

OVERVIEW

Federal Agency

Social Security Administration, Office of Program Development and Research (OPDR).

Title

Improving Disability Determination Process: Small Grant Program (IDDP)

Announcement Type

New announcement

Funding Opportunity Number

SSA-OPDR-11-1 (Grants.gov Opportunity Number: IDDP-IDD-11-001)

Catalog of Federal Domestic Assistance (CFDA) Number

CFDA 96.007, Research and Demonstration

Dates

The opening date of this announcement is the date of publication. The closing date for receipt of grant applications under this announcement is [June 13, 2011](#).

Executive Summary

The Social Security Administration (SSA) provides benefits to approximately 11 million individuals with disabilities and their dependents each month. In addition, each month the Supplemental Security Income (SSI) program makes payments to approximately 6.5 million low-income individuals who are blind or disabled. In calendar year 2009, expenditures for the Social Security Disability Insurance (SSDI) and SSI programs for the blind and disabled totaled \$121.5 billion and \$41 billion respectively. These programs are the foundation of the Federal structure that provides cash income to individuals who do not have or who have lost the ability to support themselves in the labor market due to one or more permanently disabling conditions.

The disability determination process under the SSDI and SSI programs is both extensive and complex. Members of the public with health problems and economic hardships may find it difficult to navigate this complex process. The Social Security Administration (SSA) is seeking ideas to improve the efficiency and reduce the complexity of the disability determination process.

SSA is announcing the solicitation of applications to compete for a grant aimed at improving the Disability Determination Process. This new program will make small stipends available to graduate students for innovative research relevant to the disability program. SSA management will identify suggested priority areas of interest. SSA intends to fund stipends to graduate students to support their thesis work with the expectation that the resulting product will be a thesis or written project relevant to our disability program. The successful grantee will serve as Program Manager to coordinate the effort.

SSA intends to award funding for this grant on a five-year basis, renewable annually. Annual funding for this grant is \$300,000, which will include funding for the program manager and graduate student stipends of \$10,000 each.

Notice/Letter of Intent

Prospective applicants are asked to submit, preferably with an e-mail attachment, within 30 days of publication of this RFA, an e-mail, fax, postcard or letter of intent that includes (1) the program announcement number (SSA–OPDR–11–1) and title (Improving Disability Determination Process: Small Grant); (2) the name of the agency or organization that is applying and (3) the name, mailing address, e-mail address, telephone number and fax number for the organization’s contact person. The notice of intent is not required, is not binding, and does not enter into the review process of a subsequent application.

The purpose of the notice of intent is to allow our staff to estimate the number of independent reviewers needed and to avoid potential conflicts of interest in the review. The notice of intent should be faxed to (410) 597-0825 or mailed to Social Security Administration, Office of Program and Disability Research, 6401 Security Boulevard, Baltimore, MD 20235. Attn: Thomas V. Rush.

Application Submission Address

We require that applicants submit an electronic application through www.grants.gov for Funding Opportunity Number SSA–OPDR–11–1. The www.grants.gov “Get Registered” Web page is available to help explain the registration and application submission process. In addition, new Federal grant applicants may find the Grants.gov “Registration Brochure” on the above noted Web site to be helpful.

Also, as questions come in from this RFA, we will be posting a Word attachment FAQ on the OPDR Web site <http://www.ssa.gov/disabilityresearch/research.htm>. Questions can be submitted to tom.rush@ssa.gov and answers will be posted on the Web site as they become available. Therefore, all potential applicants should continue to monitor the OPDR Web site frequently in order to ensure that they have the latest updates of FAQs.

If you experience problems with the steps related to registering to do business with the Federal government or application submission, your first point of contact is the Grants.gov support staff at support@grants.gov, 1–800–518–4726. If your Grants.gov difficulties are not resolved, you may also contact the SSA Grants Management Team for assistance: Audrey Adams, (410) 965–9469 or Dionne Mitchell, (410) 965–9534.

