CTA COOPERATIVE AGREEMENT APPLICATION GUIDE

Consolidated Technical Assistance (CTA) Application

Applicant Resource | Pathways Application

Use this guide as a standalone reference when preparing a Consolidated Technical Assistance (CTA) cooperative agreement application in Pathways. The guide follows the application tabs and fields and provides the completion instructions supplied for the CTA application template.

PROJECT INFO TAB

Pathways Field	Completion Guidance
Status	N/A
Lead Applicant Organization	Applicable State Department or Division
Does the Lead Applicant Organization (above) show the intended applicant organization?	Yes
Lead Applicant	State Discretion - Usually SPM
Project Title	Consolidated Technical Assistance
Project Type	Implementation
Implementation Type	Non-Construction
States and Counties	Select all ARC counties within your state
Executive Summary	
Project Purpose	Summarize the purpose of this project (1-2 sentences)
Project Summary	Briefly summarize the major activities to be conducted. This can be a single paragraph (no more than two) that summarizes the project description in the narrative portion of the application.
Basic Project Information	
Application Number	State Prefix + Project Number + C + 1 (add 1 to previous continuation number)
Project Start Date	Start date should correspond with the start of that federal fiscal year (October 1)
Project End Date	End date should correspond with the end of that federal fiscal year (September 30)

APPLICANT INFO TAB

Pathways Field	Completion Guidance
Organization E O 12372 Review	No
Organization Delinquent	Yes or No, as applicable

Organizational Capacity	List all department staff who work on ARC projects. Include their name, title, and the primary tasks that they oversee in program operations. Note any vacancies that your program is currently looking to fill or any other staffing gaps that are anticipated over the next year. **Required attachment: Staffing Plan**
Partnerships	List the primary agencies, organizations, and/or institutions that collaborate with your department on ARC projects and activities. Note the contributions of each partnership entity to your state's ARC program.

CONTACTS

Pathways Field	Completion Guidance
Invite Collaborators	Invite all applicable contacts/collaborators who should have access to this project. At the minimum this would include the individual acting as the primary contact and the individual designated as the Authorized Representative. Note: Any collaborators on a project will be able to view the full application, including budget details.
Applicant Contacts	This section will populate once contacts are added to the application.

PROJECT CLASSIFICATION TAB

Pathways Field	Completion Guidance
Goal	Select: Goal 5: Community Leaders and Capacity
Objective	Select: Objective 5.3:
State Goal	Optional
State Objective	Optional
State Strategy	Enter the appropriate state strategy
Category	Select: State and LDD Administration
Type	State Administrative Grant
Sub-Type	Technical Assistance/Consolidated TA
Performance Measures	Appropriate Measures include: • Communities Served = number of projects anticipated for that fiscal year • Communities Improved = number of ARC projects submitted to ARC and approved as a result Timeframe: By Grant Closeout
Methodology	Explain how these measures will be documented and tracked (e.g., Pathways, state-specific GMS, etc.)

FINANCIAL TAB

Pathways Field	Completion Guidance
Budget	
Detailed Budget	Complete the detailed budget as you would for any non-construction project. Make sure to include descriptions of each line item in the budget notes section. Additionally, please account for all personnel who work on the ARC program, their salaries as well as their time/effort calculation. Reminders: • Fringe benefits should be completed as a separate line item. • Itemized supplies and/or equipment list(s) should be attached if included as a line item. • If using indirect costs, please include a NICRA or Cost Allocation plan as applicable. • Travel needs to clearly define what is included. Identify the places, events, activities that are known or anticipated. • Make sure any direct expenses are specific to the CTA agreement and are not duplicative of costs associated with other ARC grants.
Funding	
Project Funding Sources	ARC funding should be entered with a "proposed" commitment status.
Procurement Procedures	Note the procurement policy that is in place for your department. Ensure that it maintains at least minimal compliance with 2 CFR 200.

NARRATIVE TAB

Pathways Field	Completion Guidance
Overview	
Project Description	Describe the project's primary purpose, main activities, and expected outcomes (the who, what, when, where, and how of main project deliverables). For example, deliverables should include submission of an annual strategy statement, 4-year development plans as appropriate, applicant and grantee workshops, LDD trainings, etc.

ATTACHMENTS

Pathways Field	Completion Guidance
Select Green "+" to attach documentation	
State Transmittal Letter	Required
Supplies/Equipment List(s)	Should be included as applicable
Staffing Template	Required
NICRA/Cost Allocation Plan	As applicable

ASSURANCES

Pathways Field	Completion Guidance
Assurances - Non-Construction Programs	
Non-Construction Assurances Acknowledgement	Review and Certify
MOU	
ARC MOU Acknowledgement	Review and Certify

AFFA/SF-424

Pathways Field	Completion Guidance
AFFA/SF-424	Must be certified by Authorized Representative