

Dear Behavioral Assessment Project Sites:

You may request up to \$3,000 cover expenses related to your local project activities as a part of the Black College Spring Break events. Some examples of expenditures include:

- * Fees for booth space
- * One person from the site should be responsible for the overall management of the Rapid Behavioral Assessment events
- * Rental fees for tables or chairs
- * Table coverings and skirts
- * Rental fee or purchase price of a tarp
- * Banner(s) advertising the survey and booth
- * Condoms and other HIV prevention materials
- * Health and HIV/STD prevention literature
- * Heavy duty (outdoor) electric extension cord(s)
- * Posters/signs advertising the survey
- * Volunteer t-shirts
- * Participating sites will support any personnel related costs as needed, however, proposed budgets meeting the ceiling requirement of \$3,000 for Rapid Behavioral Assessment events that include salaries and expenses will be considered when the proposal is exceptional
- * We do not promote the use of incentives, but refreshments such as cool drinks may be provided to participants as a thank you.
- * Logo stickers to identify participants
- * Containers for prevention materials and gifts
- * Costs related to the interviewer training

To request funding for your assessment expenses, please submit the following documents to U.S. Conference of Mayors:

- 1) A cover letter on your agency letterhead listing the total amount requested (please see the attached sample letter). The cover letter should also contain your agency's employer identification number (EIN) and a statement of certification. The statement of certification must be signed and dated by an authorized official of your agency and include the signing official's title. The certification should read-- "I certify to the best of my knowledge and belief

that the above information is correct and that all budget outlays are for the purposes of conducting an assessment at the <city or state name> <event name> on <date(s) of event>.” The letter should be addressed to Larry Tate, Grants Manager, U.S. Conference of Mayors. Mr. Tate will review your budget request, and if approved, will sign the cover letter to authorize payment.

- 2) A budget itemizing assessment expenses. Expenses should be line-listed, but a detailed description of each is not necessary.

Please mail your cover letter and budget to Larry Tate at the following address:

Larry Tate
Grants Manager
U.S. Conference of Mayors
1620 Eye St. N.W.
Washington, DC 20006

If you are collaborating with another agency or group, your collaborator may request funding separately so that they can be paid directly from U.S. Conference of Mayors without the money having to first pass through your site. Each of you would send a separate cover letter and budget to U.S. Conference of Mayors. In addition, please send a letter or e-mail to Larry Tate (ltate@usmayors.org) stating that you have reviewed your collaborator’s budget and approve the amount of money they have requested. For example:

I have reviewed the budget from <name of collaborator> and approve their request for \$<amount of request> to cover expenses related to our assessment at the <city or state name> <event name> on <date(s) of event>.

Please note that if you and your collaborator do submit separate funding requests, the total of your combined budgets cannot exceed the \$10,000 per site limit.

For questions regarding the award process, applicants may contact Larry Tate at the U.S. Conference of Mayors at 202-861-6751 or ltate@usmayors.org. For technical assistance questions, applicants may contact our partners at the Centers for Disease Control and Prevention, Elin Begley at 404-639-5175 or EBegley@cdc.gov or Diedra Green at 404-639-6148 or DDGreen@cdc.gov.

Sincerely,

Larry Tate
U.S. Conference of Mayors