Should extenuating circumstances prevent you from submitting an application through www.grants.gov, please contact Dionne Mitchell for possible prior approval to download, complete, and submit an application by mail.

For Further Information Contact

Non-programmatic: Dionne Mitchell, SSA, Office of Acquisition and Grants, Grants Management Team, 7111 Security Blvd., 1st Floor Rear Entrance, Baltimore, MD 21244. The telephone number is (410) 965–9534, fax number is (410) 594-0133, and email address is Dionne.Mitchell@ssa.gov.

Programmatic: For information on the program content of the announcement/application, please submit a question to the mailbox tom.rush@ssa.gov.

Table of Contents

I. Funding Opportunity Description

- A. Overview
- B. Grant Program
- C. Program Manager Responsibilities
- D. Data Rights
- E. Topic Areas

II. Award Information

III. Eligibility Information

- A. Eligible Applicants
- B. Cost Sharing or Matching
- C. Other

IV. Application and Submission Information

- A. Address to Request Application Package
- B. Content and Form of Application Submission
- C. Submission Date and Times
- D. Intergovernmental Review
- E. Funding Restrictions
- F. Other Submission Requirements

V. Application Review Information

- A. Criteria
- B. Review and Selection Process

VI. Award Administration Information

- A. Award Notices
- B. Administrative and National Policy Requirements
- C. Reporting

VII. Agency Contacts

I. Funding Opportunity Description

The Social Security program provides benefits to approximately 11 million individuals with disabilities and their dependents each month. In addition, each month the Supplemental Security Income (SSI) program makes payments to approximately 6.5 million low-income individuals who are blind or disabled. In calendar year 2009, expenditures for the Social Security Disability Insurance (SSDI) and SSI programs for the blind and disabled totaled \$121.5 billion and \$41 billion respectively. These programs are the foundation of the Federal structure that provides cash income to individuals who do not have or who have lost the ability to support themselves in the labor market due to one or more permanently disabling conditions.

The disability determination process under the SSDI and SSI programs is both extensive and complex. Members of the public with health problems and economic hardships may find it difficult to navigate this complex process. The Social Security Administration (SSA) is seeking ideas to improve the efficiency and reduce the complexity of the disability determination process.

A. Overview

SSA intends to initiate a new program that will provide small stipends to graduate students for innovative research relevant to the disability program. SSA management will identify suggested priority areas of interest. SSA intends to fund stipends to graduate students to support their thesis work with the expectation that the resulting product will be a thesis or written project relevant to our disability program. A program manager will be required to coordinate the effort.

B. Grant Program

There will be two components to this program: a program manager to manage the program and stipends to individual graduate students for research on disability issues.

The objective of the program is to foster new analysis of disability issues, which may develop innovative and fresh perspectives on disability. To assist the graduate students, SSA will provide guidance on disability issues, which might be fruitful for research (see below for a list of potential topic areas). Many of the graduate students will not have the conceptual or operational expertise available at SSA, so these topic areas will help direct them to content areas with study potential. We will not restrict graduate students to these content areas. Indeed, we will encourage them to develop alternative disability determination process content issues and formulate appropriate study designs.

C. Program Manager Responsibilities

The new program will feature a grant with an academic organization or association to serve as program manager. The program manager must possess the scientific background and leadership to coordinate, supervise, and direct this disability research program.

The program manager will oversee the program and the graduate students located at various organizations throughout the nation. This ensures effective operation of the program and encourages innovative research on disability issues.

The program manager will be responsible for the following activities:

- Publicizing and disseminating information on this disability grant program to all relevant organizations across the United States,
- Encouraging and recruiting graduate students to study disability issues under this program,
- Developing guidelines for graduate students to submit proposals for funding,
- Soliciting proposals from appropriate graduate students,
- Assembling submitted proposals according to relevant study categories (see below for more information),
- Ranking these proposals according to quality of proposal and potential usefulness to the disability field,
- Providing the ranked proposal abstracts to SSA for review and consultation,
- Selecting the graduate students to support under this program with input from SSA,
- Making the stipend awards to the graduate students,
- Coordinating with the graduate student's home organization for payment of the stipend,
- Monitoring research progress on the study, and
- Providing research products to SSA.

