

## UNIFORM PROJECT DESCRIPTION

### GUIDANCE FOR USE

#### WHAT IT IS:

The Uniform Project Description, or **UPD**, is a series of text options through which a Program Announcement (PA) governing a competition for discretionary grant awards solicits information deemed necessary to judge the quality of application submissions during the competitive review.

#### OMB REQUIREMENT:

The Paperwork Reduction Act of 1995 (PRA), P.L. 104-13, requires the Office of Management and Budget's (OMB) approval of all information collections with 10 or more expected respondents.

The solicitation of applications from potential grantees constitutes an information collection as defined by the PRA. Therefore, all information collections in program announcements with more than 10 expected respondents require OMB approval under the PRA. There are two approaches to satisfying this requirement for program announcements. The first is to use the regular clearance procedures prescribed by OMB, a process that can take six months or more.

The other option is to use **only** information collections previously approved by OMB. Examples of previously approved information collections are the UPD, Application for Federal Assistance (SF-424 REV.) and Disclosure of Lobbying Activities form (SF-LLL). There is no government-wide OMB pre-approved form or format for an application project description. In order to more efficiently develop and publish discretionary PAs, ACF requested and received approval from OMB for the generic **UPD**. When the UPD is properly used in a discretionary PA, the need for a separate OMB approval under the PRA is avoided thus allowing for PA publication and grant competitions to occur in a more timely way.

In ACF, information required for the evaluation of competitive proposals may only be solicited by proper integration of the UPD text options and evaluation criteria into *Section V* of each PA for discretionary grant awards. Information collections that are usually an integral part of PAs for discretionary grants include a project description, budget and budget justification, assurances, and certifications. In general, certifications and assurances use OMB pre-approved standard forms, and therefore, do not require a separate approval.

The following is an excerpt from the Paperwork Reduction Act, Public Law 104-13, that defines information collection:

(c) Collection of information means, except as provided in Sec. 1320.4, the obtaining, causing to be obtained, soliciting, or requiring the disclosure to an agency, third parties or the public of information by or for an agency by means of identical questions posed to, or identical reporting, recordkeeping, or disclosure requirements imposed on, ten or more persons, whether such collection of information is mandatory, voluntary, or required to obtain or retain a benefit. ``Collection of information" includes any requirement or request for persons to obtain, maintain, retain, report, or publicly disclose information. As used in this Part, ``collection of information" refers to the act of collecting or disclosing information, to the information to be collected or disclosed, to a plan and/or an instrument calling for the collection or disclosure of information, or any of these, as appropriate.

(1) A collection of information may be in any form or format, including the use of report forms; application forms; schedules; questionnaires; surveys; reporting or recordkeeping requirements; contracts; agreements; policy statements; plans; rules or regulations; planning requirements; circulars; directives; instructions; bulletins; requests for proposal or other procurement requirements; interview guides; oral communications; posting, notification, labeling, or similar disclosure requirements; telegraphic or telephonic requests; automated, electronic, mechanical, or other technological collection techniques; standard questionnaires used to monitor compliance with agency requirements; or any other techniques or technological methods used to monitor compliance with agency requirements. A ``collection of information" may implicitly or explicitly include related collection of information requirements.

#### **HOW THE UPD IS USED:**

The UPD is a series of standard text options that can be used, as needed, to develop a project description for a specific program announcement. You must adhere to the following points:

- Any new discretionary program must be added to the list of programs authorized by OMB to use the UPD. The necessity of adding to the OMB-approved list is determined by CFDA Number under which the program is competed. Program staff should contact the Office of Information Services (OIS) OMB Liaison, as early as possible in the review and clearance process to make sure that the CFDA Number for their PAs are on the OMB-approved list.
- Some sections of the UPD will appear in each PA. These are confined Part I: Purpose and General Expectations and Part II: Introduction, Budget and Budget Justification, and General. Otherwise, only those text options appropriate for the PA should be selected from the UPD.

