FY2022 NOFO Technical Assistance

Promoting Equitable Access to Language Services in Health and Human Services

MP-CPI-22-005

Friday, June 24, 2022

Time: 3:30 PM ET

Competitive Application Deadline

Due Date: July 15, 2022

Cutoff Time: 6:00 p.m. Eastern Time

OMH U.S. Department of Health and Human Services Office of Minority Health

Technical Assistance Webinar Agenda

I. Overview of the Notice of Funding Opportunity (NOFO)
   - Promoting Equitable Access to Language Services in Health and Human Services (MP-CPI-22-005)

II. Grants and Acquisition Management
   - Competitive Application Requirements

III. Question and Answer Session

NOFO Announcement Role

- The Notice of Funding Opportunity (NOFO) provides information and guidance related to applications.
- Read the entire funding announcement.
- Follow the NOFO carefully.
- The information provided in the NOFO takes precedence over any conflicting information in other documents

Executive Summary - *MP-CPI-22-005* (pages 1 - 2)

The Promoting Equitable Access to Language Services in Health and Human Services (PEALS) initiative is intended to research, develop, and test methods of informing limited English proficient (LEP) individuals about the availability of language access services.

OMH expects recipients to address health disparities among racial and ethnic minority populations, and to demonstrate the impact of those efforts on outcomes and the overarching goal of advancing health equity.

Project target population(s) must be based on health disparities.

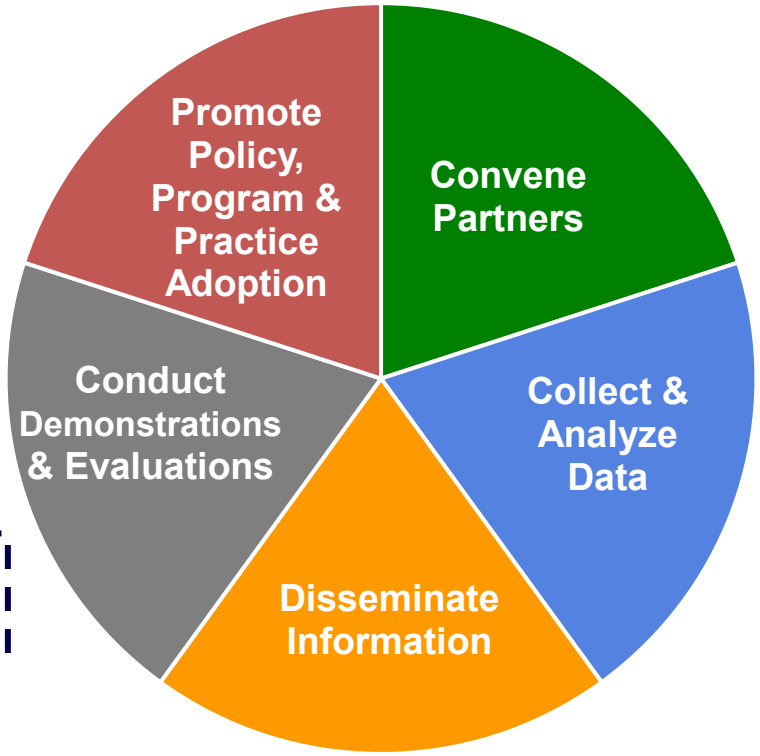
Project activities may not involve the selection or exclusion of participants based on race/ethnicity.

Read entire NOFO to ensure application complies with all requirements and instructions

Program Description – The Office of Minority Health (page 7)

MISSION: *The mission of OMH is* ***to improve the health of racial and ethnic minority populations*** *through the development of health policies and programs that will eliminate health disparities*.

FUNCTIONS



Statutory Authority: Public Health Service Act §1707 (42 U.S. Code § 300u–6)

Background (page 8)

- People with limited English proficiency (LEP) have a higher risk for experiencing healthcare disparities in accessing healthcare and screenings, and consequently have decreased quality of care and poorer health outcomes compared to English speakers.
- These vulnerable populations are less likely to have a regular healthcare provider, have fewer routine health visits, are more likely to defer needed health care, and have lower rates of preventative health screenings.
- Emphasis on build capacity across the nation so that all communities are able to access resources on how to provide high-quality and appropriate language services for staff to communicate effectively with LEP populations.

