

# MATERNAL, INFANT, AND EARLY CHILDHOOD HOME VISITING PROGRAM

## PROGRAM-SPECIFIC INSTRUCTIONS FOR SUBMITTING THE COMPETITIVE FUNDING OPPORTUNITY ANNOUNCEMENT

### ACTIVITY CODE: D89

Public Burden Statement: 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. The OMB control number for this project is 0915-0351. Public reporting burden for this collection of information is estimated to average 139 hours per response, including the time for reviewing instructions, searching existing data sources, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to HRSA Reports Clearance Officer, 5600 Fishers Lane, Room 10-29, Rockville, Maryland, 20857.

## IV. Application and Submission Information

### 1. Address to Request Application Package

#### Application Materials and Required Electronic Submission Information

HRSA **requires** applicants for this funding opportunity announcement to apply electronically through Grants.gov. This robust registration and application process protects applicants against fraud and ensures that only authorized representatives from an organization can submit an application. Applicants are responsible for maintaining these registrations, which should be completed well in advance of submitting your application. All applicants **must** submit in this manner unless they obtain a written exemption from this requirement in advance by the Director of HRSA's Division of Grants Policy. Applicants must request an exemption in writing from [DGPWaivers@hrsa.gov](mailto:DGPWaivers@hrsa.gov), and provide details as to why they are technologically unable to submit electronically through the Grants.gov portal. Your email must include the HRSA announcement number for which you are seeking relief, the organization's DUNS number, the name, address, and telephone number of the organization and the name and telephone number of the Project Director as well as the Grants.gov Tracking Number (GRANTXXXX) assigned to your submission along with a copy of the "Rejected with Errors" notification you received from Grants.gov. **HRSA and its Digital Services Operation (DSO) will only accept paper applications from applicants that received prior written approval.** However, the application must still be submitted by the deadline. Suggestion: submit application to Grants.gov at least two days before the deadline to allow for any unforeseen circumstances.

Note: Central Contractor Registration (CCR) information must be updated at least every 12 months to remain active (for both grantees and sub-recipients). As of August 9, 2011, Grants.gov began rejecting submissions from applicants with expired CCR registrations. Although active CCR registration at time of submission is not a new requirement, this systematic enforcement will likely catch some applicants off guard. According to the CCR Website it can take 24 hours or more for updates to take effect, so **check for active registration well before your grant deadline.**

An applicant can view their CCR Registration Status by visiting <http://www.bpn.gov/CCRSearch/Search.aspx> and searching by their organization's DUNS. The [CCR Website](#) provides user guides, renewal screen shots, FAQs and other resources you may find helpful.

Applicants that fail to allow ample time to complete registration with CCR or Grants.gov will not be eligible for a deadline extension or waiver of the electronic submission requirement.

All applicants are responsible for reading the instructions included in HRSA's *Electronic Submission User Guide*, available online at <http://www.hrsa.gov/grants/apply/userguide.pdf>. This Guide includes detailed application and submission instructions for both Grants.gov and HRSA's Electronic Handbooks. Pay particular attention to Sections 2 and 5 that provide detailed information on the competitive application and submission process.

Applicants are also responsible for reading the Grants.gov Applicant User Guide, available online at <http://www.grants.gov/assets/ApplicantUserGuide.pdf>. This Guide includes detailed information about using the Grants.gov system and contains helpful hints for successful submission.

Applicants must submit proposals according to the instructions in the Guide and in this funding opportunity announcement in conjunction with Application Form SF-424. The forms contain additional general information and instructions for applications, proposal narratives, and budgets. The forms and instructions may be obtained by:

- 1) Downloading from <http://www.grants.gov>, or
- 2) Contacting the HRSA Digital Services Operation (DSO) at: [HRADS@hrsa.gov](mailto:HRADS@hrsa.gov)

Each funding opportunity contains a unique set of forms and only the specific forms package posted with an opportunity will be accepted for that opportunity. Specific instructions for preparing portions of the application that must accompany Application Form SF-424 appear in the "Application Format Requirements" section below.