- Text options, including the title, must not be modified in any way. This includes any deletions or additions, with the exception of a few options where the program may cite program-specific examples or elements. Other than these few options, any other revisions or additions to UPD text options would be considered a “revision” under the PRA and would require a request for approval through normal OMB-clearance procedures.
- Only information collections with prior OMB approval may be used in ACF PAs. Some ACF programs maintain forms and/or formats with separate OMB clearances such as abstracts, reporting formats, etc. It is perfectly acceptable to include these separately cleared forms and formats in ACF PAs in conjunction with the UPD. However, no other types of collections may be included in ACF PAs.
- The UPD, as it appears in this document, is part of the electronic Program Announcement Template System (PATS) and is found in *Section V* of each ACF PA. Program staffs who draft PAs in PATS, aka *ACF Drafters*, select the appropriate UPD text elements for each PA. Some text options in this document contain guidance directed toward the “*ACF Drafter*” of PAs. This language is setoff in brackets in an italic font to distinguish it from text option language.

## **HOW THE UPD RELATES TO THE EVALUATION CRITERIA:**

The evaluation criteria are a set of measures that communicate to applicants how the application will be evaluated during the competitive review process. Programs should strive to employ the judicious selection of language that is evaluative and measures quality in their criteria so that they will solicit the information necessary to make decisions between applicants.

Caution must be exercised when drafting the evaluation criteria in order to avoid adding information collections to the PA and creating the need to request a program announcement-specific OMB clearance approval.

There are many approaches to developing the evaluation criteria so that they are free of additional information collection. The most commonly used is to put the criteria in a passive voice. That is, instead of asking the applicants to “Describe or provide ...,” the criteria will note that “Applications will be evaluated to the extent that the application describes or provides...” the necessary information.

The headings of the evaluation criteria must reflect the titles of UPD text options selected for the PA. This means that an evaluation criterion may not carry a title that is not also selected as a UPD option. This does not mean that program staff should create evaluation criteria that match each UPD selection. For example, if the “Approach” text option in the UPD is used, there may be a corresponding evaluation criterion entitled “Approach.” That criterion will probably encompass an evaluation of information requested under a few UPD selections.

**REQUIRED LANGUAGE FOR THE PRA SECTION:**

In discretionary PAs produced by the PATS template, the following text appears at the beginning of Section V. Application Review Information:

THE PAPERWORK REDUCTION ACT OF 1995 (P.L. 104-13)

Public reporting burden for this collection of information is estimated to average **40** hours per response including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information.

The project description is approved under OMB control number 0970-0139, which expires 4/30/2007.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

**A Note Concerning Information Collections in Mandatory (Formula) Program Announcements:**

The UPD is not approved for use in PAs for mandatory grant; however, the Paperwork Reduction Act requirements still applies to those PAs when they require information collections and anticipate 10 or more respondents. Currently there is no UPD for use in announcements for mandatory/formula grants. If a mandatory/formula announcement includes information collection, a separate clearance from OMB under the PRA is required. It is advisable that program staffs contact with the Office of Information Services OMB Liaison concerning the currency of, or need for, OMB clearance under the PRA before submitting a draft mandatory/formula announcement for review and clearance.

For more information on the requirements of the PRA please contact:

<p>For PA content and usage related questions:  Office of Administration  Division of Grants Policy  <a href="http://intranet.acf.hhs.gov/offices/oa/ofs/dgp/dgpstaff.html">http://intranet.acf.hhs.gov/offices/oa/ofs/dgp/dgpstaff.html</a></p>	<p>For OMB clearance related questions:  Robert Sargis  Office of Administration  Office of Information Services  (202) 690-7275</p>
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## TABLE OF TEXT OPTIONS FOR THE UNIFORM PROJECT DESCRIPTION (UPD)

(text option titles are active links to each option)

### PART I - THE PROJECT DESCRIPTION OVERVIEW

PURPOSE (Standard language – appears in each PA)

GENERAL EXPECTATIONS AND INSTRUCTIONS

(Standard language – appears in each PA)

