**Interventional Cooperative Agreement
Program
Informational Session**

Presented by the Social Security Administration
Thursday, April 25, 2024

Request for Applications – Now Open

- We are currently taking applications for ICAP.

- Applications must be submitted through Grants.gov by 11:59 PM Eastern Time on June 3, 2024.

- The full text of the Request for Applications (RFA) is available on Grants.gov, Funding Opportunity Number ICAP-ICAP-24-001.

- We solicit applications for this competitive program each year. We have awarded two new cooperative agreements each of the past three years, for a total of 6 current projects.

Program Purpose

- Allows the Social Security Administration (SSA) to enter into cooperative agreements with non-federal entities who have the interest and ability to **identify, operate, and evaluate interventional research and evaluation** through cooperative agreements.

- Interventional research, which ICAP will fund, is used to evaluate the efficacy of specific treatments or preventative measures, such as new service models or policy alternatives, to achieve specific outcomes.

Priority Topics of Interest (Slide 1 of 2)

Proposals must address goals under at least one of the five (5) following priority topics. Proposals should identify the priority topic(s) the proposed intervention(s) will address and explain how the intervention would address the priority topic(s).

1. Eliminating the structural barriers in the labor market for people with disabilities, particularly in underserved communities.

2. Increasing employment and promoting self-sufficiency by helping people with disabilities enter, stay in, or return to the labor force, including transition-age youth.

Priority Topics of Interest (Slide 2 of 2)

3. Coordinating planning between private and public human services agencies to improve the administration and effectiveness of the DI, SSI, and related programs.

4. Assisting claimants in underserved communities to apply for or appeal decisions on claims for DI and SSI benefits; and

5. Conducting outreach to people with disabilities who are potentially eligible to receive SSI.

Type of Award – Cooperative Agreements

- Are legal financial assistance instruments between a Federal agency (in this case SSA) and a non-Federal entity when substantial involvement between the two entities is required.

- Require close cooperation and coordination between SSA and the awardees.

- SSA will have substantial involvement in the administration of the cooperative agreement, and SSA's input and approval are required before conducting most activities.

Amount of Award

- For ICAP Round 4 (FY 2024)
  - $9 million total available
  - Expect to make 2 awards

- Cooperative agreement of up to $4.5 million for up to 5-year project
  - One base year with the option to fund up to four additional years of the project.
  - Base year spending (i.e., the spending for the first year of the award) should be no more than 10% of the total budget.

- Applications with budgets that include expectations of funding from SSA exceeding the ceiling will be deemed non-responsive and will not be considered.

Period of Performance

- One base year with the option to fund up to four additional years of the project.
  - One-year base period of each cooperative agreement will support the development of data sharing agreements; review and approval of information security documentation; review and approval of the information collection package as required by the Paperwork Reduction Act, and other administrative aspects of the agreement.
- Base year spending (i.e., the spending for the first year of the award) for either study type should be no more than $250,000 or 10% of the total budget, whichever is greater.

Eligible Organizations

- States and state agencies

- Local governments

- Federally recognized Native American tribes

- Foundations

- Employer associations

- Not-for-profit organizations

- For-profit organizations, such as firms

- Educational institutions

Cost Sharing

- Cost sharing of at least five percent is required.

- The non-Federal share may be cash or in-kind (property or services) contributions.

- Cost sharing is a requirement for award and any application that does not include cost sharing will not be considered.

Other Eligibility Considerations

- The proposed intervention must relate to at least one of the priority topic areas. The project narrative must clearly state the priority topic area(s) the intervention will address.

- SSA will consider only one (1) application from each applicant.

  - Applicants may be sub-applicants on multiple applications or the lead applicant on one application and a sub-applicant on any other applications.

  - A sub-applicant is any entity that will serve as a partner to the lead applicant in the performance of the work laid out in a proposal's project narrative.

Notice of Intent to Apply

- SSA strongly encourages organizations interested in applying to submit to SSA a Letter of Intent to Apply.

- A Letter of Intent to Apply should be submitted via e-mail to SSA.ICAP@ssa.gov on or prior to **April 30, 2024**. Please use "Intent to Apply" in the e-mail subject line.

- Include the following information the lead applicant's name and address; information identifying the project partners; and a general overview of the intervention
  - See the ICAP RFA (p8) for additional information.

- **Actual application is due June 3, 2024.**

Proposal Application Package

- SF-424 "Application for Federal Assistance"

- SF-424A "Budget Information Form" and budget narrative

- Project narrative and required attachments

- SF-LLL "Disclosure of Lobbying Activities" (submit with "N/A" in all required fields if no lobbying activities.)

