

D. Awardee Share of the Project Costs

Awardees of SSA cooperative agreements are required to contribute a non-Federal match of at least 5 percent toward the cost of each project. The cost of the project is the sum of the Federal share (up to 95 percent) and the non-Federal share (at least 5 percent). For example, an entity that is awarded a cooperative agreement of \$200,000 would need a non-Federal share of at least \$10,526. The non-Federal share may be cash or in-kind (property or services) contributions.

Section III. The Application Process

A. Eligible Applicants

Public and private organizations, including nonprofit, profit-making, and faith-based organizations, may apply for cooperative agreement funding made available under this announcement. Organizations that are awarded funding must:

- Have existing expertise and capacity for outreach to homeless and other underserved groups;
- be able to provide culturally competent services that are fully accessible to the target population, including individuals that require accommodations;
- be a direct provider of health care services or provide referrals and assistance to clients in obtaining health care services.

Cooperative agreements may not be awarded to:

- Any individual;
- Social Security Administration FOs;
- State DDS offices; or
- Any organization described in section 501(c) (4) of the Internal Revenue Code of 1968 that engages in lobbying (in accordance with section 18 of the Lobbying Disclosure Act of 1995, 2 U.S.C. 1611).

All applications developed jointly by more than one agency or organization must identify only one organization as the lead organization and official applicant. The other participating agencies and organizations can be included as co-applicants, subgrantees or subcontractors.

All applicants for Federal grants and cooperative agreements are required to provide a Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number on or after October 1, 2003. The DUNS number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal (*Grants.gov*). Organizations should verify that they have a DUNS number or take the steps needed to obtain one as soon as possible. Organizations can receive a

DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 1-866-705-5711.

B. Targeted Population

Congress intended funding made available by SSA under this announcement be used to provide outreach to homeless and "other underserved" populations. President George W. Bush also established a goal to end chronic homelessness, and has directed Federal agencies to cooperate to achieve that goal. Therefore, this set of cooperative agreements will target homeless adults and children who have physical and/or mental impairments that might qualify them as "disabled" under Social Security's rules. Underserved homeless individuals include, but are not limited to, persons:

- With serious mental illness;
- with HIV infection;
- with limited English proficiency;
- with cognitive impairments; and
- who are disabled veterans.

Although SSA intends for most projects funded under this announcement to serve individuals who need assistance with applications for SSI benefits, projects may assist disabled or elderly homeless persons who are insured for disability, retirement and/or survivors benefits.

Cooperative agreement awardees must make concerted and assertive efforts to provide appropriate services for project participants with limited English proficiency, those who need accommodations related to a disability, and those who have needs for culturally sensitive services. In particular, applicants should show how they intend to assure that participants from diverse populations are served by the project.

Applicants must specify by district, county, municipality, or state the geographic area to be covered (if more than one site is proposed, the geographic area for each must be specified).

C. Costs

Federal cooperative agreement funds may be used for allowable costs incurred by awardees in conducting required and optional project activities, as described in Section I, Section E.1. These costs could include administrative and overall project management costs, within the limitations established in this announcement.

Federal cooperative agreement funds are not intended to cover costs that are reimbursable under an existing public or private program, such as social services, rehabilitation services, or

education. No Social Security or SSI beneficiary can be charged for any service delivered under a HOPE cooperative agreement. Cooperative agreement funds may not be used to create new benefits or extensions of existing benefits.

Section IV. Program Requirements

A. General Requirements

Each application must include a brief project abstract that does not exceed one page in length before the narrative. The application narrative must not exceed 30 pages. Applicants must identify targeted age group(s) and location of the targeted service area(s) (e.g., district, municipality or county, and/or independent city). The narrative must include an implementation plan that shows how the applicant will:

1. Finalize the management information (MI) system data collection elements and procedures with SSA and the evaluation contractor, described in Section IV.B, within 90 days after award;
2. Report data elements, as described in Section IV.B and C.
3. Develop and submit quarterly reports that contain progress and status toward achieving goals and objectives, and MI data updates to the Office of Acquisition and Grants (OAG);
4. Develop and submit quarterly financial reports to SSA, OAG;
5. Meet with SSA Project Staff and other grantees for an initial 2 day meeting/conference in Washington, DC, within the first 90 days following award;
6. Begin to enroll participants within 120 days after award;
7. Provide a description of any planned changes to the project design for approval by SSA prior to implementation;
8. Cooperate with SSA and any contractor in connection with these projects in scheduling and conducting site visits;
9. Implement an ongoing management and quality assurance process that uses MI data;
10. Conduct activities designed to improve organizational capacity, gradually reduce reliance on cooperative agreement funds, and sustain the project activities after cooperative agreement funding is no longer available.
11. Attend an annual SSA conference in Washington, DC, participate in panel and small group discussions, and make project presentations; and
12. Coordinate project activities with SSA's FO and the DDS in the grantee's state. (*Applicants should not request*