

Cooperative agreement funds may be used for the costs of planning, implementing, and evaluating the project. These costs include:

- 2) Salaries, wages, and fringe benefits of the project director and other support staff who are engaged in project activities. (Support from the cooperative agreement for salaries and wages of staff who are engaged less than full-time in activities supported by the cooperative agreement, must be commensurate with the effort provided under the cooperative agreement);
- 3) Travel directly related to carrying out activities under the approved project;
- 4) Office supplies and equipment, and rental of space directly related to approved project activities;
- 5) Contracts for performance of project activities such as implementation of required mental health services, interagency coordination, evaluation, and communications.
- 6) Training activities as specified in the Program Requirements section of this GFA.
- 6) Other approved activities necessary to support the development of the project, so long as they are allowable under applicable cost principles.

Funds cannot be used for:

Non-mental health services including medical services, education services, vocational counseling and rehabilitation, and protection and advocacy.

The purchase, renovation or construction of facilities to house any portion of the proposed project. Any lease arrangements

associated with the proposed project that utilizes PHS funds may not be funded by PHS beyond the project period nor may the portion of the space leased with PHS funds be used for purposes not supported by the cooperative agreement.

Room and board in any residential setting (including therapeutic foster homes or group homes) serving 10 or more children.

Room and board or other services or expenditures associated with care of children in residential breakout centers serving more than 10 children or in inpatient hospital settings, except intensive home-based services and other services provided on an ambulatory or outpatient basis.

Any training activity with the exception of those mentioned above.

Limitation on Imposition of Fees for Services

If a charge is imposed for the provision of services funded under the cooperative agreement, such charge:

- ▶ Will be made according to a schedule of charges that is made available to the public;
- ▶ Will be adjusted to account for the income level of the family of the child involved; and
- ▶ Will not be imposed on any child whose family has income and resources equal to or less than 100 percent of the official poverty line as established by the Director of the Office of Management and Budget and revised by the Secretary in accordance with Section 673 (2) of the Omnibus Budget Reconciliation Act of

family, school, or community, or in a combination of these settings. (~~Awardees must define level of functioning required for eligibility.~~)

Or, level of functioning is such that the child or adolescent requires multiagency intervention involving two or more community service agencies, such as mental health, education, child welfare, juvenile justice, substance abuse, and health.

Duration. Have a disability that must have been present for at least one year or, on the basis of diagnosis, severity, or multiagency intervention, be expected to last more than one year.

Program Goals

The statutory goal of the program is to award federal funds to public entities to provide comprehensive community mental health services to children with a serious emotional disturbance. The goal can only be carried out by operating one or more systems of care as defined in the Definitions Section of this GFA (see Appendix A).

The statute further requires that evaluations of systems of care carried out under the program include longitudinal studies of the outcomes of services provided by such systems. These evaluations are conducted by awardees in collaboration with a CMHS contractor to assess the effectiveness of systems of care.

In brief, the primary goals of the program are to:

1. Develop systems of care for children with serious emotional disturbance and their families.
2. Provide a broad array of mental health

and other related services treatments and supports to the target population.

3. Evaluate the effectiveness of the system of care and its component services.
4. Involve families in the development of the system and the services, and in the care of their own children.
5. Use cultural competence approaches for serving children and their families from minority racial and ethnic populations in the community.

For a background and history of systems of care which was influential in the creation of the Comprehensive Community Mental Health Services for Children and Their Families Program, please see Appendix C.

Program Requirements

Appendix B: Program Requirements for System of Care Development contains the requirements of the Center for Mental Health Services for developing a system of care through this cooperative agreement. These requirements include those mandated in Section 561-565 of the Public Health Service Act, as amended.

The applicant must have a thorough understanding of these requirements before writing the Project Narrative of this application. The Project Narrative instructions refer directly to the requirements and guidance in Appendix B. Successful applications will be those which best address the requirements and guidance in Appendix B.

