

Michigan Department of Health and Human Services
Bureau of Grants and Purchasing
GRANT REQUEST FOR PROPOSAL (RFP)

Total Available	\$9,000,000	Estimated Number of Awards	40	RFP Number:	WEMSS-2025
Maximum Award:	\$400,000	Minimum Award	\$10,000	Department Bureau:	Bureau of Emergency Preparedness, EMS, and Systems of Care
Application Due Date: May 30, 2024, 3:00 pm EDT				Funding Source:	State General Funds
				ALN#:	N/A
Anticipated Begin and End Dates: October 1, 2024 through September 30, 2025					

Proposal Submission

To gain access to the application and complete entry and submission, a step-by-step instruction manual is available for your use. Visit the EGrAMS website at <http://egram-mi.com/mdhhs>, and click the link "About EGrAMS" on the left-side panel to access the manual.

Geographic Area: **State of Michigan**

Title: **Emergency Medical Service Workforce Support - 2025**

Program Purpose:

The focus of the program is to continue and expand the workforce development program used for training people in emergency medical services. The intent is to address the critical shortage of Emergency Medical Services (EMS) clinicians statewide and increase accessibility (through barrier reduction) to and enrollment in EMS education programming in Michigan.

Disqualifying Criteria:

The applicant will be disqualified and the application will not be funded if there is failure to:

- Submit a complete application, and a completed 12-month budget as required in the RFP, to the EGrAMS website on or before the grant application date and time deadline specified.
- Stay at or below the maximum award amount per agreement year, if provided.

Applications from applicants who are current state of Michigan employees are also disqualified and will not be funded.

Applications intended to start new EMS agencies will not be funded.

Applications for physical infrastructure such as building renovations, rent, or vehicles will not be funded.

Pre-Application Conference:

A pre-application conference will be held to discuss this funding opportunity and provide instruction on using the EGrAMS system. The pre-application conference will be held on April 8, 2024, beginning at 11:00 am EDT, and will last approximately 90 minutes. The webinar can be accessed at <https://bit.ly/42JnY7S>. At the conclusion of the conference, this link can be used to access the recording of this webinar.

Additional Information (e.g., applicant eligibility criteria):**Eligible Applicants:**

Applicants should be currently licensed municipal or private EMS agencies, including Federal Recognized Tribes or a group of Federal Recognized Tribes or Urban Indian Health Center seeking to increase their workforce or their initial education, currently approved Michigan EMS education programs seeking increased enrollment or expansion, or programs seeking to be accredited or to become an approved education program. Fiduciaries may apply on behalf of these entities.

Per Boilerplate PA 119 of 2023: Section 253. (1) The department shall ensure that federally recognized tribes are able to apply and compete for services, programs, grants, or contracts. (2) For competitive grant programs described in this part, federally recognized tribes are eligible to apply for grant funds made available to organizations exempt from federal income tax under section 501(c)(3) of the internal revenue code of 1986, 26 USC 501, and to local units of government.

Application Submission: Applicants are encouraged to complete and submit the grant application in advance of the grant application deadline to allow enough time to complete the application process and to receive technical assistance if necessary. The EGrAMS system will not permit applicants to submit applications that contain validation errors. Applicants must correct all errors before the system will allow submission of the application. Failure to correct all errors is not justification for a deadline extension.

Technical Assistance Deadline: Technical assistance related to the submittal of the proposal and all attachments will be available until 12:00 pm EST on the day of the proposal deadline. This ensures equal access to technical assistance by preventing a first-come, first-served process for technical assistance. Responsibility for a complete submission lies with the applicant.

<p>Authority: P.A. 2080 of 1939.</p> <p>Completion: Mandatory.</p> <p>Penalty: Agreement Invalid</p>	<p>The Michigan Department of Health and Human Services (MDHHS) does not discriminate against any individual or group on the basis of race, national origin, color, sex, disability, religion, age, height, weight, familial status, partisan considerations, or genetic information. Sex-based discrimination includes, but is not limited to, discrimination based on sexual orientation, gender identity, gender expression, sex characteristics, and pregnancy. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a MDHHS office in your area.</p>
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Table of Contents

This Request for Proposal (RFP) provides interested applicants with enough information to prepare and submit applications for consideration by the Michigan Department of Health and Human Services (MDHHS) and contains the following sections:

Section I	Request for Proposal Policy
Section II	Grant Program Specifications
Section III	Evaluation Criteria