### PART II - GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION

INTRODUCTION (Standard language – appears in each PA)

Text Option: LETTER OF INTENT (*New option*)

Text Option: TABLE OF CONTENTS (*New option*)

Text Option: PROJECT SUMMARY/ABSTRACT

Text Option: OBJECTIVES AND NEED FOR ASSISTANCE

Text Option: RESULTS OR BENEFITS EXPECTED

Text Option: APPROACH

Text Option: EVALUATION

Text Option: GEOGRAPHIC LOCATION

Text Option: ADDITIONAL INFORMATION

Subtext Option: LEGAL STATUS OF APPLICANT ENTITY (New option)

Subtext Option: LOGIC MODEL (New option)

Subtext Option: STAFF AND POSITION DATA

Subtext Option: PLAN FOR PROJECT CONTINUANCE BEYOND  
GRANT SUPPORT

Subtext Option: BUSINESS PLAN

Subtext Option: ORGANIZATIONAL PROFILES

Subtext Option: DISSEMINATION PLAN

Subtext Option: THIRD-PARTY AGREEMENT (New options available)

Subtext Option: LETTERS OF SUPPORT

BUDGET AND BUDGET JUSTIFICATION ([Standard language – appears in each PA](#))

GENERAL (Standard language – appears in each PA)

Subtext Option: PERSONNEL

Subtext Option: FRINGE BENEFITS

Subtext Option: TRAVEL

Subtext Option: EQUIPMENT

Subtext Option: SUPPLIES

Subtext Option: CONTRACTUAL

Subtext Option: CONSTRUCTION

Subtext Option: OTHER

Subtext Option: INDIRECT CHARGES

Subtext Option: PROGRAM INCOME

Subtext Option: NON-FEDERAL RESOURCES

Text Option: TOTAL DIRECT CHARGES, TOTAL INDIRECT CHARGES, TOTAL  
PROJECT COSTS

Part III GUIDELINES FOR PREPARING A PROJECT DESCRIPTION FOR  
AN ABBREVIATED APPLICATION

Text Option: NON-COMPETING CONTINUATIONS

Text Option: SUPPLEMENTAL APPLICATIONS

## Part I THE PROJECT DESCRIPTION OVERVIEW

### PURPOSE

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

### GENERAL EXPECTATIONS AND INSTRUCTIONS

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

## Part II GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION

### INTRODUCTION

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

Text Option: LETTER OF INTENT

*[Instructions to ACF Drafters:*

*If you are including an optional letter of intent for this announcement, it should be selected from the UPD and also be referenced in Sections IV.2 and in Section IV.3 in the deadline section and in the Checklist.]*

Applicants are strongly encouraged to notify ACF of their intention to submit an application under this announcement. Please submit the letter of intent by the deadline date listed in *Section IV.3 Submission Dates and Times*.

The letter of intent should include the following information: number and title of this



announcement; the name and address of the applicant organization; and/or Fiscal Agent (if known); and the name, phone number, fax number and email address of a contact person.

Letter of intent information will be used to determine the number of expert reviewers needed to evaluate applications. The letter of intent is **optional**. Failure to submit a letter of intent will not impact eligibility to submit an application and will not disqualify an application from competitive review.

Text Option: TABLE OF CONTENTS

List the contents of the application including corresponding page numbers.

Text Option: PROJECT SUMMARY/ABSTRACT

Provide a summary of the project description (one page or less) with reference to the funding request.

Text Option: OBJECTIVES AND NEED FOR ASSISTANCE

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

Text Option: RESULTS OR BENEFITS EXPECTED

[*ACF Drafters: If you select this option, then you must insert an appropriate program-specific example. If appropriate, program performance standards may be used as the program-specific example.*]

Identify the results and benefits to be derived. For example, ...

Text Option: APPROACH

Outline a plan of action that describes the scope and detail of how the proposed work will be

accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

*[ACF Drafters: Insert program-specific example, if appropriate. Please use full sentences.]*

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from OMB. This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project, along with a short description of the nature of their effort or contribution.

