



**Texas Opioid Abatement Fund Council Naloxone Program Grant**

<b>RFA NO.</b>	OAFC-24-0001	<b>ADDENDUM NO.</b>	4
----------------	--------------	---------------------	---

**The purposes of this Addendum are to answer the second round of written questions regarding the Notice of Funding Availability (NOFA) and provide notice that the budget form described in Section 12.1 of the NOFA has been updated and replaced as set out below.**

1. The second round of written questions and answers regarding the NOFA is incorporated herein as Exhibit A of this Addendum.
2. The budget form has been revised as described below. All applicants must use the new budget form in preparing and submitting Grant Applications. The new budget form is posted and available in the Grant Management System. The following summarizes changes made to the budget form:
  - Table of Contents tab:
    - This tab has been revised to update existing titles for accuracy, and to include two new sections, which are “Instructions” and “Budget Per Year.”
  - Instructions tab:
    - This new tab includes global instructions for completing the budget form.
  - Salary-Wage tab:
    - Definitions and instructions have been revised for clarity and concision.
    - The new budget form adds a column under the Salary-Wage tab to include the number of projected months on the project and includes this number in the calculation of “Salary/Wage Requested for Project.”
  - Travel tab:
    - Definitions and instructions have been revised for clarity and concision.
  - Equipment tab:
    - Definitions have been revised for clarity.
  - Supplies tab:
    - Definitions have been revised for clarity.
  - Contractual tab:
    - Definitions and instructions have been revised for clarity.
    - References to subawards and subgrantees have been removed.
  - Other tab:
    - Definitions and headings have been revised for clarity.

- Instructions have been revised to provide that subaward costs should be entered in this tab.
- Indirect tab:
  - Headings and instructions have been revised for clarity.
  - This tab has been revised to allow the Grant Applicant to enter its Indirect Cost Rate (Row 3), Indirect Cost Base (Row 4), and Total Indirect Cost (Row 5).
- Total Administrative Costs tab:
  - This tab has been revised for clarity and to remove a preference for a maximum indirect cost rate of 10%, which does not apply to this solicitation.
- Naloxone Training Distribution tab:
  - Instructions have been revised for clarity.
- Budget per Year tab:
  - This new tab requires Grant Applicants to provide costs for each year of the project.

**THIS ADDENDUM SHALL BE ATTACHED TO AND FORM A PART OF THE NOFA AND THE GRANT AGREEMENT. APPLICANT MUST ACKNOWLEDGE RECEIPT OF THIS ADDENDUM BY SIGNING AND RETURNING THE ADDENDUM WITH ITS APPLICATION.**

---

APPLICANT ENTITY NAME

---

AUTHORIZED REPRESENTATIVE SIGNATURE

---

AUTHORIZED REPRESENTATIVE PRINTED  
NAME

## EXHIBIT A

### WRITTEN QUESTIONS AND ANSWERS (Second Round)

1. Is the shipping for the distribution to be included within the administrative costs or within the Naloxone costs? I believe it will be part of the \$18MM for the distribution but your guidance is appreciated.

*Answer: Thank you for your question. Costs incurred in performing the primary tasks of distributing naloxone, including associated shipping costs, must be billed to the regional (\$18,750,000) and targeted-intervention (\$3,125,000) allocations set out in Sections 9.2 and 9.3 of the Notice of Funding Availability.*

2. We have a faculty member interested in applying for this grant. My question is about the submission process and the Grant Management System. All of our applications from faculty run through our office and typically our authorized organization representative (AOR) signs off on the application. When submitting in GMS, should the faculty member and AOR have 2 separate accounts / logins? Is there a way for the faculty member to share the application in GMS with the AOR so the AOR can conduct a final review and submit?

*Answer: Thank you for your question. Each organization should designate one authorized official to review and submit the application. Please ensure that only one account and login are created per grant applicant.*

3. I am reaching out to get some clarification regarding the budget template that was provided for the nofa. In the budget template for salaries, when attributing the correct percentage amount in column G4, this makes it seem as if we are requesting far less than we are asking for a total fiscal year. We must put percentages that far exceed 100% to meet the requested salary/wage for the project. We also have intended to provide our full annual salary, and then placing the corresponding percentage that is 100% or less would then give us the correct amount.

*Answer: Thank you for your question. The budget form has been updated and replaced. See Section 2 of Addendum No. 4.*

4. I have some follow-up questions for OAF-24-0001:

- Does the sponsor prefer for the PI to have their own OAF-24 account and to submit their own OAF-24 proposal via the portal or is the sponsor's preference for the Sponsored Programs Office to be the uploader/submitter?

*Answer: Thank you for your question. There is no requirement or preference for a specific office to submit the application on behalf of a grant applicant. Each organization should designate one authorized official to review and submit the application. Please ensure that only one account and login are created per grant applicant.*

- I'm assuming that we would only prepare a two-year budget in the budget forms as there could be 3 renewals to total 8 full years, but the renewals are only at the discretion of the sponsor. Please confirm only a two year budget should be submitted.

*Answer: Thank you for your question. Grant applicants should submit a budget that covers the entire period of performance, which is to be determined by the grant applicant subject to the maximum agreement term of eight years. The grant applicant should state and describe in the grant application its expected time period for completing the entire project, and the budget submitted with the grant application should contain total costs for that time period. The grantee is required to complete at least 80% of the regional allocations described in Section 9.2 of the Notice of Funding Availability within two years of the effective date of the grant agreement, but the grantee is not required to complete the entire project within that two-year period. Thus, in the budget, the grant applicant should allocate funds based on the expected period of performance (e.g., if the grant applicant proposes completion of the project in four years, all funds should be allocated to years one through four, not one through eight, subject to the requirement that the grant applicant must complete at least 80% of the regional allocations described in Section 9.2 of the Notice of Funding Availability within two years). Further, while OAFc makes no guarantee as to whether it will exercise the renewal options to renew the grant agreement beyond the initial two-year period, OAFc generally intends to exercise the renewal options as needed to allow for full completion of the grant activities. Finally, please note that grant applicants will in part be evaluated for their timelines for completing the work (see Section 12.8, Evaluation Criteria & Weighting, in the Notice of Funding Availability, as modified by and republished in Addendum No. 3 to the Notice of Funding Availability).*

- Regarding the budget template form: is there a preference in how you want us to show a 2 year budget in this type of budget form? OPTION 2: I would assume that showing 2 years total within one budget row for each person and/or each item, is NOT preferred as it could be very confusing on review. OPTION 3: We can copy each applicable tab to have one tab as Personnel Yr 1 and one tab as Personnel Yr 2. Even if we did Option # 1, we may have to do something like this anyway (copying additional tabs), depending on the number of personnel if we go over the allotted number of rows. Any assistance you can provide would be great!

*Answer: Thank you for your question. The budget form has been updated and replaced. See Section 2 of Addendum No. 4. The new budget form includes a "Budget per Year" tab in which the grant applicant must enter costs for each year of the project. These per-year costs are requested by budget category rather than on an itemized basis. As noted above, the grant applicant should allocate funds based on the expected period of performance (e.g., if the grant applicant proposes completion of the project in four years, all funds should be allocated to years one through four, not one through eight). Aside from the "Budget per Year" tab, all costs should be shown on a per-project basis (i.e., for the grant applicant's entire period of performance, not per year).*