The program manager portion of this grant will precede award of the stipends, so the program manager can publicize the stipends and establish the procedures for application, review, and award of the stipends. This is a significant activity in the grant because the ability to publicize effectively the nature and intent of the program to appropriate candidates will enhance the success of this grant program. The program manager will also review critically and rank the submitted research proposals. In addition, the program manager will establish the monitoring procedure for research activity. Since the graduate students will be located throughout the country, the program manager must establish an effective monitoring system. This monitoring will focus on research activity and progress of the subsequent written analysis.

We envision an award to one organization that can identify a sufficiently large number of appropriate graduate students who will be able to prepare quality proposals and perform relevant research. Organizations and universities may coordinate their efforts to compete for this grant, but there needs to be one central program manager. The organization needs to identify the population to which to target its outreach efforts and the size of that population. It must show evidence of prior relevant experience and the success of those efforts. See the above list of program manager activities and provide evidence of successful performance of the activities.

The program manager will be responsible for transmitting the stipend to the graduate student's home university/research organization. In the event the graduate student is unable to complete the funded research, the program manager will need to have an established procedure for recovering unexpended funds and returning these funds to SSA.

Funded graduate students will conduct their research at their home university/research organization, not at SSA. The graduate students will be responsible for obtaining the data needed for the analysis, supplies, computer access and any other related supplies and

services. We intend the stipend to help defray living expenses during the research period and is based upon a 12-month appointment period. However, we will establish a mechanism for the graduate students to access technical information on SSA disability program operations from SSA disability experts. We expect this will not entail access of personally identifiable information (PII). Participants will complete research, analysis, and the final report within one year from award notification. A graduate student's thesis may be completed within the timeframe, but may not be accepted by the university in which the graduate student is matriculating. In these cases, the program manager should suggest a procedure for a no-cost extension.

D. Rights in Data

SSA's Rights in Data. The Federal Acquisition Regulation (FAR) incorporates into the grant the Government's rights in data. 48 CFR 52.227-14. Under this grant, references to the "contract" in the FAR must refer to this grant, and references to the "Contractor" in the FAR must refer to the agency's IDDP Grant partner(s). The provision provides, among other things, that the agency will have unlimited rights in data first produced in performance of the grant, which means that we will have the right, as to this data, to use, disclose, reproduce, prepare derivative works, distribute copies to the public, and display it publicly, in any manner and for any purpose. 48 CFR 52.227-14(1). In addition, the agency can permit others to have the same rights just described. Under FAR, the agency's IDDP Grant partner(s) will have the right to release to others, reproduce, distribute, or publish any data first produced or specifically used by the agency's IDDP Grant partner(s) in performance of this grant, unless provided otherwise under this regulation. 48 CFR 52.227-4(b)(2)(i). Please refer to the FAR for a complete description of the parties' rights in data.

E. Topic Areas

Below are some topic areas that may help the graduate student formulate a proposal for consideration under this program:

- Are there cut points of severity in medical conditions that meet the criteria for compassionate allowances and what is the research basis for their inclusion as part of the compassionate allowance process?
- Considering the potentials for predictive modeling and focusing on information collection instruments, what are the opportunities for improving an existing disability claim intake process (e.g., the SSA process) for the 21st century?
- What is the best way to collect allegations during the application process to maximize the possibility of proper identification of cases that qualify for compassionate allowance processing?
- What is the relationship between homelessness and disability? What factors are associated with homelessness that are predictive for disability that are within the existing statutory authority to consider? Can chronic homelessness be used as a proxy for meeting criteria of the mental and other medical listings (e.g. the "B" criteria for Traumatic Brain Injury)?