- Risk Assessment Form

Applications lacking any of these five parts will be deemed **incomplete** and may be **disqualified** prior to the technical review process. You must ensure that the funding amount requested is consistent across all parts and sub-parts of the application.

Project Narrative

- Strategic Approach and Project Design

  - Comprehensive Description of the Model
  - Supporting Evidence
  - Evaluation Strategy
  - Work Plans and Timelines

- Organizational Capacity and Quality of Key Personnel

- Management/Operational Plan

  - Risk Management and Opportunities
  - Continuous Quality Improvement
- Attachments to the Project Narrative

Description of Model

- Description of the problem in both quantitative and qualitative terms

- Intervention design including the specific strategies to be used or adapted, including the theory of change for the model and its evidence base, including:
  - The **type, duration, and scope of the activities** to be conducted with the **target population.**
  - How the proposed activities will lead to the proposed **outputs and outcomes**.

- Any past/current efforts to address the issue, how the activities in the proposed project differ, and how the new activities will lead to improved outcomes.

Supporting Evidence

- Discuss evidence base for including each strategy with respect to the project and the target population
  - Reference study type and justify use of this type of study
  - Any prior research related to the type of intervention planned

- Discuss the ability of your planned evaluation to identify the causal impact or potentially identify causal impacts of your planned intervention.

- Several federal agencies have clearinghouses that are good resources for more information about intervention-based research.

Evaluation Strategy

- As stated in the ICAP RFA (p14), "[t]he application **must** identify the evaluation methods to be used in the proposed project and any anticipated evaluation-related challenges."

- Evaluation methods may include, but are not limited to random assignment, quasi-experimental, qualitative, quantitative, participatory, mixed-methods, pilot study, and non-experimental designs.

Evaluation Resources

- No points will be deducted if the lead organization has limited experience in conducting rigorous evaluations, as long as the proposal includes a partner that has such experience

- Useful resources that might be helpful for locating experienced evaluators include:

  - The American Evaluation Association (https://www.eval.org/), which includes a searchable "Find an Evaluator" tool.

  - Social science departments at universities in your area and beyond, as these departments often include staff with evaluation experience.

  - The clearinghouses mentioned earlier (CLEAR, WWC, Pathways to Work) may also be helpful for identifying potential evaluators, as the listings of many interventions cite the evaluators that conducted related intervention-based research.

Work Plans and Timelines

- Details starting on page 15 of the RFA

- Workplans – Detail what:
  - Tasks will be performed (including start-up activities, recruitment, enrollment, and evaluation)
  - Milestones, metrics, and outcomes for the project
  - Deliverables will be developed

- Timelines – Detail when:
  - Each task will take place
  - Each milestone will be reached
  - Each deliverable will be sent to SSA

Organizational Capacity

- Past, relevant experience running large, complex demonstration projects or other complex interventional projects

- Capacity to effectively manage and carry out the programmatic, fiscal, administrative, and independent evaluation-related activities

- Key Personnel
  - Must include at least a Principal Investigator, a Project Manager, and a Lead Evaluator.
  - Must also include any position that will function as a lead for a particular task

Operational Plan

- Describe the activities and budgets for the period of performance.

- Include a detailed timeline for implementation with major milestones.

- Describe strategy for self- monitoring, risk management, and Continuous Quality Improvement.

Attachments to the Project Narrative - Required

- Project Logic Model (Visual representation of your project model)

- Staffing
  - Résumés of Proposed Key Personnel (no more than 1 page per person)
  - Organization Chart