## **2. Content and Form of Application Submission**

### **Application Format Requirements**

The total size of all uploaded files may not exceed the equivalent of 80 pages when printed by HRSA. The total file size may not exceed 10 MB. The 80-page limit includes the abstract, project and budget narratives, attachments, and letters of commitment and support. Standard forms are NOT included in the page limit. **We strongly urge you to print your application to ensure it does not exceed the 80-page limit. Do not reduce the size of the fonts or margins to save space. See the formatting instructions in Section 5 of the Electronic Submission User Guide referenced above.**

**Applications must be complete, within the 80-page limit, within the 10 MB limit, and submitted prior to the deadline to be considered under this announcement.**

### **Application Format**

Applications for funding must consist of the following documents in the following order:

## **Application Format**

### **i. Application Face Page**

Complete Application Form SF-424 provided with the application package. Prepare according to instructions provided in the form itself. Important note: enter the name of the **Project Director** in 8. f. “Name and contact information of person to be contacted on matters involving this application.” If, for any reason, the Project Director will be out of the office, please ensure their email Out of Office Assistant is set so HRSA will be aware if any issues arise with the application and a timely response is required. For information pertaining to the Catalog of Federal Domestic Assistance, the CFDA Number is 93.505.

### **DUNS Number**

All applicant organizations (and subrecipients of HRSA award funds) are required to have a Data Universal Numbering System (DUNS) number in order to apply for a grant or cooperative agreement from the Federal Government. The DUNS number is a unique nine-character identification number provided by the commercial company, Dun and Bradstreet. There is no charge to obtain a DUNS number. Information about obtaining a DUNS number can be found at <http://fedgov.dnb.com/webform> or call 1-866-705-5711. Please include the DUNS number in item 8c on the application face page. Applications **will not** be reviewed without a DUNS number. Note: A missing or incorrect DUNS number is the number one reason for applications being “Rejected for Errors” by Grants.gov. HRSA will not extend the deadline for applications with a missing or incorrect DUNS number. Applicants should take care in entering the DUNS number in the application.

Additionally, the applicant organization (and any subrecipient of HRSA award funds) is required to register annually with the Central Contractor Registration (CCR) in order to do electronic business with the Federal Government. CCR registration must be maintained with current, accurate information at all times during which an entity has an active award or an application or plan under consideration by HRSA. It is extremely important to verify that your CCR registration is active and your Marketing Partner ID Number (MPIN) is current. Information about registering with the CCR can be found at <http://www.ccr.gov>.

### **ii. Table of Contents**

The application should be presented in the order of the Table of Contents provided earlier. Again, for electronic applications no table of contents is necessary as it will be generated by the system. (Note: the Table of Contents will not be counted in the page limit.)

### **iii. Budget**

Complete Application Form SF-424A Budget Information – Non-Construction Programs provided with the application package.

Please complete Sections A, B, E, and F, and then provide a line item budget for each year of the project period. In Section A, use rows 1 - 2 to provide the budget amounts for the two years of the Development Grant. Please enter the amounts in the “New or Revised Budget” column- not the “Estimated Unobligated Funds” column. In Section B, Object Class Categories of the SF-424A, provide the object class category breakdown for the annual

amounts specified in Section A. In Section B, use column (1) to provide category amounts for Year 1 and use column (2) for Year 2.

**iv. Budget Justification**

Provide a narrative that explains the amounts requested for each line in the budget. The budget justification should specifically describe how each item will support the achievement of proposed objectives. The budget period is for ONE year. However, the applicant **must** submit one-year budgets for each of the subsequent budget periods within the requested project period at the time of application. Therefore, applicants must submit budgets for Year 1 and Year 2.

Line item information must be provided to explain the costs entered in the SF-424A budget form. Be very careful about showing how each item in the “other” category is justified. For subsequent budget years, the justification narrative should highlight the changes from Year 1 or clearly indicate that there are no substantive budget changes during the project period. The budget justification **MUST** be concise. Do NOT use the justification to expand the project narrative.

Budget for Multi-Year Award

This announcement is inviting applications for project periods up to two years. Although the Development Grant project period is for two years, awards will be for a one-year budget period.

Submission and HRSA approval of your Progress Report(s) and any other required submission or reports is the basis for the budget period renewal and release of subsequent year funds. Funding beyond the one-year budget period but within the two-year project period is subject to availability of funds, satisfactory progress of the awardee, and a determination that continued funding would be in the best interest of the Federal Government.

**Administrative cap applicable to state government entity applicants/grantees:**

No more than 10 percent of the award amount may be spent on administrative expenditures. The requirements of the Social Security Act, §504(d) (relating to a limitation on administrative expenditures) apply to this award. Of the amounts paid to a state under §503 from an allotment for a fiscal year under §502(c), not more than 10 percent may be used for administering the funds paid under such section.