Section I

REQUEST FOR PROPOSAL POLICY

1. RFP Timeline and Deadlines

Pre-application conference	April 8, 2024, 11:00 am EDT
Deadline for submitting questions regarding the grant application	April 11, 2024
Q & A Posted on EGrAMS	April 17, 2024
Agency EGrAMS registration, agency profile and project director request deadline to gain access to Application	May 23, 2024, 5:00 pm EDT
EGrAMS technical assistance deadline	May 30, 2024, 12:00 pm EDT
Grant application deadline	May 30, 2024, 3:00 pm EDT
Notification of Award/Denial	July 30, 2024
Grants Awarded modification deadline	August 13, 2024

2. Application and Submission Information

a. Application Guide

Applicants are responsible for reading and complying with this RFP and Competitive Application Instructions, which can be found by visiting the EGrAMS website at <http://egramps-mi.com/mdhhs> under 'About EGrAMS'.

b. EGrAMS Registration

Applicants are responsible to visit the EGrAMS websites to create a user profile and submit a Project Director Request.

1) Registering an agency and creating a user profile through the EGrAMS Website at <https://egramps-mi.com/mdhhs>.

- Applicants **NEW** to EGrAMS must register their agency on or before May 23, 2024, 5:00 pm EDT by going to the EGrAMS Website.
 - a) Applicants must have a Unique Entity Identifier (UEI) registered at [SAM.gov | Home](https://sam.gov)
 - b) Applications must have a Vendor Customer Number registered at [SIGMA Vendor Self Service website](#)
- Applicants **NEW** to EGrAMS are required to create a user profile by going to the EGrAMS Website.

2) Submitting a Project Director Request through the EGrAMS website.

- **ALL** applicants are required to submit a Project Director Request on or before May 23, 2024, 5:00 pm EDT

- Requests will be processed within two business days.

c. Application Submission

Only one application will be accepted from each applicant. The application and any related materials and attachments must be submitted by the applicant's Authorized Official electronically using the [EGrAMS website](#) by the proposal deadline. For technical assistance when entering the application, contact the EGrAMS Helpdesk at 517-335-3359. Technical assistance related to the submittal of the proposal and all attachments will be available until 12:00 pm EST on the day of the proposal deadline. This ensures equal access to technical assistance by preventing a first-come, first-served process for technical assistance. Responsibility for a complete submission lies with the applicant.

Applicants are encouraged to complete and submit the grant application in advance of the grant application deadline to allow enough time to complete the application process and to receive technical assistance if necessary. The EGrAMS system will not permit applicants to submit applications that contain validation errors. Applicants must correct all errors before the system will allow submission of the application. Failure to correct all errors is not justification for a deadline extension.

To gain access to the application and complete entry and submission, a step-by-step instruction manual is available for your use. Visit the [EGrAMS website](#) and click the link "About EGrAMS" on the left-side panel to access Grantee Competitive Application Instructions.

d. Pre-Application Conference – Optional

A pre-application conference will be held to discuss this funding opportunity and provide instruction on using the EGrAMS system. The pre-application conference will be held on April 8, 2024, beginning at 11:00 am EDT, and will last approximately 90 minutes. The webinar can be accessed at <https://bit.ly/42JnY7S>. At the conclusion of the conference, this link can be used to access the recording of this webinar.

3. Questions/Inquiries

This solicitation is competitive; therefore, staff cannot have individual conversations with prospective applicants. Any questions concerning the content of this RFP must be sent via email at mdhhs-ems-grants@michigan.gov on or before April 11, 2024. Questions may be discussed verbally at the pre-application conference. MDHHS will compile all relevant questions and answers and post these as well as any other clarifications or revisions to the initial RFP by April 17, 2024 on the [EGrAMS website](#).

4. Incurring Costs

The State of Michigan is not liable for any cost incurred by the applicants prior to issuance of an agreement.

5. News Releases

News releases pertaining to this RFP on the service, study, or project to which it relates may not be made without prior MDHHS approval.

6. Disclosure of Proposal Contents

Proposals are subject to disclosure under the Michigan Freedom of Information Act (PA No. 442 of 1976).

7. Subcontracting

Subcontractors shall be subject to all conditions and provisions of any resulting agreement.

If subcontracting, the Grantee must obligate the subcontractors to maintain the confidentiality of MDHHS' client information in conformance with state and federal requirements.