- Abstract (Half page to 1 page)
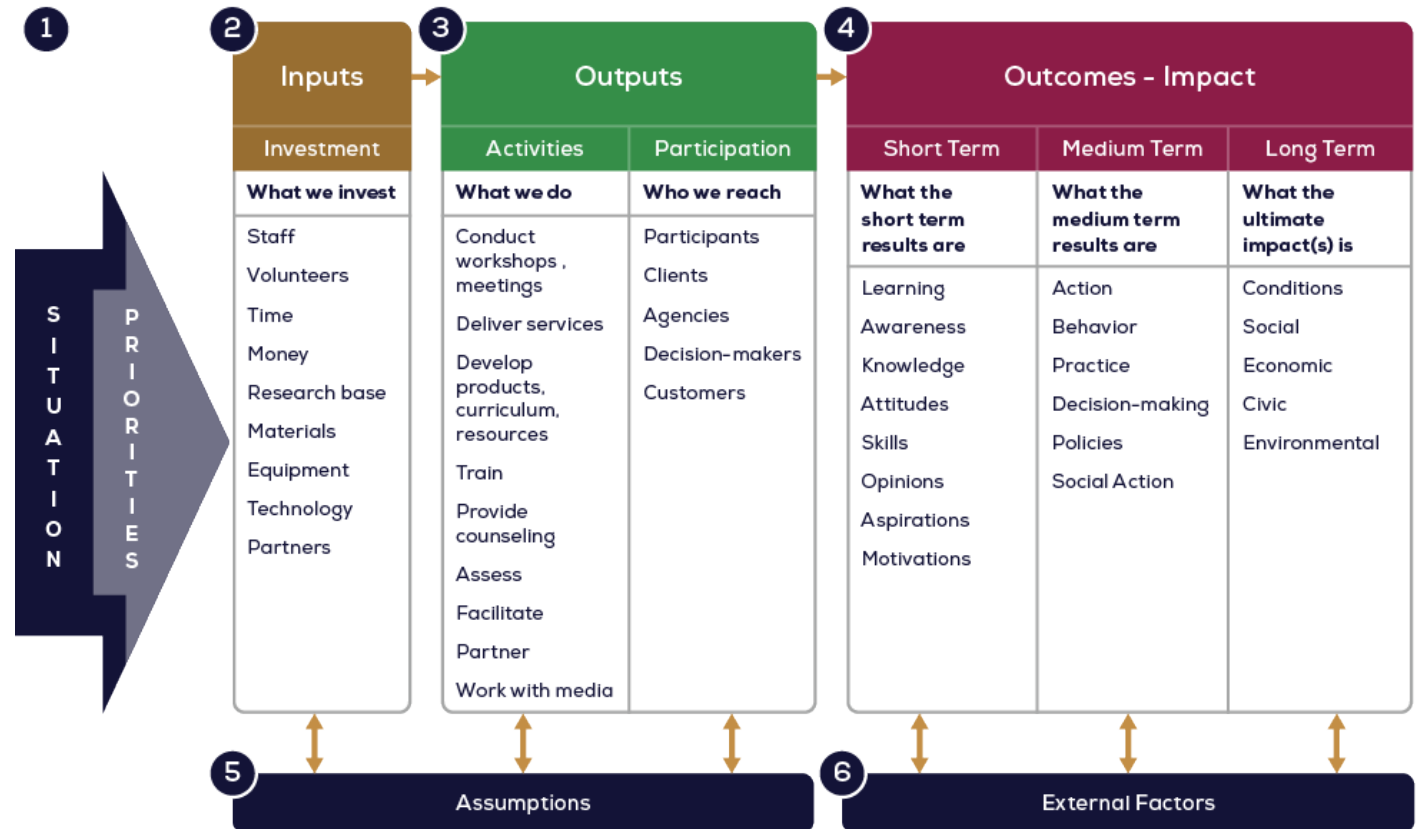
Sample generic logic model from the Department of Justice

Attachments to the Project Narrative - Requested

- Indirect Cost Rate Agreement (if you are requesting indirect costs higher than the 10% de minimis rate)

- Bibliography or evidence base
  - List any works referenced in the project narrative

- General letters of support
  - Partner organizations
  - Additional funding sources

Application Review Scoring Criteria

Application Part	Subsection	Criterion	Point
Project Narrative	Strategic approach and Project Design	Comprehensive Description of Model	20
		Supporting Evidence	10
		Evaluation Strategy	25
		Work Plans and Timelines	10
	Organizational Capacity and Quality of Key Personnel	Whole subsection and attached Résumés	15
	Management and Operational Plan	Whole subsection and attached Organizational Chart	10
SF-424 A Budget	Budget Narrative and Spreadsheet	Budget Narrative and Spreadsheet	10
Total			**100**

How to Apply
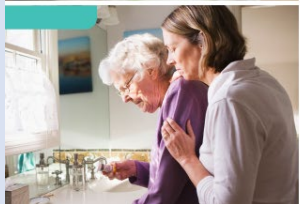
How to Apply

How to Apply

Grants.gov – Register Early!!!

- Registering an Organization
  - Never applied for a federal grant
  - Unique Entity Identifier – Sam.gov

- Workspace
  - Allows more than one person to access their piece of the application at the same time.

- Assign Roles- Authorized Official, Financial, Program

- Need Help with Grants.gov
  - Support@grants.gov
  - available 24 hours a day 7 days a week excluding federal holidays.
  - 1-800-518-4726

How to Apply

1. Registration is FREE

2. Must maintain registration in Sam.gov

2. Takes 2 – 3 Days

3. Unique Entity Identifier (UEI). Grants.gov updated forms, field labels and references to a DUNS Number have been removed.