- Does recent research offer guidance on a disability determination process for special populations such as children and wounded warriors?
- What are the key factors in the growth of mental impairments on the Social Security Disability Insurance and Supplemental Security Income rolls?
- Do current medical listings provide consistent consideration regarding the use of assistive technology for disability determination purposes?
- What are the most common functional effects of the various types of strokes and what severity scales might be suitable for evaluating the functional capacity of an individual who has suffered a stroke? How might the specific physical and mental-cognitive functional deficit(s) resulting from a stroke affect ability to meet critical work requirements and what measures/scales would be suitable to capture those physical and mental-cognitive work requirements in work analysis? Is there any measure of maximum medical improvement following stroke that commonly corresponds to work disability?
- What are the most common functional effects of a traumatic brain injury and what severity scales might be suitable for evaluating the functional capacity of an individual who has suffered traumatic brain injury (TBI)? How might the specific physical and mental-cognitive functional deficit(s) resulting from a traumatic brain injury affect ability to meet critical work requirements and what measures/scales would be suitable to capture those physical and mental-cognitive work requirements in work analysis? Is there any measure of maximum medical improvement following TBI that commonly corresponds to work disability?
- SSA has conducted contracted investigations in the last decade regarding the effects of vocational factors of age, education, and skills on individuals' ability to work. See citations below.
 1. What else can be learned from subsequent published studies regarding the effects of age and education, in particular, on an individual's vocational profile?
 2. To what extent can the effects found among the populations associated with these published studies be generalized to a disability claimant population (such as SSA)?
 3. How does age affect the ability to work (or the residual functional capacity) of individuals with specified impairments, such as musculoskeletal impairments or affective disorders?

Baughman, W. A., et al. (June 29, 2001). *The Effects of Time and Disuse on the Capabilities Required for Prior Work*. Under contract to SSA: Task Order No. 0440-99-40568. American Institutes for Research, Washington, D.C.

Gustafson, S., Rose, A, Heil, S., Mueller, L., and O'Shea, G. (2002). *A Research Review of Age, Education, and Skills as Related to SSA's Disability Determination Process*. Under contract to SSA: Task Order No. 0440-02-50810. GS-10F-0112J. American Institutes for Research, Washington, D.C.

Reynolds, S., et al. (2000). *The Impact of Age, Education and Work Experience on Determining Eligibility for Social Security Disability Insurance: A Synthesis of Recent Literature*. Under contract to SSA: Contract No. 600-97-32018. University of South Florida, Tampa, FL.

Rose, A. and Gustafson, S., et al. (2001). *Refining the Social Security Administration's Disability Determination Process: The Past Relevant Work Issue*. Under contract to SSA: Task Order No. 0440-99-40568. American Institutes for Research, Washington, D.C.

II: Award Information

We intend to award funding for this grant on a 5-year basis, renewable annually. Annual funding for this grant is \$300,000, which will include funding for the program manager and graduate student stipends of \$10,000 each. The graduate student stipend may be added to other financial support the graduate student receives from his or her university/research organization. The stipend is not provided as a condition of employment either with the Federal Government or the grantee institution. The grantee should plan on award of approximately 25 research stipends per year. Awards are contingent on availability of funds. There may be start-up costs for the project manager component that will reduce the amount of money available for student stipends in the first year, but we expect these to be minimal and well documented in the proposal.

III: Eligibility Information

A. Eligible Applicants

Research organizations, universities and associations of research organizations and universities only in the United States are eligible to apply.

B. Cost Sharing or Matching

Cost sharing of at least five (5) percent is required for the program manager component of the award. The total approved cost of the project is the sum of the Federal share (maximum of 95 percent) and the non-Federal share (minimum of 5 percent). The non-Federal share may be cash or in-kind (property or services) contributions.

There is an eight (8) percent cap on Facilities and Administration for this program. The grantee may use the unpaid portion to fulfill the cost share requirement under this grant

C. Other

We restrict eligibility for the 12-month stipends to masters or doctoral level graduate students pursuing full-time research training in accredited programs with an academic emphasis in public health, occupational medicine, and vocational and rehabilitation counseling. Applicants may submit more than one proposal for consideration per year. Graduate student researchers will receive only one stipend in the annual review of graduate student proposals.

