**Frequently Asked Questions**

**Assistive Technology Act National Activities: National Assistive Technology Data Analysis and Reporting Assistance**

United States Department of Health and Human Services

Administration for Community Living

FY 2017 Funding Opportunity

**HHS-2017-ACL-CIP-ATTA-0223**

***Last update: July 14, 2017***

1. Question: Can we subcontract some or all National Assistive Technology Data Analysis and Reporting Assistance grant activities?

Answer: Grantees, not the Federal Government, must decide whether it is in their best interest to subcontract some of the grant activities. That said, however, it is very important that the grantee realize that the administrative responsibility and oversight of all grant activities remains with the grantee. Thus, we recommend when subcontracting, the grantee retain sufficient funding to adequately fulfill the administrative, oversight, and sustainability responsibilities under the grant.

1. Question: Is there an upper limit on the amount of indirect costs that will be permitted?

Answer: No, but applications that reflect lower administrative expenses will receive more favorable ratings in that category. For each 12-month budget period, grantees must recalculate their allowable indirect cost rate.

1. Question: What is the process for obtaining an indirect cost rate agreement with the U.S. Department of Health and Human Services (DHHS)?

Answer: The DHHS Cost Allocation Services (CAS) is the cognizant Federal agency for negotiating an indirect agreement. Contact information and the application process are provided at the CAS website: <https://rates.psc.gov>

NOTE:**Indirect charges** may only be requested if: (1) the applicant has a current indirect cost rate agreement approved by the Department of Health and Human Services or another Federal agency; or (2) the applicant is a state or local government agency.  State governments should enter the amount of indirect costs determined in accordance with DHHS requirements.  **If indirect costs are to be included in the application, a copy of the approved indirect cost agreement must be included with the application.  Further, if any sub-contractors or sub-grantees are requesting indirect costs, a copy of the latest approved indirect cost agreements must also be included with the application, or reference to an approved cost allocation plan.**

1. Question: What is Executive Order 12372?

Answer: <https://www.whitehouse.gov/omb/grants_spoc>

The link above contains information pertaining to Executive Order 12372 Intergovernmental Review of Federal Programs.

The Assistive Technology Data Analysis and Reporting Assistance discretionary grant competition is not subject to EO 12372.

Below is text from the link above:

In 2016, the Federal Government will outlay more than $600 billion in grants to State and local governments. [Executive Order 12372](http://www.fws.gov/policy/library/rgeo12372.pdf), , "Intergovernmental Review of Federal Programs," was issued with the desire to foster the intergovernmental partnership and strengthen federalism by relying on State and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. The Order allows each State to designate an entity to perform this function.

1. Question: Are the Budget Narrative Justification and Budget Template included in the 20-page limit for the Project Narrative of the grant application?

Answer: No, the Budget Narrative Justification and Budget Template are not counted as part of the 20-page limit for the Project Narrative section.

1. Question: What are the spacing guidelines for the Project Narrative of the grant application?

Answer: The Project Narrative section must be double-spaced.

1. Question: Can we budget a portion of our yearly audit to expenses?

Answer: 2 CFR 200 part §200.425 Audit services.

(a) A reasonably proportionate share of the costs of audits required by, and performed in accordance with, the Single Audit Act Amendments of 1996 (31 U.S.C. 7501-7507), as implemented by requirements of this part, are allowable.

1. Question: Can we budget a portion of our Business Insurance premiums to expenses?

Answer: 2 CFR 45 part §200.447   Insurance and indemnification.

(a) Costs of insurance required or approved and maintained, pursuant to the Federal award, are allowable.

(b) Costs of other insurance in connection with the general conduct of activities are allowable subject to the following limitations:

(1) Types and extent and cost of coverage are in accordance with the non-Federal entity's policy and sound business practice.

(2) Costs of insurance or of contributions to any reserve covering the risk of loss of, or damage to, Federal Government property are unallowable except to the extent that the Federal awarding agency has specifically required or approved such costs.

(3) Costs allowed for business interruption or other similar insurance must exclude coverage of management fees.

(4) Costs of insurance on the lives of trustees, officers, or other employees holding positions of similar responsibilities are allowable only to the extent that the insurance represents additional compensation (see §200.431 Compensation—fringe benefits). The cost of such insurance when the non-Federal entity is identified as the beneficiary is unallowable.

1. Question: Can we budget for a professional reviewer to review the project to expenses?

Answer: Services and support necessary in support of the project objectives are allowable.

1. Question: Can you explain the difference between the proposal outline listed on page 8 of the FOA and the Review Criteria preference on page 14?  Are we to follow the list on page 8 or place the information into a format as per the method used by Reviewers?

Answer: The information beginning on page 8 is helpful in terms of providing guidance for Project Narrative, Summary Abstract, and information about review criteria, including Project Management and Organizational Capacity. The application proposal should respond to the specific criteria listed on page 14, which will be used by reviewers and the Administration for Community Living.