Use of Funds

Allowable Items of Expenditure

Administrative Costs

Section 564 (e) of the Public Health Service Act, states that ~~not more than 2 percent of each cooperative agreement is to be used for administrative expenses incurred by the awardee.~~

Other Costs

Applicants are required to budget for attendance of a core team of approximately ten (10) individuals at three 3-day meetings per year, one in the Washington, D.C. area and two elsewhere in the Nation, to create a learning community among all awardees. The learning community will be used to: (1) provide the most recent information about best practices, policy trends, and research findings on systems of care; (2) provide innovative training, technical assistance, and educational experiences that will directly contribute to developing and sustaining systems of care; (3) discuss improvements in system-of-care practice based on the most recent national evaluation findings; and (4) assist with the development of strategic plans for the national program and for each funded community.

The core team must include the project director, evaluator, key family contact, clinical director, youth coordinator, technical assistance coordinator, communications manager, representatives from at least two other child-serving systems in the community, and the State contact for the project.

Detailed Information on What to Include in Your Application

In order for your application to be **complete and eligible**, it must include the following in the order listed. Check off areas as you complete them for your application.

1. FACE PAGE

Use Standard Form 424. See Appendix A in Part II for instructions. In signing the face page of the application, you are agreeing that the information is accurate and complete. Be sure to ~~sign the application~~.

2. ABSTRACT (*Passion*)

Your total abstract may not be longer than 35 lines. In the first 5 lines or less of your abstract, state the main goal of your project. This statement will be used in publications, reports to Congress, press releases, and other such dissemination products, if the project is funded.

3. TABLE OF CONTENTS

Include page numbers for each of the major sections of your application and for each appendix.

4. BUDGET FORM

Standard Form 424A. Fill out sections B, C, and E of the Standard Form 424A. Follow instructions in Appendix B of Part II.

5. PROJECT NARRATIVE AND SUPPORT DOCUMENTATION

These sections describe your project. The **Project Narrative is made up of Sections A through D**. More detailed information of A-D follows #10 of this checklist. The total number of pages for Sections A-D may not exceed 35.

Section A - Understanding of the Project

Section B - Implementation Plan

Section C - Project Management and

Staffing Plan

Section D - Evaluation Plan

The support documentation for your application is made up of sections E through H.

There are no page limits for the following sections, except for Section G, the Biographical Sketches and Job Descriptions.

Section E- References to Literature Citations

This section must contain a complete list of references for literature citations. Each reference should include at least the title, author(s), and date of publication.

Section F - Budget Justification, Existing Resources, Other Support

NOTE: Although the budget for the proposed project is not included in a review criterion, the Review Group will be asked to comment on the adequacy, appropriateness, and reasonableness of the budget for implementing the project. These comments will be requested after the merits of the application have been considered.

Section G- Biographical Sketches and Job Descriptions

-- Include a biographical sketch for the project director and for other key positions. Each sketch should not be longer than 2 pages. If the person has not been hired, include a letter of commitment with the sketch.

-- Include job descriptions for key

personnel. They should not be longer than 1 page.

-- *Sample sketches and job descriptions are listed in Item 6 in the Project Narrative section of the PHS 5161-1.*

Section H- Confidentiality and SAMHSA Participant Protection (SPP)

The areas you need to address in this section are described after the *Project Narrative Sections A - D Highlighted* section of this document.

6. APPENDICES 1 THROUGH 6

--Use only the appendices listed below.
--Don't use appendices to extend or replace any of the sections of the Project Narrative (reviewers will not consider them if you do).
--Don't use more than 30 pages for the appendices. Any data collection instruments should be included within these pages.

Appendix 1: Memoranda of Understanding for Services Coordination and Evaluation

Appendix 2: Health Coverage Modifications Plans/Governor's Assurance

Appendix 3: Data Collection Procedures

Appendix 4: Sample Consent Forms

Appendix 5: Non-Federal Match Certification

Appendix 6: Organizational Chart, Staffing Pattern, Timeline, and Management Chart

7. ASSURANCES