If portions of the services are being subcontracted, the applicant must identify the services the subcontractor will perform and provide all information requested, as it applies to both the applicant and the subcontractor(s). A subcontractor budget and statement of work must be provided for subcontractor services for \$24,999 or more. If the subcontractor's price is based on a fee schedule, the fee schedule must be included.

MDHHS may, at its discretion, require information on the process of an awarded subcontractor application.

A Grantee is responsible for the performance of any subcontractors. Subcontractors shall be held to the same standard of quality and performance as the Grantee. Evaluators of applications will consider the qualifications of both the Applicant and subcontractor when making agreement award recommendations.

8. Evaluation Process

Only applications receiving a minimum of 75 points are eligible to receive funding through the grant program. An application will be evaluated based on the evaluation criteria identified in the RFP.

- A committee will review, evaluate and score the applications against the RFP requirements.
- The applications are ranked by score.
- MDHHS reserves the right to establish the criteria by which it will evaluate each applicant's response, and by which it will determine the most responsive, capable, and qualified applicants. In addition to cost, other principal factors may be considered in evaluating applications relative to:
 - Reliability
 - Applicant's past performance
 - Applicant's ability to respond to all requirements outlined in the RFP
 - Applicant's ability to maintain a presence in providing services
 - Financial stability
 - Continuity and stability in provision of service
 - Knowledge transfer activities

If MDHHS determines in its sole discretion that contracting with or awarding a grant to an applicant presents an unacceptable financial risk to MDHHS, MDHHS reserves the right to not award an agreement to that applicant.

Clarifications

MDHHS may request clarifications from one or more applicants. MDHHS will document, in writing, clarifications being requested and forward to the applicants affected. This request may include any changes to the original application and will provide an opportunity to clarify the application submitted.

After reviewing the clarification responses, MDHHS will re-evaluate the applications using the original evaluation method.

9. Reservations

MDHHS reserves the right to:

- a. Discontinue the RFP process at any time for any or no reason. The issuance of an RFP, preparation and submission of an application, and MDHHS's subsequent receipt and evaluation of an application does not commit MDHHS to award an agreement, even if all the requirements in the RFP are met.
- b. Consider late applications if: (i) no other applications are received or (ii) no complete applications are received.
- c. Consider an otherwise disqualified application if no other qualified applications are received.
- d. Disqualify an application if it is determined that an applicant purposely or willfully submitted false information in response to the RFP. The applicant will not be considered for award, the State may pursue debarment of the applicant, and any resulting agreement that may have been established may be terminated.
- e. Consider prior performance with the State in making its award decision.
- f. Consider overall economic impact to the State when evaluating the application pricing and in the final award recommendation. This includes but is not limited to: considering principal place of performance, number of Michigan citizens employed or potentially employed, dollars paid to Michigan residents, Michigan capital investments, job creation, tax revenue implications, economically disadvantaged businesses.
- g. Consider total cost of ownership factors (e.g., transition and training costs) in the final award recommendation.
- h. Refuse to award an agreement to any applicant that has failed to pay State taxes or has outstanding debt with the State of Michigan.
- i. Enter into negotiations with one or more applicants on price, terms, technical requirements, or other deliverables.

- j. Award multiple agreements, or award by agreement activity.
- k. Evaluate the application outside the scope identified in Section I.8, Evaluation Process, if MDHHS receives only one application.
- l. Evaluate applications using a method that establishes the relative importance of each deliverable.

10. Award Procedure

MDHHS will notify applicants recommended for funding via the EGrAMS system. Applications selected for funding will either be approved as submitted or approved with revisions required.

For any applications approved as submitted, the applicant will be notified that the agreement document is available for signature in the EGrAMS system.

For any applications approved with revisions required, the applicant will be notified that the application is ready for revisions in the EGrAMS system. After successful completion of required revisions and subsequent review, the applicant will be notified that the agreement document is available for signature in the EGrAMS system.

The Authorized Official for the applicant must electronically sign the agreement in EGrAMS.

11. Protests

Award decisions are discretionary and are not subject to protest or appeal.

12. Acceptance of Proposal Content

The contents of the application of the successful applicant may become contractual obligations if an agreement ensues. Failure of the successful applicant to accept these obligations may result in cancellation of the award.