Per Section 511 [42 U.S.C. 711] (i)(2)(C) of the Social Security Act, MIECHV grants need to be administered “in the same manner” as the MCH Block Grant. The administration of the MCH Block Grant is governed by 45 CFR Part 96 which states that “a state shall obligate and expend block grant funds in accordance with the laws and procedures applicable to the obligation and expenditure of its own funds” (45 CFR 96.30(a)). In consequence, grantees will determine which expenses are “administrative” according to the laws and rules of their states.

Include the following in the Budget Justification narrative:

*Personnel Costs:* Personnel costs should be explained by listing each staff member who will be supported from funds, name (if possible), position title, percentage of full-time equivalency, and annual salary. Personnel list should include a chart of personnel working across each of the applicant's MIECHV grant programs.

*Fringe Benefits:* List the components that comprise the fringe benefit rate, for example health insurance, taxes, unemployment insurance, life insurance, retirement plans, and tuition reimbursement. The fringe benefits should be directly proportional to that portion of personnel costs that are allocated for the project.

*Travel:* List travel costs according to local and long distance travel. For local travel, the mileage rate, number of miles, reason for travel and staff member/consumers completing the travel should be outlined. The budget should also reflect the travel expenses associated with participating in meetings and other proposed trainings or workshops. The budget must allocate sufficient funds to provide for at least one or two representatives from the state to attend two federally-initiated grantee meetings for the MIECHV program: one at the regional level and another at the national level. Please allow two to three days for each meeting. **Meeting attendance is a grant requirement.**

*Equipment:* List equipment costs and provide justification for the need of the equipment to carry out the program's goals. Extensive justification and a detailed status of current equipment must be provided when requesting funds for the purchase of computers and furniture items that meet the definition of equipment (a unit cost of \$5,000 or more and a useful life of one or more years).

*Supplies:* List the items that the project will use. In this category, separate office supplies from medical and educational purchases. Office supplies could include paper, pencils, and the like; medical supplies are syringes, blood tubes, plastic gloves, etc., and educational supplies may be pamphlets and educational videotapes. Remember, they must be listed separately. Clear justification for the purchase of basic medical supplies must be included.

*Contractual:* Applicants are responsible for ensuring that their organization or institution has in place an established and adequate procurement system with fully developed written procedures for awarding and monitoring all contracts. Applicants must provide a clear explanation as to the purpose of each contract, how the costs were estimated, and the specific contract deliverables. Reminder: recipients must notify potential subrecipients that entities receiving subawards must be registered in CCR and provide the recipient with their DUNS number.

*Note:* contracting and subcontracting is allowable under this program. Grantees may not run a competitive subgrant program to carry out project activities outlined under this funding opportunity announcement.

*Other:* Put all costs that do not fit into any other category into this category and provide an explanation of each cost in this category. In some cases, rent, utilities and insurance fall under this category if they are not included in an approved indirect cost rate.

Applicants may include the cost of access accommodations as part of their project's budget, including sign interpreters, plain language and health literate print materials in alternate formats (including Braille, large print, etc.); and cultural/linguistic competence modifications such as use of cultural brokers, translation or interpretation services at meetings, clinical encounters, and conferences, etc.\_

*Indirect Costs:* Indirect costs are those costs incurred for common or joint objectives which cannot be readily identified but are necessary to the operations of the organization, e.g., the cost of operating and maintaining facilities, depreciation, and administrative salaries. For institutions subject to OMB Circular A-21, the term "facilities and administration" is used to denote indirect costs. If an organization applying for an assistance award does not have an indirect cost rate, the applicant may wish to obtain one through HHS's Division of Cost Allocation (DCA). Visit DCA's website at: <http://rates.psc.gov/> to learn more about rate agreements, the process for applying for them, and the regional offices which negotiate them.

**v. *Staffing Plan and Personnel Requirements***

Applicants must present a staffing plan and provide a justification for the plan that includes education and experience qualifications and rationale for the amount of time being requested for each staff position. Position descriptions that include the roles, responsibilities, and qualifications of proposed project staff must be included in Attachment 2. Biographical sketches for any key employed personnel that will be assigned to work on the proposed project must be included in Attachment 3. When applicable, biographical sketches should include training, language fluency and experience working with the cultural and linguistically diverse populations that are served by their programs.

**vi. *Assurances***

Complete Application Form SF-424B Assurances – Non-Construction Programs provided with the application package.

**vii. *Certifications***

Use the Certifications and Disclosure of Lobbying Activities Application Form provided with the application package.