At the time of stipend award, selected graduate student researchers must be citizens or non-citizen nationals of the United States, or must have been lawfully admitted to the United States for permanent residence, i.e., in possession of a currently valid Alien Registration Receipt Card I-551, or some other legal verification of legal admission as a permanent resident. Non-citizen nationals are generally persons born in outlying possessions of the United States (e.g., American Samoa). Individuals on temporary or student visas are not eligible for stipend award.

IV: Applicant Submission Information

A. Address to Request Application Package

We require that applicants submit an electronic application through www.grants.gov for Funding Opportunity Number SSA–OPDR-11-1. The www.grants.gov “Get Registered” Web page is available to help explain the registration and application submission process. In addition, new Federal grant applicants may find the www.Grants.gov “Registration Brochure” on the above noted Web site to be helpful. Also, as questions come in from this RFA, we will be posting a Word attachment FAQ on the Office of Program Development and Research Web site <http://www.ssa.gov/disabilityresearch/research.htm>. Questions can be submitted to tom.rush@ssa.gov and answers will be posted on the Web site as they become available. Therefore, all potential applicants should continue to monitor the Office of Program Development and Research Web site frequently in order to ensure that they have the latest updates of FAQs.

B. Content and Form of Application Submission

As stated above, we require that applicants submit an electronic application through www.grants.gov for Funding Opportunity Number SSA–OPDR-11-1.

A complete application package consists of one electronic application. It should include the following items:

- (1) Project Abstract/Summary (not to exceed three pages);
- (2) Table of Contents;
- (3) Part I (Face Sheet)—Application for Federal Assistance (Standard Form 424);
- (4) Part II—Budget Information—
 - (a) Form SF-424A—Sections A through F
- (5) Budget Narrative for Section B—Budget Categories;
 - (a) Detailed Personnel
 - (b) Other Support (Federal and Non-Federal)
 - (c) Budget Narrative
- (6) Copy of the applicant’s approved indirect cost rate agreement, see III:B. above for additional guidance;
- (7) Part III—Project Narrative. The project narrative should be organized in five sections:
 - (a) Background,
 - (b) Program Manager Role and Operation,
 - (c) Organizational Support for Program Manager,

- (d) Staffing Proposal Including Staff Utilization, Staff Background, and
- (e) Organizational Experience, and Partnerships with other organizations.
- (8) Assurances—
 - (a) Form SF-424B,
 - (b) SSA Additional Assurances;
- (9) Disclosure of Lobbying Activities, Form SF-LLL, if applicable.
- (10) Any appendices/attachments (include letters of support here); and

C. Submission Dates and Times

Prospective applicants are asked to submit, preferably with an e-mail attachment, within 30 days of publication of this RFA, an e-mail, fax, postcard or letter of intent that includes (1) the program announcement number (SSA-OPDR-11- 1) and title Improving Disability Determination Process); (2) the name of the organization that is applying and (3) the name, mailing address, e-mail address, telephone number and fax number for the organization's contact person. The notice of intent is not required, is not binding, and does not enter into the review process of a subsequent application. The purpose of the notice of intent is to allow our staff to estimate the number of independent reviewers needed and to avoid potential conflicts of interest in the review. The notice of intent should be faxed to (410) 597-0825 or mailed to Social Security Administration, Office of Program and Disability Research, 6401 Security Boulevard, Baltimore, MD 20235. Attn: Thomas V. Rush.