13. Standard Terms

Awards made as a result of this RFP will require execution of an agreement with MDHHS. A copy of the boilerplate agreement language for this program is available on the [EGrAMS website](#) for reference. All rights and responsibilities noted in the boilerplate agreement language will become the rights and responsibilities of the indicated parties if the application is approved for funding. Applicants should review this agreement in advance of submitting an application.

14. Options to Renew

At the discretion of MDHHS, an awarded agreement may be renewed in writing by an award notification not less than 30 days before its expiration.

15. Registering on the SIGMA Vendor Self Service Website

To receive payment from the State of Michigan, a Grantee must be registered on the [SIGMA Vendor Self Service website](#), which links to the Statewide Integrated Governmental Management Application system (SIGMA).

16. State of Michigan Employees

State of Michigan employees may not act as applicants. Proposals from applicants who are current State of Michigan employees will be disqualified and will not be reviewed.

Policy in Civil Service Rule 2-8, Ethical Standards and Conduct, states an employee cannot represent or act as an agent for any private interests, whether for compensation or otherwise, in any transaction in which the State has a direct and substantial interest and which could reasonably be expected to result in a conflict between the employee's private interests and official State responsibilities.

Section II

GRANT PROGRAM SPECIFICATIONS

Introduction

This Request for Proposal (RFP) provides the information necessary to submit an application to the EMS Workforce Support grant program as described in this RFP and [section 507 of PA 166 of 2022](#). The specifications described in this RFP provide helpful information for developing the application. The documents required for the completion of this application are available on the [EGrAMS website](#).

1. Match Requirements

This program does not require matching funds.

2. Purpose of the EMS Workforce Support

The focus of the program is to continue and expand the workforce development program used for training people and instructors in emergency medical services. The intent is to address the critical shortage of EMS clinicians statewide and increase accessibility (through barrier reduction) to and enrollment in EMS education programming in Michigan.

3. Definitions

Physical and durable program equipment - for the purposes of this grant, is any piece of equipment, technological resource, or other item that would remain the property of the program when a student leaves or graduates the program.

Geographic service area -is the covered area by a given licensed EMS agency.

Target population – is the population that is hoped to be served by the grant request. In most proposals, it is not the entire population of a geographic service area.

Grant objective – is an overall goal for the grant.

Grant activity – is something that is completed by the grantee to accomplish the grant activity or outcome.

Grant expected outcome – is the change that is expected to occur due to the grant program.

All definitions are according to [PA 368 of 1978](#) as amended, and currently promulgated administrative rules.

4. Funding Priorities

The priority of this funding is to increase the number of people in the EMS workforce. Proposals should focus on increasing the workforce throughout the EMS system. Priority will be given to those areas of the state that have not been funded previously and to those that directly impact students (such as tuition and wages). Twenty percent of funding will be prioritized for applications that target rural areas of the state.

MDHHS has identified several potential uses for funding.

- A. Traditional grants to cover costs of tuition and associated fees for paramedic training at a Michigan approved education program, limited to:
 - a. \$20,000 per paramedic student
 - b. \$1,500 per Emergency Medical Technician (EMT) Specialist student
 - c. \$2,000 per EMT Student
 - d. \$500 per Medical First Responder (MFR)/Emergency Medical Responder (EMR) Student
 - e. \$2,000 per instructor student.
- B. Hourly reimbursement for time spent in EMS training programs, at a rate of \$15/hour, to a maximum of:
 - a. \$16,000 per paramedic student,
 - b. \$2,100 per specialist student,
 - c. \$3,000 per EMT student,
 - d. \$900 per MFR/EMR student,
 - e. \$2,600 per instructor coordinator student.
- C. Funds will be limited to a total amount:
 - a. \$400,000 for paramedic funding
 - b. \$75,000 for MFR/EMR, EMT, Specialist, or instructor coordinator candidates.
- D. EMS Education Access grants may be funded in the following potential categories:
 - a. Expansion and increased access to EMS education to areas currently not served by initial education programs. Applicants will be responsible for demonstrating how their proposal increases access to an underserved area. This funding may be used for accreditation fees, administration cost, instructor salary (if the program is not also establishing scholarships as noted in Section II 5., below), etc.
 - b. Barrier reduction efforts, if the proposal specifically outlines how the funding request will decrease barriers to enrollment or student success.
 - c. Outreach campaigns to increase student enrollment in EMS training programs.