**viii. *Project Abstract***

Provide a summary of the application. Because the abstract is often distributed to provide information to the public and Congress, please prepare this so that it is clear, accurate, concise, and without reference to other parts of the application. It must include a brief description of the proposed project including: the evidence-based model(s) or promising approach that will be supported by the competitive funding; the needs to be addressed; the proposed services; and, the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Organization Name
- Address
- Project Director Name
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced and limited to one page in length.

**ix. Project Narrative**

This section provides a comprehensive framework and description of all aspects of the proposed program. It should be succinct, self-explanatory, and well organized so that reviewers can understand the proposed project.

Instructions for preparing each major section of the project narrative are outlined below. Follow them carefully, as they form the basis for addressing the Review Criteria (see **Section V**), which will be used for the evaluation and rating of applications submitted to the MIECHV program.

Use the following section headers for the Narrative:

▪ **INTRODUCTION**

The introduction must provide:

- A brief description of the project's proposed purpose;
- A description of the steps previously taken toward building a high-quality home visiting program. Applicants will be awarded points in the competitive review process for additional commitment to sustaining support for early childhood home visiting programs using state and federal funds. Information regarding outreach and involvement in the development of a system-wide approach that includes ECCS and various early childhood initiatives should be discussed;
- A clear description of the problem, the proposed intervention, and the anticipated benefit of the project; and
- If applicable, the applicant should indicate the intent to address a MIECHV programmatic emphasis area in application. Discuss how the programmatic emphasis area identified will build on, or enhance, the applicant's existing MIECHV program.

▪ **NEEDS ASSESSMENT**

This section should provide a thorough discussion of the applicant's current home visiting program. Demographic data should be used and cited whenever possible to support the information provided. Accordingly, this discussion must:



- Identify the selected community(ies) to be served, briefly describe the community, and discuss the rationale for each selection taking into account the priority to provide services under the program to the high-risk populations as outlined in the Purpose section of this funding opportunity announcement;
  - Provide the estimated number of families that will be reached by the proposed project; and
  - Applicants electing to address a MIECHV Programmatic Area of Emphasis should explain how the emphasis area selected will assist in reaching the desired outcomes for the proposed program.
- *METHODOLOGY*
    - Specify the evidence-based model(s) or promising approach(es) that will be supported by the competitive funding. Models that meet the HHS Criteria for Evidence of Effectiveness are located under Section III.
    - Clearly describe the goals and objectives using an approach that is specific, time-oriented, measurable, and responds to the identified challenges facing the proposed project.
    - Under each objective, provide a detailed list the activities that will be used to achieve each of the objectives proposed.
  - *WORK PLAN*
    - Develop a timeline that includes each activity listed under the methodology and identifies responsible staff. The description of the project methodology should extend across the two years of the project efforts. A project timeline that spans the two years of project effort should be formulated and attached as Attachment 6.
    - As appropriate, identify meaningful support and collaboration with key stakeholders in planning, designing, implementing and evaluating all activities, including development of the application and, further, the extent to which these contributors reflect the cultural, racial, linguistic, and geographic diversity of the populations and communities served. A list of required and recommended partners is provided in Section VIII—Other Information. Consistent with the guidance in the 2<sup>nd</sup> Supplemental Information Request under HRSA-10-275, these partners have been identified to demonstrate agreement and support for the proposed initiative and to ensure that home visiting is part of a continuum of early childhood services within the state.
    - Building on the elements of the State Home Visiting Plan, provide an implementation plan addressing the items listed below. Applicants should respond to each specific item as it pertains to the proposal for use of competitive funds. It is acceptable to address these items using information from the applicants FY 2011 Formula

application to the extent that it is pertinent, and where responses differ, applicants should explain the rationale.

Discussion of implementation should include the following information:

- Plan to engage community;
- Plan for monitoring, program assessment and support, and technical assistance;
- Plan for professional development and training;
- Plan for staffing and subcontracting;
- Plan for recruiting and retaining participants;
- Continuous Quality Improvement plan;
- Plan to maintain fidelity to model;
- Plan to collect data on legislatively-mandated benchmarks;
- Plan to coordinate with appropriate entities/programs;
- Description of how the proposed activities would fit into the state administrative structure; and
- Plan to ensure incorporation of project goals, objectives, and activities into the ongoing work of the eligible applicant and any other partners at the end of the Federal grant.

