D. Project Evaluation (15 Points)

Each proposed objective requires an evaluation component to assess its progression and ensure its completion. Also, include the evaluation activities in the work-plan. Describe the proposed plan to evaluate both outcomes and process evaluation relates to the results identified in the objectives, and process evaluation is used to improve the project.

(1) Provide a categorical budget for each supplement based on the project period identified.

(2) Describe the ability of the organization to manage the proposed project. Include information regarding similarly sized projects in scope and financial assistance as well as other cooperative agreement/grants and projects successfully completed.

(3) Describe what equipment (i.e., fax machine, phone, computer, etc.) and facility space (i.e., office space) will be available for use during the proposed project. Include information about any equipment not currently available that will be purchased through the cooperative agreement/grant.

(4) List key personnel who will work on the project. Include title used in the work-plan. In the appendix, include position descriptions and resumes for all key personnel. Position descriptions should clearly describe each position and duties, indicating desired qualifications and experience requirements related to the proposed project. Resumes must indicate that the proposed staff member is qualified to carry out the proposed project activities. If a position is to be filled, indicate that information on the proposed position description.

(5) Address the extent to which the proposed project will build the organization’s capacity to provide, improve, or expand services that address the need(s) of the target population.

C. Categorical Budget and Budget Justification (15 Points)

(1) Provide a categorical budget for each supplement based on the project period identified.

(2) If indirect costs are claimed, indicate and apply the current negotiated rate to the budget. Include a copy of the rate agreement in the appendix.

(3) Provide a narrative justification explaining why each line item is necessary/relevant to the proposed project. Include sufficient cost and other details to facilitate the determination of cost allowability (i.e., equipment specifications, etc.).

D. Project Evaluation (15 Points)

Each proposed objective requires an evaluation component to assess its progression and ensure its completion. Also, include the evaluation activities in the work-plan. Describe the proposed plan to evaluate both outcomes and process. Outcome evaluation relates to the results identified in the objectives, and process evaluation relates to the work-plan and activities of the project.

(1) For outcome evaluation, describe:

- What data will be collected to determine whether the objective was met.
- At what intervals will data be collected.
- Who will collect the data and their qualifications.
- How the data will be analyzed.
- How the results will be used.

(2) For process evaluation, describe:

- How the project will be monitored and assessed for potential problems and needed quality improvements.
- Who will be responsible for monitoring and managing project improvements based on results of ongoing process improvements and their qualifications.
- How ongoing monitoring will be used to improve the project.
- Any products, such as manuals or policies, that might be developed and how they might lend themselves to replication by others.
- How the project will document what is learned throughout the project period.

(3) Describe any evaluation efforts that are planned to occur after the grant period ends.

(4) Describe the ultimate benefit for the AI/AN that will be derived from this project.

Agency Contact(s):
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