

**From:** Katharine Reynolds <Katharine.Reynolds@scdhhs.gov>

**To:** Watson, Daledwatson@aging.sc.gov  
Teeshla CurtisCURTIST@scdhhs.gov

**CC:** Kester, Tonykester@aging.sc.gov

**Date:** 9/26/2014 9:36:54 AM

**Subject:** RE: Grant

**Attachments:** Draft Ombuds Grant - LGOOA (2).docx

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Hi, Dale-

Any progress on the additional information? Have you had a chance to review the applications materials?

I made some small edits to the grant document, mostly based on your suggestions. Please get back to me with any additions or updates as soon as possible.

Thanks!

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**Katharine Reynolds**

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**From:** Katharine Reynolds

**Sent:** Thursday, September 25, 2014 9:24 AM

**To:** 'Watson, Dale'; Teeshla Curtis

**Cc:** Kester, Tony

**Subject:** RE: Grant

Dale-

We will need more information regarding the budget, budget narrative and staffing narrative. Attached are the grant materials, which detail information required.

Additionally, I included some language below.

**2.2.e Budget and Budget Narrative**

Form SF-424A: Budget Information – Non-Construction Programs and Budget Narrative:

All applicants must submit an SF-424A. Instructions for completing the SF-424A can be found on Grants.gov.

The program is funded in three, 12-month budget periods. On the SF424A Section A– Budget Summary, please use

Row 1 for year 1, Row 2 for year 2, and Row 3 for year 3. On the SF424A Section B Budget Categories, please use Column 1 for the first 12-month budget period, Column 2 for the second 12-month budget period, and Column 3 for the third budget period. In Section C Non-Federal Resources, please use one row for each year of the project. Section D should be completed by dividing the year 1 total into the amounts needed in each quarter. Section E should reflect the total federal funds requested for future funding periods. Column B (First) should reflect year 2 and Column C (Second) should reflect year 3.

#### A. Budget Narrative

In addition, applicants must supplement Budget Form SF-424A with a Budget Narrative. The Budget Narrative must include a yearly breakdown of costs for the three-year cooperative agreement period of performance. Specifically, the Budget Narrative should provide a detailed cost breakdown for each line item outlined in the SF-424A Section B by year including a breakdown of costs for each activity/cost within the line item. The proportion of cooperative agreement funding designated for each activity should be clearly outlined and justify the organization's readiness to receive funding for three 12-month budget periods including complete explanations and justifications for the proposed cooperative agreement activities. The budget must separate out funding that is administered directly by the awardee from any funding that will be subcontracted. 31

- If the State anticipates that the resources available through the cooperative agreement are less than those needed to fully implement the Demonstration Ombudsman Program, the State shall describe to CMS: ○ what resources would be needed for full implementation; and
- how it plans to implement services within available resource limits. ☉ For example, the State could indicate how the designated entity plans to triage specific types of complaints (e.g., by level of service provided, varying standards of promptness in responding) or to target subpopulations of beneficiaries who may be at greatest risk.

The following budget categories should be addressed (as applicable):

- Personnel
  - NOTE: Consistent with section 203 of the Consolidated Appropriations Act, 2012 (P.L. 112-74) none of the funds appropriated in this law shall be used to pay the salary of an individual, through a grant or other extramural mechanism, at a rate in excess of Executive Level II (\$179,700).
- Fringe benefits
- Contractual costs, including subcontracts
- Equipment
- Supplies
- Travel (The budget should reflect that a minimum of one staff person is required to attend up to two 2-day meetings per year in the Washington DC/Baltimore MD area.)
- Indirect charges
- In compliance with appropriate OMB Circulars, if requesting indirect costs in the budget, a copy of the approved indirect cost rate is required.
- Other costs, including those not otherwise associated with training and education.

State personnel and personnel contract costs must include detailed salary and fringe benefit costs clearly delineated for review.

The Budget Narrative shall outline the strategies and activities of the program, and provide cost breakdowns for any subcontracts that will be implemented to achieve anticipated outcomes.

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**From:** Watson, Dale [<mailto:dwatson@aging.sc.gov>]

**Sent:** Thursday, September 25, 2014 9:13 AM

**To:** Katharine Reynolds; Teeshla Curtis

**Cc:** Kester, Tony

**Subject:** Grant

Kate, Teeshla,

Yesterday, I sent a VERY rough draft of the grant. The budget narrative document does not include a 'justification' page so am I correct to assume HHS will complete this? If this is an incorrect assumption please let me know.

Best Regards,  
dale

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