There are over 26 million people in the United States who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English

OMH Expectations for Funded Projects (9 – 12)

a. Environmental Scan

b. Internal Written Organizational Policies and Procedures

c. Identify, Develop, and Test Evidence-informed Methods

d. Expand and increase the utilization of language access services

e. Develop and Implement an Evaluation Plan

f. Dissemination of Findings

g. Sustainability Plan

h. Disparity Impact Statement

Please note this NOFO does not involve or permit lobbying

Read entire NOFO to ensure application complies with all requirements and instructions

a. Environmental Scan Expectation (pages 9)

- **Perform an environmental scan internally with their organization and externally at the State/territorial/tribal and/or local level.**

Environmental Scan should include:

- Strengths, Weaknesses, Opportunities and Challenges related to policy, technology, and educational resources in language service access for LEP persons, health care providers, and health care organizations within the target area.

- **Gather demographic and social determinants of health data on LEP individuals within the target area using a data tool, such as:**
  - The Social Vulnerability Index (data at census track level)
  - The Minority Health Social Vulnerability Index (data at county level)

b. Internal Written Organizational Policies and Procedures Expectation (page 9)

- Review and revise their internal written policies and procedures:
  (1) to inform LEP individuals of Federal protection from national origin discrimination that limits meaningful access to health care services in programs and activities that receive Federal financial assistance, and

  (2) to support increased access to language services for LEP individuals.

- Recruit and convene community stakeholders, LEP individuals and other partners to inform the development and implementation of internal organizational policies, programs, and processes that enhance language access services.

Recipients of federal financial assistance are required to take reasonable steps to provide meaningful access to health care services as per the regulations implementing:

- Section 1557 of the Patient Protection and Affordable Care Act
- Title VI of the Civil Rights Act.

Activities must not involve or permit lobbying.

c. Identify, Develop, and Test Evidence-informed Methods Expectation (page 10)

- Identify, develop and implement procedures, systems, and strategies:

  (1) to increase knowledge of Federal protection from national origin discrimination that limits meaningful access to health care services in programs and activities that receive Federal financial assistance; and

  (2) to increase utilization of language services by LEP individuals to make informed healthcare decisions.

Recipients of federal financial assistance are required to take reasonable steps to provide meaningful access to health care services as per the regulations implementing:

- Section 1557 of the Patient Protection and Affordable Care Act
- Title VI of the Civil Rights Act.

d. Expand and increase the utilization of language access services (page 10)

Partner with healthcare and nonprofit community-based organizations to expand and increase the use of language access services for LEP populations engaged in healthcare decision-making:

- Expand language resource centers in under-resource communities. Minority Serving Institutions (MSIs)(See Section K.5) and Community-Based Organizations (CBOs) can facilitate exchange of resources from language experts and instructors for communities with limited access to language services and tools.
- Generate opportunities in communities to recruit and inform community members of available training to become certified language interpreters and translators, who are proficient in healthcare navigation and decision-making.
- Enhance electronic health record (EHR) systems to capture and clearly report a patient's language proficiency to improve and standardize documentation of health care providers' and interpreters/translators' interactions with patients.
- Enhance the capabilities of clinical coordinating staff to consistently link LEP persons to the correct language service and to document the use of interpreter services by leveraging EHR systems.

e. Develop and Implement an Evaluation Plan Expectation (1) - (page 11)

Must develop and implement a process and outcomes evaluation plan which will clearly assess the extent to which the project results in:

- Increased number of individuals with LEP who are aware of and understand Federal protections against discrimination on the basis of national origin that prevent meaningful access to health care services (e.g., surveys after the awareness campaigns)

- Increased knowledge of the availability of training opportunities for bilingual and multilingual community members to obtain a medical interpreter certification and increased number of trained and certified medical interpreters.