5. Unallowable expenses

- Physical and durable program equipment
- Any funding of physical items must be those that would normally be incurred by students in a program and remain property of the student (i.e. uniforms, books, etc).
- Rent for buildings and disposable equipment for programs.
- Instructor salaries or costs that are otherwise covered by student tuition will not be funded.
- Applications to increase geographic service area or start new agencies will not be funded.
- Costs incurred before 10/01/2024 or after 9/30/2025 will not be funded.
- Any other items MDHHS determines to be unallowable.

6. Program Requirements

In addition to the boilerplate agreement, successful applicants are required to comply with all requirements contained in Attachment E Program Specific Requirements.

7. Credentials

The Grantee shall assure that appropriately credentialed or trained staff under its control, including Grantee employees and/or subcontractors, shall perform functions under this Agreement.

All initial education programs will be conducted by those approved by MDHHS, as outlined in [PA 368 of 1978](#), as amended and promulgated administrative rules. Entities submitting for reimbursement of hourly rates for class time must be currently licensed EMS agencies in the state of Michigan.

8. Expected Performance Outcomes

Performance outcomes should be included in the workplan section of the application. During the Agreement, the successful applicants shall demonstrate measurable progress toward the achievement of the outcomes.

Success of grant programs will be measured by:

- A. Enrollment of students in education programs
- B. Retention of students throughout education programs (low attrition)
- C. Success of students attempting licensing/certification exams
- D. Students/candidates/new licensees associating/working for an EMS agencies

9. Reporting Requirements

In addition to the boilerplate agreement, successful applicants are required to comply with all requirements contained in Attachment C Reporting Requirements.

10. Reference Documents

Reference documents for this RFP include:

Course Information Report Template – uploaded in EGrAMS

Section III

EVALUATION CRITERIA

The total maximum number of points that an application can receive equals 100 points. Only those applications receiving a score of 75 points or more will be considered for award. The maximum number of points for each of the categories is as follows:

Category	Total Points Possible
Narrative	
Program Implementation	40 possible points
Experience and Past Performance	10 possible points
Education, Credentials & Qualifications	15 possible points
Staffing and Training	15 possible points
Work Plan	10 possible points
Budget	10 possible points
Total	100

Questions to be answered by the applicant, along with the criteria reviewers will use to evaluate the responses, are below. Unless otherwise specified, applicant responses are limited to 5,000 characters.

Program Implementation (Maximum 40 points)

- A. (15 points) Provide a program summary. Describe the purpose of the program, implementation plan, and overview of the process and timeline.

Review Criteria:

- a. (8 points) Did the applicant clearly describe the purpose of the program?
- b. (7 points) Does the program fit the purpose of the grant?

- B. (5 points) Describe recent demographics (within the past three years) of the service area. Include statistical data including but not limited to population, age, income levels, racial and ethnic backgrounds, and cultural diversity.

Review Criteria:

- a. (5 points) Did the applicant describe the demographics with the expected detail?

- C. (3 points) Describe the needs of the target population to be served.

Review Criteria:

- a. (3 points) How well has the applicant demonstrated an understanding of the service area and the needs of the target population?

D. (5 points) Explain how the services provided in this RFP will address the needs of the target population with respect to: (all must be addressed)

- i. Disabilities (physical and mental)
- ii. Language barriers
- iii. Cultural barriers
- iv. Transportation needs

Review Criteria:

- a. (5 points) Has the applicant provided a plan that is adequate to accommodate client needs as listed above?

E. (5 points) Describe how your organization will deliver the proposed services to the target population without excluding from participation in, denying benefits of, or discriminating against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, partisan considerations, gender identification or expression, sexual orientation or a disability or genetic information that is unrelated to the person's circumstances. Sex-based discrimination includes, but is not limited to, discrimination based on sexual orientation, gender identity, gender expression, sex characteristics, and pregnancy.

Review Criteria:

- a. (5 points) How well has the applicant described how the organization will deliver the proposed services to the target population in a diverse, equitable and inclusive manner without excluding from participation in, denying the benefits of, or discriminating against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, gender identification or expression, sexual orientation, partisan considerations, disability, pregnancy or genetic information?

F. (2 points) Provide a description of how the required service(s) will be provided. Include each step of the process, or activity that the applicant will perform to initiate and maintain the services identified in this RFP.

Review Criteria:

- a. (2 points) How well has the applicant demonstrated their ability to fully implement and maintain the services(s) within the RFP?

G. (5 points) Describe how it will be determined whether the program is successful in that it meets the expected performance outcomes. Then describe the steps that will be taken if the program is not initially successful.

