to local non-profit organizations, local health departments, and/or schools.
  - 2.3.1.7. Objective #3: Implement PYD and service learning opportunities for adolescents within selected subaward communities/sites.

## **2.4. Target Population**

- 2.4.1. Vulnerable and Disconnected Youth (ages 10-19), defined as youth at-risk of or experiencing homelessness (looking for indicators such as higher than state drop out or expulsion rates, high rates of child maltreatment or neglect, or other reasonable indicators presented by applicant);
- 2.4.2. Youth in foster care (ages 10-19);
- 2.4.3. Youth residing in any Nebraska county where county data for teen birth and STD rates support a need for prevention and intervention programming;
- 2.4.4. Youth residing in Medically Underserved Areas/Medically Underserved Populations (MUAs/MUPs), any of the Nebraska counties where this designation exists and/or where culturally underrepresented youth populations, especially Hispanic, African American, or Native American youth reside (ages 10-19); and
- 2.4.5. Youth residing in any Nebraska county where disparities in teen birth rates and/or STD rates are documented (ages 10-19).

## **2.5. Performance Requirements**

- 2.5.1. TOP® clubs must adhere to fidelity standards that include:
  - 2.5.1.1. Deliver programming over a minimum of twenty-five (25) weekly meetings over a nine (9) month period, with most of the content of those meetings consisting of either TOP® Curriculum lessons or Community Service Learning (CSL) activities;
  - 2.5.1.2. Ensure a minimum number of curriculum lessons are delivered;
  - 2.5.1.3. Ensure seventy-five percent (75%) of youth completing the program achieve at least twenty (20) hours of CSL during the program year;
  - 2.5.1.4. Ensure all facilitators are TOP® trained and certified;
  - 2.5.1.5. Ensure that the youth to facilitators ratio does not exceed twenty-five to one (25:1); and,
  - 2.5.1.6. Ensure high quality facilitation techniques are employed.
- 2.5.2. TOP® clubs must complete teen pre-and post-surveys within designated window of four (4) weeks prior to and four (4) weeks following the start and end dates.
- 2.5.3. Each active club facilitator must complete an end-of-year facilitator survey.
- 2.5.4. TOP® clubs must schedule an annual on-site club observation visit. See Attachment B for expectations of the site visit.
- 2.5.5. Club facilitators must collect consent permissions from each teen taking surveys.

## **2.6. Adaptations**

- 2.6.1. Minor adaptations to the requirements specified in section 2.5 will be considered if the purpose is to better serve one of the target groups listed in section 2.4.
- 2.6.2. A minor adaptation is one that alters the time frame of the club but does not alter the dosage of twenty-five (25) meetings and twenty (20) hours of CSL. For example, a minor adaptation might be to convene a TOP® club twice a week for one to two (1-2) hours for four (4) months, instead of once a week over nine (9) months.
- 2.6.3. A formal application to request a minor adaptation will be required and must be approved by Wyman prior to the start of the club.

## **2.7. Reporting Requirements/Deliverables**

- 2.7.1. The following progress reports will be due on the fifteenth (15<sup>th</sup>) day of the month following the end of a quarter (October 15, January 15, April 15, and July 15):
  - 2.7.1.1. Progress Report Narrative
  - 2.7.1.2. Expenditure Report
  - 2.7.1.3. Demographic Reporting Form
  - 2.7.1.4. Referral Reporting Form
- 2.7.2. Attendance Report must be entered regularly into Wyman Connect ([wymconnect.org](http://wymconnect.org)) to ensure up-to-date data availability. DHHS will provide a user name and password. Attendance will be checked by DHHS at quarterly report time but may also be checked by Wyman periodically.















project under the applicable federal or state funding sources (or both), and, as applicable, descriptions of timelines, outcome/process measures, and program evaluation activities.

