

(7) Application Receipt Card, IHS-815-1A (Rev. 4/97).

(a) Narrative

The narrative section of the application must include the following:

- (1) Justification for the need for assistance;
- (2) A work plan (including use of appropriate native healing practices), program objectives, approach, expected results, and evaluation process;
- (3) Adequacy of management controls; and
- (4) Key personnel.

The work plan section should be project-specific. These instructions for the preparation of the narrative are to be used in lieu of the instructions on page 21 of the PHS 5161-1. The narrative section should be written in a manner that is clear to outside reviewers unfamiliar with prior related activities of the applicant. It should be well organized, succinct, and contain all information necessary for reviewers to understand the project fully. The narrative may not exceed ten single-spaced pages, excluding attachments, budget and Tribal Resolutions/501(c)(3), and nonprofit certificates/letters of support (pages must be numbered).

(b) Need for Assistance.

(1) Describe and define the target population at the project location (e.g., Tribal population, number of children and/or youth, data from a previous community needs assessment). Information sources must be appropriately identified.

(2) Describe the existing resources and services available, including the maintenance of Native healing systems, where appropriate, which are related to the specific program/service the applicant is proposing to provide. Supply the name, address, and phone number of a contact person for each.

(3) Describe in detail the needs of the target population and what efforts have been made in the past to meet these needs, collaborative efforts with State/county programs, and availability of program funding from Federal/non-Federal sources).

(4) Summarize the applicable national, IHS, and/or State standards, laws and regulations, such as those in the arenas of safety, school attendance, and child welfare.

(c) Work Plan.

(1) Project Objectives.

(i) State concisely the objectives of the project.

(ii) Describe briefly what the project intends to accomplish.

(iii) Describe how the accomplishment of the objectives will be measured (including if the accomplishments are replicable).

(2) Approach.

(i) Describe the tasks and resources needed to implement and complete this project.

(ii) Provide a task time line (milestones) breakdown or chart. Include the date that the project will begin to accept clients (if applicable).

(3) Expected Results.

(i) Discuss data collection for the project, and how it will be obtained, analyzed, and maintained by the project. Data should include, but is not limited to, the number of children and youth served, services provided, program outcomes and satisfaction, and costs associated with the program.

(ii) Describe how the data collection will support the stated project objectives and how it will support the project evaluation in order to determine the impact of the project.

(4) Project Evaluation.

(i) Describe the methods for evaluating the project activities, effectiveness of interventions, success in achieving objectives, impact of interventions, acceptance by the targeted population (focus groups and customer surveys), and workload accomplishments.

(ii) Identify who will conduct the evaluation of the projected outcomes and when the evaluation is to be completed.

(iii) Identify the cost of the evaluation (whether internal or external).

(5) Project Continuation. Discuss how the project services will be continued after the grant expires.

(6) Experience Sharing. Indicate the project personnel's willingness to share the project experience with IHS Areas, urban programs, Tribes, and other Tribal organizations.

(d) Adequacy of Management Controls.

(1) Describe where the project will be housed, i.e., facilities and equipment available.

(2) Describe the management controls of the grantee over the direction and acceptability of the work to be performed. Discuss the personnel and financial systems in place and any changes planned for this grant.

(3) Demonstrate that the organization has adequate systems and expertise to manage Federal funds. Include a letter from the organization's accounting firm describing the results of the most recent organization-wide audit.

(e) Key Personnel.

(1) Provide a biographical sketch (qualifications) and position description for the program director and other key personnel as described on page 22 of the PHS 5161-1. Identify existing personnel and new program staff to be hired.

(2) Provide an organizational chart, and indicate how the project will operate within the organization. Describe how this project will interface with other existing available resources.

(3) List the qualifications and experience of consultants or contractors where their use is anticipated. Identify who will determine if the work of a contractor is acceptable.

(f) Budget.

(1) Provide an itemized estimate of costs and a justification for the proposed project by line item on Form SF 424A. Budget Information Non-Construction Programs.

(2) Submit a narrative justification for all costs. Indicate needs by listing the individual items and quantities necessary. The need for these items and the corresponding quantities should be clearly specified in the narrative justification.

(3) Indicate any special start-up costs.

(4) Multi-Year Project—Projects requiring two or three years or funding. Include a brief project narrative and budget for each additional year of funding requested. The applicant may use one additional page to describe the developmental plans for each additional year of the project.

(5) Grant funding may not be used to supplant existing public and private resources.

(g) Assurances. The application shall contain an assurance to the Secretary that the applicant will comply with program regulations 42 CFR part 36, subpart H.

*Review Process:* Applications meeting eligibility requirements that are complete, responsive, and conform to this program announcement will be reviewed for merit by reviewers appointed by the IHS. The review will be conducted in accordance with PHS review procedures. The review process ensures selection of quality projects in a national competition for limited funding. Applications will be evaluated and rated on the basis of the evaluation criteria listed below. These criteria are used to evaluate the quality of a proposed project, to assign a numerical score to each application, and to determine the likelihood of the project's success. Applications scoring below 60 points will not be funded.

*Evaluation Criteria:* Applications will be evaluated against the following criteria and weights:

Weight, Criteria, and Description

25%—1 Need—The demonstration of identified problems and risks in the target population. Extent of community involvement and commitment.