Review Criteria:

- a. (5 points) Did the applicant describe how they will determine whether the program is successful (based on the expected performance outcomes) and what steps would be taken if it is not successful?

Experience and Past Performance (Maximum 10 points)

- A. (5 points) Describe experience in providing EMS Workforce services similar in size or scope to those in this RFP. Include current or previously held grants if applicable. Identify the performance outcomes measured to ensure service provided was successful. Include data to support this description. If no experience, please describe how you will ensure success in this program.

Review Criteria:

- a. (5 points) Did the applicant provide a description of services provided similar in size or scope to those in this RFP? Was performance data for the services provided? Were the performance outcomes met? Did the applicant demonstrate a plan for success?
- B. (5 points) Describe the principal characteristics for the target population(s) for whom services were provided. If no previous experience, please describe how there is need for the target population and how the proposal meets the specific need.

Review Criteria:

- a. (3 points) Did the applicant describe the principal characteristics for the target population(s) served?
- b. (2 points) Are the principal characteristics comparable to the population to be served?

Education, Credentials & Qualifications (Maximum 15 points)

- A. (4 points) Provide a position description for each position that will be funded by the grant. The position description should contain educational credentials, knowledge, skills, abilities, and other characteristics that demonstrate qualifications to provide the proposed services. Position titles must match those listed in the organization chart and budget. Do not provide resumes. For grants that do not include paying for a staffed position, please include the student criteria for enrollment in a program, as appropriate.

Review Criteria:

- a. (4 points) Has the applicant provided the requested position descriptions or student criteria that show the individual must possess the necessary credentials, experience and characteristics that demonstrate qualifications to provide the services described in this RFP?
- B. (6 points) Provide qualifications of program, agency, or organization. This includes information for all partners (including applicant) involved in the project, including licensing or course approvals, if applicable.

Review Criteria:

- a. (6 points) Has the applicant provided information on the partners involved in the grant? Do they have current and appropriate credentials, as described?
- C. (5 points) Provide an overview of the education program that the student(s) will be attending, including anticipated start and end dates of the program, the recent pass and attrition rates, and other information as needed.

Review Criteria:

- a. (5 points) Did the applicant describe the pertinent information for the education program that will be attended?

Staffing and Training (Maximum 15 points)

- A. (5 points) Please upload an agency-wide organization chart. Position titles in the narrative and budget must match those in the organization chart. The organization chart must include all organizational units supervised by positions included in this narrative.

Review Criteria:

- a. (5 points) Did the applicant provide an organization chart of the agency? Does the organization chart include all organizational units supervised by positions included in the narrative?
- B. (5 points) Describe applicant's plan to continue to provide services if staff turnover occurs.

Review Criteria:

- a. (5 points) Has the applicant described how they will continue to provide services if staff turnover occurs?
- C. (5 points) Describe plans to assure student or employee success in the training program, including support services.

Review Criteria:

- a. (5 points) Has the applicant described a valid plan for student/employee support?

Work Plan (Maximum 10 points)

Review Criteria:

- a. (3 points) Are the objectives consistent with the program goal(s)?
- b. (3 points) Do the activities clearly describe what actions or steps will be taken to accomplish each objective?
- c. (2 points) Are the responsible staff listed consistent with the project contacts and/or budgeted staff?

- d. (2 points) Does at least one activity extend across the full project period?

Budget (Maximum 10 points)**Budget Entry (5 points)**

- A. (5 points) The budget should be for expenses during period of this grant October 1, 2024 – September 30, 2025

Review Criteria:

- a. (3 points) Are the resources identified in the narrative consistent with those in the budget?
- b. (2 points) Are the line items requested allowable?

Budget Narrative (5 points) – The budget narrative needs to be entered in EGrAMS on the budget entry screen in the peach box that says “Narrative” for each budget category that has expenses.

- B. (5 points) Provide a budget narrative that describes the uses, need and purpose for the resources and costs included in the project budget. Please explain why each of the requested items is necessary to accomplish the supported project activity(s). Ensure that the resources and costs are allowable, reasonable, and necessary to accomplish the work plan and terms of the agreement.

Review Criteria:

- a. (5 points) Are the resources (budgeted details such as occupancy, communication, supplies and equipment, transportation, contracted services and miscellaneous) allowable and reasonable to accomplish applicant's work plan, and reasonably adequate to provide a consistent level of service throughout the term of the grant?