#### **4.4. Applicant's Budget**

Each budget should contain only costs that are allowable under the applicable federal statutes, regulations, terms and conditions of this RFA. Applicants will not be allowed to change their budgets once submitted to DHHS, unless the POC specifically requests, in writing, budget changes. Budgets may be modified as required by DHHS or in agreement between DHHS and the Applicant after the Intent to Subaward is announced. Applicants should not rely on budget changes or modifications in submitting their proposed budget, but should be able to perform the program activities consistent with their budget.

The applicant should provide a justification supporting the need to allocate funds for items in the spreadsheet or table format of the itemized budget. The justification should provide a clear description of how the budget items directly relate to the completion of project activities.

If an Applicant has or has prepared a cost allocation plan for this subaward, it may submit it along with the Application.

If Applicants plan to charge indirect costs other than through a cost allocation plan, Applicants thus must provide one of the following along with their budget: 1) A current federally-approved indirect cost rate agreement; 2) A currently approved indirect cost rate agreement with DHHS; or 3) A calculation of *de minimis* indirect costs consistent with federal rules. DHHS may provide a calculator to aid programs in calculating *de minimis* indirect costs, upon request;

Indirect costs and cost allocation plans may also be negotiated after the Intent to Subaward. As consistent with law, Applicants may voluntarily opt to take a lower indirect rate than their approved agreement, or indirect cost calculation, allows.

DHHS reserves the right to award up to or less than an Applicant's budget.

## 5. TERMS

Applicants must be aware of the following terms when submitting their Applications. These terms will be included in the resulting Subaward between the parties, as well.

### 5.1. Addenda

The following Addenda will be incorporated into any Subaward with a selected Applicant. They are available online at the DHHS Website:

- Addendum A - DHHS Standard Terms – Subawards

DHHS reserves the right to amend these terms at any time during the RFA; to negotiate the terms with selected Applicants; to amend or change these terms for any subsequent Subaward signed and executed by the parties; or any combination of the above. Terms required by federal or state law will not be negotiated, and if an Applicant cannot agree to these terms, DHHS may withdraw or modify the Intent to Subaward and take any of the actions set forth herein.

### 5.2. Budget Changes

The final Subaward may contain terms to allow a Subrecipient to modify a budget, with or without approval from DHHS. Applicants should not, however, rely on this when submitting budgets.

### 5.3. Direct Costs

Under this Subaward, DHHS shall only pay for actual and allowable costs (as defined in this section) incurred during the Period of Performance.

To be allowable, all costs must be:

- Necessary for the performance of the Subaward activities;
- Reasonable, as provided in 2 CFR § 200.404 or 45 CFR § 75.404;
- Allocable to the federal award, as provided in 2 CFR § 200.405 or 45 CFR § 75.405;
- Consistent with all other requirements of the Cost Principles in 2 CFR § 200 Subpart E or 45 CFR § 75 Subpart E; and
- Consistent with all other law, regulation, policy, or other requirements applicable to the state or federal funds involved.

To be actual, all costs must be finalized and spent by the appropriate dates set forth in the Subaward.

Particular Federal Funding Agencies may have additional requirements and stipulations regarding allowable costs under that particular funding.

Applicants should be aware that direct personnel costs must be consistent with 45 CFR § 75.430 or 2 CFR § 200.430, as applicable. These costs must be able to be backed by sufficient documentation, or must be shown to be allocable to the award via an alternative, allowable method, such as a random moment time study.

### 5.4. Indirect Costs

Federal law defines indirect costs as “costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved.” 2 CFR § 200.56 and 45 CFR § 75.2. All indirect costs may only be paid if they are consistent with the UGG or HHSGG, as applicable.

As provided in 2 CFR § 200.414 and 45 CFR § 75.414, indirect costs may only be paid from a federal grant if paid through a federally-approved rate or a rate negotiated between DHHS and the Applicant. If the Applicant

has never had a federally-approved indirect rate, it may charge indirect costs as consistent with the federal rules for *de minimis* indirect costs.

Cost Allocation plans may set forth a direct allocation of all costs under a subaward, or may allocate only a portion of those costs along with an indirect rate. Subrecipients may not, however, charge items as direct costs and also as indirect costs.