- Increased accuracy of health communication between the patient and the health care team, including ancillary services, primary care, and other health care providers, through the use of interpreter/translator services and by providing access to translated culturally appropriate health information.

e. Develop and Implement an Evaluation Plan Expectation (2) - (page 11)

- Decreased miscommunication between health professionals and LEP individuals by using teach-back methods.

- Decreased use of untrained interpreters such as: minors, friends, family, or medical staff and non-validated translation apps.

- Identification and implementation of strategies to enhance language access services through systemic change such as: **(1)** Policy development and implementation; **(2)** Technology utilization; **(3)** Education and other community supports for individuals with LEP and **(4)** Education and other support for providers and medical support staff.

- Increased preventive services utilization for individuals with LEP by expanding access to language services across provider and community settings.

f. Disseminate Findings Expectation (page 11)

Recipients should:

- Communicate and disseminate project knowledge and findings to:
  - Federal, state, territorial, and tribal public agencies; policy makers; community organizations; community members and stakeholders

All appropriate findings and products may be posted on an HHS/OMH sponsored website as determined by HHS/OMH

G. Sustainability Plan Expectations (page 12)

Recipients should develop a sustainability plan within one year following the start of the project period.

The plan should include identification of:

- Key individuals and/or organization(s)
- An approach for securing financial support
- Staff, supervisory and material resources required to sustain and support continued efforts
- Existing collaborative partnerships with organizations

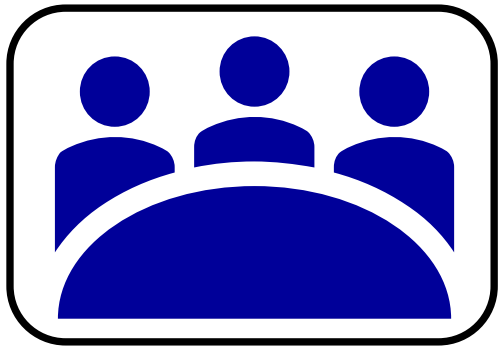
H. Disparity Impact Statement Expectation (pages 12)

- OMH expects recipients to develop a disparity impact statement to identify sub-populations at highest risk for health disparities relative to this initiative.

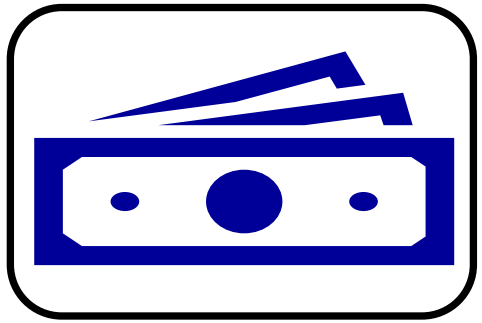
- The disparity impact statements will provide the measurement framework for ongoing monitoring and determining the impact of the project activities on outcomes and the overarching goal of advancing health equity.

Application Content (pages 17 – 30)

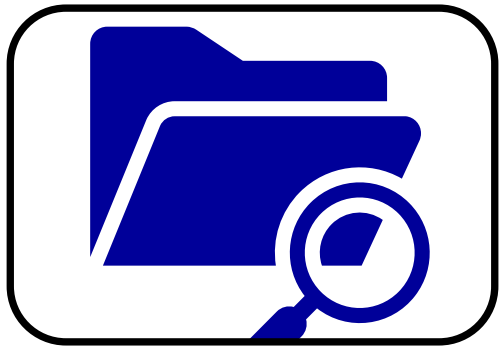
Successful applications will contain the following information



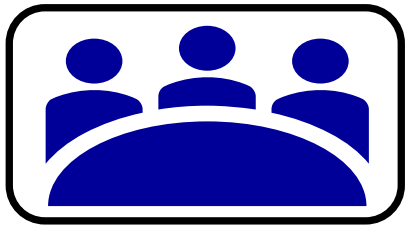
Project Narrative



Budget Narrative



Appendices



Project Narrative Content (pages 17 – 22)