▪ *RESOLUTION OF CHALLENGES*

Discuss challenges that are likely to be encountered in designing and implementing the activities described in the Work Plan, and approaches that will be used to resolve such challenges.

▪ *EVALUATION AND TECHNICAL SUPPORT CAPACITY*

Describe an evaluation plan that will: (1) measure whether the intended outcomes of the project were attained, (2) monitor the efficiency of the proposed project activities, and (3) meet the definitions of rigor and other evaluation criteria above. Project level evaluation methodology should be specific and related to the stated goals, objectives, and priorities of the project.

- Discuss how the evaluation will be conducted.
- Articulate the proposed evaluation methods, measurement, data collection, sample and sampling (if appropriate), timeline for activities, plan for securing Institutional Review Board (IRB) review, and analysis.
- Identify the evaluator, cost of the evaluation, and the source of funds.
- Use an appropriate comparison condition, if the research is measuring the impact of the promising or new home visiting model on participant outcomes.
- Include a logic model or conceptual framework that shows the linkages between the proposed planning and implementation activities and the outcomes that these are designed to achieve. The logic model should build on the logic model for the existing

state MIECHV program; however, a distinction should be made between the existing program and what this additional grant would provide.

- Describe current experience, skills, and knowledge, including individuals on staff, materials published, and previous work of a similar nature.
- Demonstrate evidence of organizational experience and capability to coordinate and support planning, implementation, and evaluation of a comprehensive plan to meet the objectives of this initiative.

#### Guidelines for Evaluation

HRSA and ACF expect that initiatives funded under this grant will contribute to the development of a knowledge base around successful strategies for the effectiveness, implementation, adoption and sustainability of evidence-based home visiting programs.

HRSA and ACF have a particular interest in approaches that develop knowledge about:

- Efficacy in achieving improvements in the benchmark areas and participant outcomes specified in the legislation;
- Factors associated with developing or enhancing the state's capacity to support and monitor the quality of evidence-based programs; and
- Effective strategies for adopting, implementing, and sustaining evidence-based home visiting programs.

Furthermore, HRSA and ACF are especially interested in evaluation strategies that emphasize the use of research to help guide program planning and implementation (e.g., participatory or empowerment evaluation).<sup>1</sup> To support the state's evaluation efforts, states must allocate an appropriate level of funds for a rigorous evaluation in all years of the grant.

HRSA and ACF expect states to engage in an evaluation of sufficient rigor to demonstrate potential linkages between project activities and improved outcomes. Rigorous research incorporates the four following criteria:

**Credibility:** Ensuring what is intended to be evaluated is actually what is being evaluated; making sure that descriptions of the phenomena or experience being studied are accurate and recognizable to others; ensuring that the method used is the most definitive and compelling approach that is available and feasible for the question being addressed. If conclusions about program efficacy are being examined, the study design should include a comparison group (i.e., randomized control trial or quasi-experimental design); see the HomVEE website for standards for study design in estimating program impacts: <http://www.acf.hhs.gov/programs/opre/homvee>).

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<sup>1</sup> Participatory evaluation engages stakeholders in the development, implementation, and interpretation of evaluation results to maximize the usefulness of the results for stakeholders. Empowerment evaluation supports stakeholders to learn the tools on conducting effective evaluation to foster inquiry and self-evaluation or installation of continuous quality improvement.

**Applicability:** Generalizability of findings beyond current project (i.e., when findings "fit" into contexts outside the study situation). Ensuring the population being studied represents one or more of the population being served by the program.

**Consistency:** When processes and methods are consistently followed and clearly described, someone else could replicate the approach, and other studies can confirm what is found.

**Neutrality:** Producing results that are as objective as possible and acknowledge the bias brought to the collection, analysis, and interpretation of the results.

Applicants are expected to ground their proposed methods in relevant empirical work and have an articulated theory of change. For the purposes of this funding opportunity announcement, empirical work includes evidence from research, theory, practice, context, or cultural knowledge. Furthermore, applicants are expected to participate in a community of practice relevant to the goal of the grant award.

If the state does not have the in-house capacity to conduct an objective, comprehensive evaluation, then HRSA and ACF advise that the state subcontract with an institution of higher education, or a third-party evaluator specializing in social sciences research and evaluation, to conduct the evaluation. It is important that the evaluators have the necessary independence from the project to assure objectivity. A skilled evaluator can help develop a logic model and assist in designing an evaluation strategy that is rigorous and appropriate given the goals and objectives of the proposed project.