### **5.5. Program Income**

Any revenue generated by the Subaward is Program Income (see definition in 2 CFR § 200.80 or 45 CFR § 75.2). Program Income requires an accounting of its use and must be handled in accordance with 2 CFR § 200.307 or 45 CFR § 75.307. As per the Notice of Award for the federal funds involved in this RFA or from other regulation, all program income generated by the Subawards awarded as a result of this RFA must be handled under the deduction method, Please see the regulations cited above for more detail.



## 6. GLOSSARY OF TERMS

*All terms shall have the meaning as set forth in 2 CFR §§ 200 et seq. or 45 CFR §§ 75 et seq. unless otherwise specifically set forth herein.*

**Agent/Representative:** A person authorized to act on behalf of another.

**Amend:** To alter or change by adding, subtracting, or substituting.

**Amendment:** A written correction or alteration to a document.

**Applicant:** Non-Federal Entity that has applied for funding under this RFA.

**Application:** The written proposal submitted by the Applicant applying for funding under this RFA, which is composed of Forms 1 through 5.

**Application Due Date:** The date the RFA must be submitted to DHHS, and if not submitted by that time, rejected.

**DHHS Website:** [www.dhhs.ne.gov](http://www.dhhs.ne.gov).

**Evaluation:** The process of examining an Applicant after opening to determine the Applicant's responsibility, responsiveness to requirements, and to ascertain other characteristics of the Application that relate to determination of the successful award.

**Evaluation Committee:** Committee(s) appointed by DHHS that advises and assists DHHS in the evaluation of Applications.

**Evaluator:** An individual on the Evaluation Committee who advises and assists in the evaluation of Applications.

**HHS Grants Guidance ("HHSGG"):** The regulations codified at 45 CFR §§ 75 et seq., a re-codified version of the UGG, which provide the general administrative requirements for grant funding flowing down from the federal Department of Health and Human Services. See also Uniform Grant Guidance.

**Intent to Subaward:** A document noting the results of the RFA evaluation process, and identified any identified Applicant(s) with whom DHHS intends to award federal funds, but not a binding agreement with any promise to award.

**Mandatory/Must:** Required, compulsory, or obligatory.

**May:** Discretionary, permitted; used to express possibility.

**Must:** See Mandatory/Must and Shall/Will/Must.

**Non-Responsive:** When an Application does not meet the minimum requirements of this RFA.

**Point of Contact ("POC"):** The person designated to receive communications and to communicate.

**Request for Applications ("RFA"):** Written solicitation of competitive applications for federal grant funding.

**Shall/Will/Must:** An order/command; mandatory.

**Should:** Expected; suggested, but not necessarily mandatory.

**Subaward:** In addition to the definition in 2 CFR § 200.92 and 45 CFR § 75.2, Subaward means the Grant Agreement executed, pursuant to the terms of the RFA, with the Non-Federal Entity.

**Subrecipient:** In addition to the definition in 2 CFR § 200.93 and 45 CFR § 75.2, Subrecipient means the Non-Federal Entity that has executed a Subaward with DHHS.

**Uniform Grants Guidance (“UGG”):** The regulations codified at 2 CFR §§ 200 et seq., which provide the general administrative requirements for grant funding flowing down from the federal government. See also HHS Grants Guidance.

**Will:** See Shall/Will/Must.

## FORM 1 – APPLICATION COVER SHEET

**Instructions:** This form must be signed and returned, along with the application materials, before the Application Due Date, to the POC or designated email address, as applicable.

<b>RFA #</b>	<b>RELEASE DATE</b>
1619	May 28, 2019
<b>APPLICATION DUE DATE</b>	<b>POINT OF CONTACT</b>
JUNE 19, 2019	Michaela Jennings

### CERTIFICATION AND GUARANTEE OF COMPLIANCE

By signing this Application Cover Sheet, the Applicant guarantees compliance with the provisions stated in this Request for Application and certifies that all information contained in this Application is accurate. This Application is submitted pursuant to the terms of the RFA, and if the Applicant is awarded funding, it will be incorporated into the Subaward between the parties. I understand that if anything in this Application conflicts with the RFA or with the subsequent Subaward, the Subaward and RFA shall govern as set forth in the Subaward.