1. Statement of Need

2. Organizational Capability

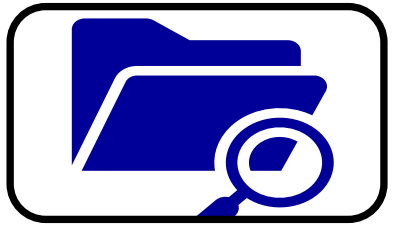
3. Project Plan
   a. Goals and Objectives
   b. Policy Intervention
   c. Workplan

4. Evaluation Plan

5. Dissemination Plan

6. Sustainability Approach

Please refer to the NOFO for complete project narrative content requirements.



Application Appendices (pages 29 – 30)

- Supplemental Information/Supporting Documentation for Work Plan
- Project Population(s) of Focus
- Memoranda of Agreement (MOAs) and/or Letters of Commitment (LOC) from Partner and/or Subrecipient Organizations
- Organizational Chart
- Logic Model
- Curriculum Vitae/Resumes for Key Project Personnel

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Promoting Equitable Access to Language Services in Health and Human Services

MP-CPI-22-005

Competitive Application Deadline

Due Date: July 15, 2022

Cutoff Time: 6:00 p.m. Eastern Time



OASH | Office of the Assistant Secretary for Health

Submission Dates and Times

Application is due by 6:00 p.m. Eastern Time, July 15, 2022

- **Your submission time will be determined by the date and time stamp provided by Grants.gov when you complete your submission.**
- **Strongly encouraged to submit your application a minimum of 3-5 days prior to the application closing date.**
- **Grants.gov may take up to 48 hours to notify you of a successful submission.**
- **If you fail to submit your application by the due date and time, we will not review it, and it will receive no further consideration.**

Eligible Applicants (Section E.1)

Any public or private nonprofit entity located in a State (which includes one of the 50 United States, District of Columbia, Commonwealth of Puerto Rico, U.S. Virgin Islands, Commonwealth of the Northern Mariana Islands, American Samoa, Guam, Republic of Palau, Federated States of Micronesia, and the Republic of the Marshall Islands) is eligible to apply for an award under this announcement. Faith-based organizations and American Indian/Alaskan Native/Native American (AI/AN/NA) organizations that are public or non-profit private entities are eligible to apply. Public or non-profit community-based organizations are eligible to apply.

Eligible Applicants Examples (Section E.1)

- State Governments
- County Governments
- City or township governments
- Special district governments
- Independent school districts
- Public and State controlled institutions of higher education
- Native American tribal governments (Federally recognized)
- Public Housing authorities/Indian housing authorities
- Native American tribal organizations (other than federally recognized tribal governments)
- Nonprofits having 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education
- Private nonprofit institutions of higher education
- U.S. territories

Cost Sharing or Matching (Section E.2)

- **You are not required to provide cost sharing or matching in your proposed budget**.

- If you voluntarily include cost sharing in your application, you must include in your budget narrative a non-federal sources justification. During the merit review of an application, cost sharing will only be considered in the overall review of the adequacy of the total proposed budget (Federal and non-Federal share) to support the project proposed.

- Applications including voluntary cost sharing or matching that result in an award will include the cost sharing or matching commitment on the notice of award at the level proposed in the application. Any change in that commitment will require prior approval of the Grants Management Officer.

Notice of Funding Opportunity (NOFO) Announcement

- The Notice of Funding Opportunity (NOFO) provides information and guidance related to applications.
- Read the entire funding announcement.
- Follow the NOFO carefully!
- **The information provided in the NOFO takes precedence over any conflicting information in other documents.**

Address to Request Application Package

- Obtain an application package electronically by accessing Grants.gov at http://www.grants.gov/. Find it by searching the Assistance Listing (formerly CFDA) Number found on page 1 of the NOFO.