Applicants must submit applications through www.grants.gov by the closing date of June 13, 2011. However, when the SSA Grants Management Team approves the submission of a mailed application due to extenuating circumstances, applications may be mailed or hand-delivered to: Social Security Administration, Office of Acquisition and Grants, Grants OPDR-11-1, 1st Floor-Rear Entrance, 7111 Security Blvd., Baltimore, MD 21244. Hand-delivered applications are accepted between the hours of 8 a.m. and 5 p.m., Monday through Friday. An application will be considered as meeting the deadline if it is either:

(1) Received from Grants.gov on or before the deadline date; or

(2) Received at the above address on or before the deadline, when a mailed application has been authorized by the Grants Management Team; or

(3) Postmarked by June 13, 2011 when a mailed application has been authorized by the Grants Management Team. Packages approved for mailing must be sent through the U.S. Postal Service or by commercial carrier on or before the deadline date and received in time to be considered during the competitive review and evaluation process. Applicants are cautioned to request a legibly dated U.S. Postal Service postmark or to obtain a legibly dated receipt from a commercial carrier as evidence of timely mailing. Private metered postmarks are not acceptable as proof of timely mailing. Applications that do not meet the above criteria will be considered late applications. We will not waive or extend the deadline for any applicant unless we waive or extend the deadline for all applicants. We will notify each late applicant of non-application consideration.

D. Intergovernmental Review

Executive Order 12372 and 12416—Intergovernmental Review of Federal Programs

This program is not covered by the requirements of Executive Order 12372, as amended by Executive Order 12416, relating to the Federal policy for consulting with State and local elected officials on proposed Federal financial assistance.

Catalog of Domestic Federal Assistance:
Program No. 96.007, Social Security

E. Funding Restrictions

The grantee must apply to continue the grant in order to receive funds in subsequent years of the 5-year grant. The grantee will produce a continuation application, subject to review and approval by SSA. Awards are contingent on availability of continuation funding.

F. Other Submission Requirements

We require that applicants submit an electronic application through www.grants.gov for Funding Opportunity Number SSA–OPDR–11–1. Before an applicant, institution/organization can submit an electronic application, please go to www.grants.gov and follow the steps under the “Get Registered” link. Please note:

- Your organization will need to obtain a [Data Universal Number System \(DUNS\) number](#) and register with the [Central Contractor Registration \(CCR\)](#) as part of the Grants.gov registration process.
- If your organization does not have a Taxpayer Identification Number (TIN) or Employer Identification Number (EIN), allow for extra time. A valid TIN or EIN is necessary for CCR registration.
- The CCR also validates the EIN against Internal Revenue Service records, a step that will take an additional one to two business days.

If you experience problems with the steps related to registering to do business with the Federal government or application submission, your first point of contact is the Grants.gov support staff at support@grants.gov, 1–800–518–4726. If your Grants.gov difficulties are not resolved, you may also contact the SSA Grants Management Team for assistance: Audrey Adams, (410) 965–9469 or Dionne Mitchell, (410) 965–9534.

Should extenuating circumstances prevent you from submitting an application through www.grants.gov, please contact Dionne Mitchell for possible prior approval to download, complete, and submit an application by mail.

Guidelines for Application Submission

These guidelines should be followed in submitting applications:

- (1) All applicants requesting our funds for grants/grant projects under this announcement must submit the standard forms provided in the application kit.

(2) The application must be executed by an individual authorized to act for the applicant organization and to assume for the applicant organization the obligations imposed by the terms and conditions of the grant award.

(3) Length: Applications should be as brief and concise as possible, but ensure successful communication of the applicant's proposal to the reviewers. The Project Narrative portion of the application may not exceed 20 double-spaced pages (excluding the resume and outside funding appendices), equivalent to being typewritten on one side using standard (8 1/2" x 11") size paper and 12-point font. Attachments that support the project narrative count within the 20-page limit. Attachments not applicable to the project narrative (including letters of support), do not count toward this page limit.

(4) Attachments/Appendices, should only be included to provide supporting documentation.

(5) On all applications developed by more than one organization, the application must identify only one institution as the lead organization and the official applicant. The other(s) can be included as sub-grantees or subcontractors.

V: Application Review Information

A. Criteria

This grant focuses on stipends to support research on disability issues. The evaluation criteria target the program manager component: the ability of the grantee to perform this function and relevant experience in the activities.