ORGANIZATION\*: \_\_\_\_\_

ORGANIZATION DUNS NUMBER: \_\_\_\_\_ PARENT DUNS (IF APPLICABLE): \_\_\_\_\_

COMPLETE ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

CONGRESSIONAL DISTRICT: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

\_\_\_\_ I CERTIFY THAT THIS ORGANIZATION IS AN "ELIGIBLE ORGANIZATION" AS DEFINED BY THIS RFA.

\_\_\_\_ I CERTIFY THAT THIS ORGANIZATION IS NOT PRESENTLY DEBARRED OR SUSPENDED.

**SIGNATURE:** \_\_\_\_\_

TYPED NAME & TITLE OF SIGNER: \_\_\_\_\_

*\*Name must match DUNS Number.*

## FORM 2 – APPLICANT’S WORK PLAN

Component	Instructions
1. Proposed Program	a. In narrative format, describe the Applicant’s proposed plan to implement one or more TOP® club/s.
Applicant’s response:	
2. Background & Demonstrated Effectiveness & Experience	a. In narrative format, include the Applicant’s background that has prepared them for this work. b. If sub-contractors are identified, the Applicant should provide any previous experience working with and managing sub-contractors.
Applicant’s response:	
3. Program Management	a. Describe how the Goals and Objectives and Performance Requirements described in the application will be successfully managed and completed. b. If a position is vacated, describe how the Applicant would continue to provide services or perform activities until a qualified replacement is hired; c. Describe how sub-contractors will be monitored for compliance with state and federal requirements.
Applicant’s response:	
4. Quality improvement process	a. Describe the Applicant’s quality improvement processes and plans for monitoring the grant, including: <ol style="list-style-type: none"> <li>1. Reviews to monitor services or activities and participant / stakeholder satisfaction;</li> <li>2. Methods used for overseeing that activities are performed, monitored and evaluated based on a proven strategies and/or evidence-based approach; and,</li> <li>3. Procedures for implementing corrective action.</li> </ol>
Applicant’s response:	
5. Community partnerships	Describe the Applicant’s capacity to engage community partners in planning and implementing activities. This includes the Applicant’s approach to including youth voice its work, as applicable.
Applicant’s response:	
6. Start-up activities	Describe the Applicant’s plans to start-up and begin implementation of services or project activities.
Applicant’s response:	

## FORM 3 – APPLICANT’S BUDGET

AGENCY: \_\_\_\_\_ PROJECT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY & ZIP: \_\_\_\_\_

SUB AWARD BUDGET		EXPENDITURES DURING REPORTING PERIOD	
Budget Category	Allocated Amount by Category per Approved Budget	<u>Grant Funds</u>	<u>Cost-Sharing (not required)</u>
<b>Personnel Costs (Total All Sub-Categories)</b>			
Justification			
<b>Fringe Benefits (Total All Sub-Categories)</b>			
Justification			
<b>Operating Expense (Total All Sub-Categories)</b>			
Justification			
<b>Travel</b>			
Justification			
<b>Equipment (Club)</b>			
Justification			
<b>Supplies (personal property excluding equipment, such as office supplies)</b>			

SUB AWARD BUDGET		EXPENDITURES DURING REPORTING PERIOD	
Budget Category	Allocated Amount by Category per Approved Budget	<u>Grant Funds</u>	<u>Cost-Sharing (not required)</u>
Justification			
Contractual			
Justification			
Other (Total All Sub Categories*) consultant costs, local travel, insurance, food medical & dental costs, professional services, space & equipment rental; printing computer use, training costs, staff development & administrative costs)			
Justification			
Total Direct Charges			
Indirect (if applicable)			
Total			