- The Assistance Listing (CFDA) Number is 93.137

- **Be sure to subscribe to the announcement in Grants.gov so you receive notification of any updates to the NOFO or supporting documents.**

Application Submission

- OASH requires that all applications be submitted electronically via Grants.gov unless an exemption has been granted by the grants management officer (Section F.5).
- **If you submit an application via any other electronic communication, it will not be accepted for review.**
- Grants.gov is a website portal. All funding opportunities and grant application packages are made available on www.Grants.gov .
- An application will not be considered valid until all application components are entered in Grants.gov and received by OASH Grants and Acquisitions Management (GAM) Division according to the deadlines specified in the “DATES” section of the NOFO (Section A.1).
- Contact Grants.gov with any questions or concerns regarding the electronic application process 1-800-518-4726.

Application Submission

- Applications must be submitted as three (3) files:
  - ✓ **File 1: The ENTIRE project narrative (Section F.3.a)**
  - ✓ **File 2: The ENTIRE budget narrative, including supporting documentation described in the Budget Narrative content section (Section F.3.b)**
  - ✓ **File 3: All documents in the appendices uploaded in the Attachments section of your Grants.gov application (Section F.3.c)**
- Note: required standard forms do not apply toward your page count limitations in the submission requirements as stated in Disqualification Criteria (Section E.3).

Application Submission

- Any files uploaded or attached to the Grants.gov application must be of the following file formats –
  - ✓ **Microsoft Word, PowerPoint, Adobe PDF, or image formats (JPG, GIF, TIFF, or BMP only).**
  - ✓ **Microsoft Excel files will NOT be accepted.**
- HHS/OASH strongly recommends that electronic applications be uploaded as Adobe PDF.
  - ✓ **If you convert to PDF prior to submission, you may prevent any unintentional formatting that might occur with submission of an editable document.**
  - ✓ **Check the page count of your PDF and/or print the file to ensure that the document does not exceed the page limit.**

Application Submission

- Be complete and do not leave blanks on forms unless the information is clearly not applicable.

- The individual submitting the application forms must have the legal authority to act on behalf of the organization.

Application Submission

- To ensure successful submission of your application, carefully follow the step-by-step instructions provided at: http://www.grants.gov/web/grants/applicants/apply-for-grants.html

- These instructions are kept up-to-date and also provide links to Frequently Asked Questions and other troubleshooting information

Application Elements

Forms

- ❑ Application for Federal Assistance (SF-424)
- ❑ Budget Information for Non-construction Programs (SF-424A)
- ❑ Assurances for Non-construction Programs (SF-424B)
- ❑ Disclosure of Lobbying Activities (SF-LLL)
- ❑ Project Abstract Summary

Files

- ❑ Project Narrative – Submit all Project Narrative content as a single acceptable file.
- ❑ Budget Narrative – Submit all Budget Narrative content as a single acceptable file.
- ❑ Appendices – Submit all appendix content as a single acceptable file, in the Attachments section of your Grants.gov application.

Project Abstract Summary

It you receive an award under this announcement, your project abstract summary will be published.

Do not include any proprietary or confidential information in your Project Abstract Summary

Application Format

- Be sure to follow Project Narrative format instructions in the NOFO. Your application will be disqualified if it does not conform to the format requirements.
- You must double-space the Project Narrative pages.
- You must use 12-point font.
- You should use an easily readable typeface, such as Times New Roman or Arial.
- You may single-space tables or use alternate fonts but you must ensure the tables are easy to read.
- For Appendices and Budget Narrative, you should use the same formatting specified for the Project Narrative.
- Appendix documents such as résumés may use alternate formats common to such documents.

UEI Number and the System for Award Management (SAM) (Section F.4)

- **On April 4, 2022**, the federal government completed its transition from using the nine-digit DUNS number as the official unique entity identifier to the twelve-digit UEI(SAM) number.
- The UEI(SAM) will be required for submission of applications. You may find additional information about the transition for both existing and new SAM registrants at https://www.fsd.gov/gsafsd_sp?id=gsafsd_kb_articles&sys_id=e31c534f1b40c1103565ed3ce54bcbce.