Additional assistance may be found in a document titled "Program Manager's Guide to Evaluation." A copy of this document can be accessed at: [http://www.acf.hhs.gov/programs/opre/other\\_resrch/pm\\_guide\\_eval/reports/pmguide/pmguide\\_toc.html](http://www.acf.hhs.gov/programs/opre/other_resrch/pm_guide_eval/reports/pmguide/pmguide_toc.html).

HHS has already initiated a contract for the provision of technical assistance for evaluation of the initiatives funded by this grant and will be providing information about the technical assistance available to states.

▪ **ORGANIZATIONAL INFORMATION**

- Provide information on the applicant organization's current mission and structure, and the scope of the organization's current activities related to home visiting and early childhood systems. Include an organizational chart of the project (Attachment 5). Describe how the organization's mission, structure and current activities contribute to the organization's ability to conduct the program requirements and meet program expectations.
- Identify additional home visiting infrastructure support needed to achieve the proposed goal and objectives of the program.

- Provide information on the applicant’s resources and capabilities to support provision of culturally and linguistically competent and health literate services.
- Describe how the unique needs of target populations of the communities served are routinely assessed and improved. Also describe the organizational capacity of any partnering agencies or organizations involved in the implementation of the project.
- Describe the availability of resources to continue the proposed project after the grant period ends and the state’s demonstrated commitment to home visiting.

**xii. Attachments**

Please provide the following items to complete the content of the application. Please note that these are supplementary in nature, and are not intended to be a continuation of the project narrative. Unless otherwise noted, attachments count toward the application page limit. **Each attachment must be clearly labeled.**

***Attachment 1: Tables, Charts, etc.***

The applicant may include tables, charts, or other graphics to give further details about the proposal (e.g., Gantt or PERT charts, flow charts, etc.).

***Attachment 2: Job Descriptions for Key Personnel***

Keep each to one page in length as much as is possible. Include the role, responsibilities, and qualifications of proposed project staff.

***Attachment 3: Biographical Sketches of Key Personnel***

Include biographical sketches for persons occupying the key positions described in Attachment 2, not to exceed two pages in length. In the event that a biographical sketch is included for an identified individual who is not yet hired, please include a letter of commitment from that person with the biographical sketch.

***Attachment 4: Letters of Agreement or Description(s) of Proposed/Existing Contracts (project specific)***

Provide any documents that describe working relationships between the applicant organization and other agencies and programs cited in the proposal. Documents that confirm actual or pending contractual agreements should clearly describe the roles of the subcontractors and any deliverable. Letters of agreement must be dated. **Include only letters of support which specifically indicate a commitment to the project/program (e.g., in-kind services, dollars, staff, space, equipment, etc.). Letters of agreement and support must be dated. List all other support letters on one page.**

***Attachment 5: Project Organizational Chart***

Provide a one-page figure that depicts the organizational structure of the project, including subcontractors and other significant collaborators.

***Attachment 6: Timeline (Required. To be developed by applicant)***

The timeline links activities to project objectives and should cover the two-year project period for the grant. This table, chart, or figure details activities necessary to carry out each methodological approach, including approaches to major categories of activities and appropriate tracking methods. It includes a format to describe the “who, what, when, where, and how” of each approach.

**Attachment 7: Model Developer Approval Letter(s)**

States electing to implement an approved evidence-based model must provide documentation of approval by the developer(s) to implement the model(s) as proposed. The documentation should include verification that the model developer has reviewed and agreed to the plan as submitted, including any proposed adaptation, support for participation in the national evaluation, and any other related HHS efforts to coordinate evaluation and programmatic technical assistance. This documentation should include the state’s status with regard to any required certification or approval process required by the developer(s).

**Attachment 8: Logic Model**

Include a logic model or conceptual framework that shows the linkages between the proposed planning and implementation activities and the outcomes that these are designed to achieve.

**Attachment 9: Maintenance of Effort Chart**

Applicants must complete and submit the following information:

**NON-FEDERAL EXPENDITURES**

FY 2016 (Actual)	FY 2017 (Estimated)
Actual FY 2016 non-federal funds, including in-kind, expended for activities proposed in this application. If proposed activities are not currently funded by the institution, enter \$0.	Estimated FY 2017 non-federal funds, including in-kind, designated for activities proposed in this application.
Amount: \$ _____	Amount: \$ _____

**Attachments 10–15: Other Relevant Documents**

Include here any other documents that are relevant to the application.