

- grantee organizations may experience turnover during project operation.

For the purposes of establishing a training travel budget, grantees should assume that all employees who attend the training will be required to travel for two days to the city in which their SSA Regional Office is located. Applicants can determine which SSA region they are in by visiting <http://www.ssa.gov/otherssasites/>, and scrolling down to the menu for Regional Offices, or by calling SSA's toll-free number at (800)-772-1213.

Grantees that have physicians on staff are strongly encouraged to require those physicians to review materials prepared by SSA's Office of Provider Relations, specifically, a publication and video entitled, "Understanding Social Security Disability." The American Academy of Family Physicians has certified this material for continuing medical education credits (CME).

SSA, through its training and technical assistance contractor, will provide on-going technical assistance to grantees. When preparing a project plan and budget, applicants should assume that some staff time will be required to receive technical assistance, but no travel will be required.

3. Conferences

In addition to the group training sessions, grantees will be required to attend one two-day start-up conference in the Washington, DC, area, and to attend a two-day conference in the same location at the end of each project year. Minimally, the project director is expected to attend both conferences. Other project staff may attend, as well. Project budgets should assume that conference participants will need to stay in Washington for at least three nights, and that they will not receive any special room rates.

4. Meetings

The project director of each grant project will participate in monthly conference calls during the first six months of the project with a SSA Federal project officer (FPO) from the Office of Program Development and Research. Representatives from SSA regional offices, FOs, and other headquarters components, as well as DDS representatives, will participate as necessary.

Grantees will be expected to meet with representatives from SSA, including the local SSA FO and the state DDS after award notification, to discuss project start-up and procedures. SSA FPOs will participate in person or by conference calls in initial meetings.

In general, project procedures will not require any deviation from existing operating procedures in FOs, or DDSs, although FOs and DDSs may work with grantees to create special procedures, particularly those that might lead to reductions in case processing time.

Grantees and SSA FOs and/or DDSs may establish a memorandum of understanding, or other written document designed to formalize agreements regarding case processing. If this type of activity occurs, grantees will consult with the SSA FPO, as well as the field office or DDS. *Applicants are prohibited from seeking letters of intent or agreement from local FOs, other SSA offices, or from state DDS offices prior to award notification.*

For the purposes of establishing a budget for meetings, applicants should assume monthly visits to the SSA field office(s) that serve project participants, as well as at least two meetings annually at the state DDS office.

Section II. Award Information

A. Statutory Authority and Catalog of Federal Domestic Assistance Number

These projects derive their authority from section 1110 of the Social Security Act (the Act). The regulatory requirements that govern the administration of SSA awards are in the Code of Federal Regulations, Title 20, Parts 435 and 437. Applicants are urged to review the requirements in the applicable regulations. This program will be listed in the Catalog of Federal Domestic Assistance under Program No. 96.007, Social Security Administration—Research and Demonstration.

B. Type of Awards

Funding made available under this announcement will be in the form of cooperative agreements between the government and the awardee. Cooperative agreements are a legal instrument reflecting a relationship between the U.S. Government and a recipient when the principal purpose is to transfer a thing of value to the recipient and substantial involvement is expected between the Agency and the recipient when carrying out the activity contemplated by the agreement. Involvement will include collaboration or participation by SSA in the management of the activity as determined at the time of the award. For example, SSA will be involved in decisions involving data collection and evaluation, grantee training, deployment of resources, release of public information materials, quality

assurance, and coordination of activities with other offices.

SSA has chosen to use cooperative agreements for funding projects to serve homeless individuals in order to assure accountability for funding, and to maintain the ability to successfully monitor and evaluate projects.

C. Number, Size, and Duration of Projects

Congress appropriated \$8 million in FY 2003 for SSA to conduct this set of outreach projects. SSA intends to fund projects over a period of three years, with initial awards being made by January 2004. SSA intends to enter into cooperative agreements for 4 years, subject to the availability of annual appropriations by Congress, and will fund project activities in years 1–3, with only data reporting activity in year four. No additional funds will be awarded in year four, so applicants must budget for year four activities in year 3, and conduct the data collection in year 4. SSA anticipates that projects will require a higher level of funding in the first year following award, in order to fund start-up activities. SSA plans to gradually reduce funding to projects over the 4 year period, so that additional projects may be funded.

Project budgets should reflect a reduction in dependence on cooperative agreement funding over the three year funding period, with a 25% reduction in the total budget in year two, and a 50% reduction in year three. Renewals of project funding will be determined annually, dependent on the availability of funding, and the determination that the award is in the best interest of the Government. SSA also expects projects to report follow-up data in the year following the conclusion of the project.

SSA may suspend or terminate any cooperative agreement, in whole or in part, at any time before the date of expiration, whenever it determines that the awardee has materially failed to comply with the terms and conditions of the cooperative agreement. SSA will promptly notify the awardee in writing of the determination and the reasons for suspension or termination, together with the effective date.

SSA has reserved a portion of the \$8 million appropriation to fund training and technical assistance to grantees and to evaluate the projects. Approximately \$6.5 million will be available for awards under this announcement. SSA plans to fund approximately 30 projects, with awards of up to \$200,000 annually. The exact number of awards will be determined by the size of awards.