How to Apply

SAM.GOV®

For **All Awards registrations**, prepare these sections:	For **Financial Assistance Awards Only registrations**, prepare these sections:
- Unique Entity ID - Core Data - Assertions - Reps & Certs - Architect and Engineering Responses - Defense FAR Supplement (DFARS) questionnaire (if applicable) - Points of Contact (POCs) - SBA supplemental page (If you are a small business)	- Unique Entity ID - Core Data - Reps & Certs - Points of Contact (POCs) **YES**

How to Apply (Slide 4 of 4)

Filling out the Application
- Will be done in the Workspace on Grants.gov
- Fill out all Forms and Upload Files (Word and Spreadsheets)
  - SF- 424 Application for Federal Assistance
  - Project Narrative
  - SF – 424A – Budget Information - Non-Construction Programs
  - SF – 424B – Assurances - Non-Construction Programs
  - Budget Narrative
  - Risk Analysis Questionnaire
  - SF-LLL – Disclosure of Lobbying Activités (Do Not Leave Blank- N/A)

How to Apply

A Word About Budget Preparation

    Code of Federal Regulations
    Title 2 Grants and Agreements
    PART 200 - Uniform Administrative Requirements, Cost Principles and Audit
    Requirements for Federal Awards

        Subpart A - Definitions
        Subpart B – General Provisions
        Subpart C - Pre-Federal Award Requirements
        Grant – Benefits the Public, Contracts the Agency
        Subpart D - Post Federal Award Requirements
        Performance Measures, Internal Controls, Budget Revisions
        Subpart E - Cost Principles

Subpart E - Cost Principles

▶ 200.403 – Allowability of Costs

   ▶ Necessary and reasonable for the performance of the Federal award

   ▶ Consistent policies for federally-financed and other non-federally financed

   ▶ Incurred during the Approved Budget Period

      ▶ Assuming now waivers

   ▶ Determined with Generally Accepted Accounting Principles (GAAP)

      ▶ States, Local Governments and Native American Tribes may have different guides to follow

   ▶ Documented, Documented, Documented – see 200.300 through 309.

Budget Categories

Personnel

▶ show annual salary and percent of time

Fringe Benefits

▶ Based on actual known costs or approved rate

▶ Only for personnel listed in Personnel section

Travel

▶ Itemize for project personnel by purpose

Equipment

▶ Useful life of more than 2 years and costs $5,000 or more

Supplies

▶ List by type: office supplies, postage, training materials

Budget Categories, (cont.)

Construction – not allowable

Consultant/Contracts

▶ Consultant Name, hourly or daily fee and time on project

▶ Contracts – promote free and open competition

Other Costs

▶ List by major type – rent, reproduction, phone, janitorial

▶ If rent – give square footage and cost per square foot or monthly rental cost

Indirect Costs – Indirect Cost Rate Agreement or use de minimum – 10% of the Modified Total Direct Costs (MTDC)

Match/Cost Share – 5%

How to Apply

Application Checklist	Complete?
☐ System for Award Management (SAM) Registration (Section IV.B.2).a))	
☐ Eligibility (See Section III)	
☐ SF-424, Application for Federal Assistance, including a Unique Entity Identifier (UEI), or the Entity ID (Section IV.B. 2.a)	
☐ Application for federal funds request does not exceed the ceiling amount. (Section II.B.)	
☐ SF-424A "Budget Information Form," budget narrative and spreadsheet (Section IV.B.2.b)	
☐ Project Narrative, including all required sections and required attachments (Section IV.B.2.c)	
☐ SF-LLL "Disclosure of Lobbying Activities" (Section IV.B.2.d)	
☐ Risk Assessment Form (Section IV.B.2.e)	
☐ Risk Assessment Form (Found in Grants.gov Workspace)	
☐ When submitted through Grants.gov, the components of the application are saved in any of the specified formats and are not corrupt. (*We will attempt to open the document but will not take any additional measures in the event of problems with opening.*) (See Section IV.B.2) and Section IV.C)	
☐ The deadline submission requirements are met (See Section IV.C)	

Questions?

The full text of the Request for Applications is available on Grants.gov, Funding Opportunity Number ICAP-ICAP-24-001, or through the following link:

https://www.grants.gov/web/grants/view-opportunity.html?oppId=348435

Please submit any questions to SSA.ICAP@ssa.gov.