Text Option: EVALUATION

Provide a narrative addressing how the conduct of the project and the results of the project will be evaluated. In addressing the evaluation of results, state how you will determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

Text Option: GEOGRAPHIC LOCATION

Describe the precise location of the project and boundaries of the area to be served by the proposed project. Maps or other graphic aids may be attached.

Text Option: ADDITIONAL INFORMATION

The following are requests for additional information that must be included in the application:

Subtext Option: LEGAL STATUS OF APPLICANT ENTITY

Applicants must provide the following documentation under this program announcement. Please provide:

*[ACF Drafters: Insert specific items required to provide evidence of current legal status of applicant entity. Examples of these items are: Copy of certification of incorporation, or State-issued certificate that the applicant entity is in good standing with the State, Governing Board Membership Documentation, proof of non-profit status (see section below), Tribal resolutions, and other types of documentation. Do not list proof of non-profit status in this section ( use check boxes below to indicate the type of non-profit certification required. The text that appears next to the checkbox will appear in the PA.) Required certification(s) may be listed in text or list formats.]*

*[ACF Drafters: If non-profits are eligible under this PA select the appropriate option below. If non-profit organizations are eligible, select one of the "yes" options. The corresponding text to the right will appear in the PA when the appropriate button is selected. Please select the same options that were selected earlier in the PA under Section IV.2.]*

#### **Proof of Non-Profit Status**

No. Non-profit organizations are not eligible. (Nothing will output.)

Yes (Regular)

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, it is strongly suggest that the applicant attach proof of non-profit status with the electronic application.

*[ACF Drafters: Select this option if only non-profits with 501(c)(3) status are eligible.]*

Yes [501(c)(3) only]

Non-profit 501(c)(3) organizations applying for funding are required to submit proof of their non-profit status. Proof of 501(c)(3) non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt 501(c)(3) organizations described in the IRS Code.
- A copy of a currently valid IRS 501(c)(3) tax-exemption certificate.

When applying electronically, it is strongly suggest that the applicant attach proof of non-profit status with the electronic application.

Subtext Option: LOGIC MODEL

*[ACF Drafters: Indicate the logic model style that you prefer and use the check box, the full description will print.]*

Applicants are expected to use a model for designing and managing their project. A logic model is a one-page diagram that presents the conceptual framework for a proposed project and explains the links among program elements. While there are many versions of logic models, for the purposes of this announcement the logic model should summarize the connections between the:

- Goals of the project (e.g., objectives, reasons for proposing the intervention, if applicable);
- Assumptions (e.g., beliefs about how the program will work and is supporting resources. Assumptions should be based on research, best practices, and experience.)
- Inputs (e.g., organizational profile, collaborative partners, key staff, budget);
- Activities (e.g., approach, listing key intervention, if applicable);
- Outputs (i.e., the direct products or deliverables of program activities); and
- Outcomes (i.e., the results of a program, typically describing a change in people or systems).

OR

Applicants are expected to use a model for designing and managing their project. A logic model is a tool that presents the conceptual framework for a proposed project and explains the linkages among program elements. While there are many versions of the logic model, they generally summarize the logical connections among the needs that are the focus of the project, project goals and objectives, the target population, project inputs (resources), the proposed activities/processes/outputs directed toward the target population, the expected short- and long-term outcomes the initiative is designed to achieve, and the evaluation plan for measuring the extent to which proposed processes and outcomes actually occur.

Subtext Option: STAFF AND POSITION DATA

Provide a biographical sketch and job description for each key person appointed. Job descriptions for each vacant key position should be included as well. Provide resumes of proposed project staff. As new key staff is appointed, biographical sketches will also be

required.

Subtext Option: PLAN FOR PROJECT CONTINUANCE BEYOND GRANT SUPPORT

Provide a plan for securing resources and continuing project activities after Federal assistance has ended.