The grantee's organization will apply to the program manager activities, the personnel intended, and past performance in relevant experience. We are interested in grantee experience over the past five (5) years. The applicant should list concrete evidence of program management experience. We require letters of support from relevant research organizations (which house the potential graduate student researchers) attesting to their willingness to support disability research under this program and to administer the stipends.

The program manager will be responsible for the following activities:

- Publicizing and disseminating information on this disability grant program to all relevant organizations across the United States,
- Encouraging and recruiting graduate students to study disability issues under this program,
- Developing guidelines for graduate students to submit proposals for funding,
- Soliciting proposals from appropriate graduate students,
- Assembling submitted proposals according to relevant study categories (see below for more information),
- Ranking these proposals according to quality of proposal and potential usefulness to the disability field,

- Providing the ranked proposal abstracts to SSA for review and consultation,
- Selecting the graduate students to support under this program with input from SSA,
- Making the stipend awards to the graduate students,
- Coordinating with the graduate student's home organization for payment of the stipend,
- Monitoring research progress on the study, and
- Providing research products to SSA

Adequacy of the Project Plan (40 points)

Applicants will be reviewed under this category according to their project plan for performing program manager activities, specifically:

- Demonstrated understanding of the scope of work, the tasks, and the objectives involved in the project,
- Established organizational procedures that support the above program manager functions,
- Proposed plans to remedy any inadequacies in their current management structure to support this grant,
- Demonstrated ability to recruit research organizations and maintain cooperative relationships with these organizations, and
- Demonstrated ability to monitor progress on the research activity.

Qualifications of Project Personnel (25 points)

Applicants will be reviewed under this category according to the following:

- The proposed program manager's experience and/or qualifications to perform the project activities,
- The proposed program manager's experience and knowledge of disability issues, and
- The experience and/or qualifications of the program manager's support personnel to support the activities under this program.

Adequacy of the Applicant's Resources (20 points)

Applicants will be reviewed under this category according to the following:

- Amount of external organizational support to perform this project, and
- Internal organizational support for the program manager within the company.

Experience/Past Performance (15 points)

The success of up to three similar projects (according to their size, scope, and complexity) completed by applicants in the past 5 years will be reviewed according to:

- Timeliness of performance,
- Personnel management,

- Business relations, and
- Cost control.

B. Review and Selection Process

The Technical Evaluation Committee will be composed of Federal Government employees.

VI: Award Administration Information

A. Award Notices

Applicants who have been selected will receive an official electronic notice of award signed by an SSA Grants Management Officer around June 13, 2011 . Those who were not selected will be notified by official letter.

B. Administrative and National Policy Requirements

Grantees may be subject to our background checks and fingerprinting in accordance with our personnel, security and suitability requirements. In addition, grantees are required to adhere to our policy regarding the protection of Personally Identifiable Information (PII). When making awards, we will distribute the necessary packages including forms and consents for completion, for both PII and Suitability Determination as needed.

C. Reporting

Progress Reports

Every three months during the award period, the grantee will produce a quarterly report of progress. The grantee's quarterly progress reports should provide a concise summary of the progress being made toward completion of activities in the annual work plan. The grantee should pay particular attention in the reports to achieving any milestones set forth in the work plan, delays in achieving milestones, and the affect of delays on the final product. Details regarding the format and due dates of quarterly progress reports will be provided in the Terms and Conditions at the time of award.

Financial Status Reports

In addition, the grantee will submit quarterly and annual financial status reports to SSA. We will provide detailed instructions for submitting financial reports and the required forms with each year's award.

Federal Spending Transparency and Subaward and Compensation Data Reporting Requirement

The selected grantee will be exempt from reporting subrecipient data for this grant, because all subawards will be issued to individuals and fall below the minimum threshold of \$25,000.

VII: Agency Contact

For matters related to the application and submission process for this grant/grant, contact Dionne Mitchell, (410) 965-9534. The mailing address is SSA, Office of Acquisition and

Grants, Grants Management Team, 7111 Security Blvd., 1st Floor, Rear Entrance,
Baltimore, MD 21244. The fax number is (410) 594-0133.