Subtext Option: BUSINESS PLAN

*[ACF drafters: Insert elements of a business plan. Provide definitions, descriptions and instructions where necessary.]*

When Federal grant funds will be used to make an equity investment or loan, provide a business plan. The business plan shall include:

Subtext Option: ORGANIZATIONAL PROFILES

Provide information on the applicant organization(s) and cooperating partners, such as: organizational charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; Employer Identification Number(s); contact persons and telephone numbers; names of bond carriers; child care licenses and other documentation of professional accreditation; information on compliance with Federal/State/local government standards; documentation of experience in the program area; personnel policies; and other pertinent information.

Subtext Option: DISSEMINATION PLAN

Provide a plan for distributing reports and other project outputs to colleagues and to the public. Applicants must provide a description of the method, volume, and timing of distribution.

Subtext Option: THIRD-PARTY AGREEMENTS

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

A third-party agreement covering a loan transaction must contain, at a minimum, the following information: (1) purpose(s) for which the loan is being made; (2) interest rates and other fees; (3) terms of the loan; (4) repayment schedules; (5) Collateral security; (6) default and collection procedures; (7) signatures of the authorized officials of the lender and the borrower.

A third-party agreement covering an equity investment must contain, at a minimum, the following: (1) purpose(s) for which the equity investment is being made; (2) the type of equity transaction (e.g. stock purchase); (3) cost per share and basis on which the cost per share is derived; (4) number of shares being purchased; (5) percentage of ownership in the business; (6) term of duration of the agreement; (7) number of seats on the board, if applicable; (8) signatures of the authorized officials of the grantee and third party organization.

Subtext Option:        LETTERS OF SUPPORT

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions should be included in the application package or by the application deadline.

### BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

### GENERAL

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which the applicant is applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

Subtext Option:        PERSONNEL

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel

costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

Subtext Option:        FRINGE BENEFITS

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contribution Act (FICA) taxes, retirement insurance, taxes, etc.

Subtext Option:        TRAVEL

Description: Costs of project-related travel by employees of the applicant organization (does not include consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

Subtext Option:        EQUIPMENT

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Subtext Option:        SUPPLIES

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

Subtext Option: CONTRACTUAL

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 U.S.C. 403(11), currently set at \$100,000. Recipients might be required to make available to ACF pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the same supporting information referred to in these instructions.

Subtext Option: CONSTRUCTION

Description: Costs of construction by applicant or contractor.

Justification: Provide a detailed budget and narrative in accordance with the instructions for other object class categories. Identify which construction activities/costs will be contractual and that the applicant will assume.

Subtext Option: OTHER

Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description, and a justification for each cost under this category.

Subtext Option: INDIRECT CHARGES



Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

Subtext Option: PROGRAM INCOME

Description: The estimated amount of income, if any, expected to be generated from this project.

Justification: Describe the nature, source, and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

Subtext Option: NON-FEDERAL RESOURCES

*[ACF drafters: The Non-Federal Resources UPD text option applies only to those program announcements in which cost sharing or matching is required by statute or by program regulation.]*

Description: Amounts of non-Federal resources that will be used to support the project as identified in Block 15 of the SF-424.

Justification: The firm commitment of these resources must be documented and submitted with the application so that the applicant is given credit in the review process. A detailed budget must be prepared for each funding source.

Text Option: TOTAL DIRECT CHARGES, TOTAL INDIRECT CHARGES, TOTAL PROJECT COSTS

Part III GUIDELINES FOR PREPARING A PROJECT DESCRIPTION FOR  
AN ABBREVIATED APPLICATION

Text Option: NON-COMPETING CONTINUATIONS

A full project description will not be required for non-competing continuation applications for non-construction programs unless requested in writing by [ACF drafters: Insert name of ACF Program Office administering the program].

Text Option: SUPPLEMENTAL APPLICATIONS

For a supplemental assistance request, explain the reason for the request and justify the need for additional funding. Provide a budget and budget justification only for those costs for which additional funds are requested.