The System for Award Management (SAM) (Section F.4)

- Your organization must register online in the System for Award Management (SAM).
- Applicants are advised to begin the SAM registration process immediately. If you are selected for an award, an active SAM registration may be required prior to receiving an award.
- You should make sure your SAM registration information is accurate, **especially your organization's legal name and physical address including your ZIP+4**.
- Should you successfully compete and receive an award, this information **as it appears in SAM** must be included on a Notice of Award.
- For instructions on updating this information see https://www.fsd.gov/sys_attachment.do?sys_id=d08b64ab1b4434109ac5ddb6bc4bcbbc.

New Registrations in System for Award Management (SAM)

- If you are registering a new entity in SAM.gov, you need to create a login.gov account, if you don't already have one.
  - **Please note that the complete process for registering a new entity involves submission of a notarized letter.**

- Minimum timeframe to complete an initial SAM registration online is 30 min.

- Timeframe for applicant's registration to become active is up to 10 days and may take longer depending on volume.

- Average timeframe for updates in SAM.gov to appear in Grants.gov is up to 72hrs.

Renewal Registration in SAM

- SAM registration **must** be renewed each year.

- An active SAM registration may be required prior to receiving a new or continuation award.

- If you are renewing your registration, your old SAM.gov username and password may not work anymore. You will need to create a login.gov account if you do not already have one.

- Please review the information on sam.gov regarding transition of existing registrations from DUNS to UEI(SAM).

SAM (continued)

- We strongly recommend applicants check for an active registration in SAM well before application deadline.

- If you are successful and receive an award, you must maintain an active SAM registration with current information **at all times** during the active award.

- If you have not complied with the SAM registration requirements, HHS/OASH
  - **May determine you are not qualified to receive an award; and**
  - **May use that determination as a basis for making an award to another applicant.**

- Should you successfully compete and receive an award, **all first-tier sub-award recipients must have a DUNS/UEI number at the time you, the recipient, make a sub-award.**

Funding Restrictions

- If you are successful and receive an award, by accepting the award, you agree that the award and any activities thereunder are subject to all provisions of 45 CFR part 75, currently in effect or implemented during the period of the award, other Department regulations and policies in effect at the time of the award, and applicable statutory provisions.

- Costs must be allowable, allocable, reasonable, and necessary direct expenses or indirect costs in accordance with regulations and current policy.
  - **Indirect costs may be included per 45 CFR 75.414. Applicants should indicate which method or rate is used for this application. (Section F.3.b.1.o)**
  - **Pre-award costs are not allowed. (Section F.7.a)**
  - **Current Salary Limitation: $203,700 effective January 2022 (Section F.7.b)**

Budget Narrative and Forms

The Project Budget Information:

SF 424A Budget Forms

Budget Narrative

Detailed Budget Justification

- ❑ **Must be consistent with the requirements of the NOFO**
- ❑ **Budgeted costs must reflect proposed activities**
- ❑ **Budget line item descriptions and justification requirements are explained in the NOFO**
- ❑ **Suggested table formats in the NOFO**
- ❑ **Plan for Oversight of Federal Award Funds (Section F.3.b.2)**

Forms, budget narrative and detailed justification do not count toward page limit.

Application Disqualification Criteria

If your application does not meet the following requirements, it will be disqualified and receive no further consideration:

- **Submitted electronically via www.grants.gov by due date and time (unless an exemption was granted 2 business days prior to the deadline).**
- **If you successfully submit multiple applications for the same project, we will only review the last application received by the deadline.**
- **HHS/OASH/GAM deems your application eligible.**
- **You must complete the required forms in the application package: SF-424, SF-424A, SF-424B, SF-LLL, and Project Abstract Summary.**
- **Your application must be submitted in the English language and must be in the terms of U.S. dollars (45 C.F.R. § 75.111(a)).**

Application Disqualification Criteria

If your application does not meet the following requirements, it will be disqualified and receive no further consideration:

- **Project Narrative must be double-spaced, on the equivalent of 8.5” X 11” page size with 1” margins on all sides and font size not less than 12 points.**
- **Project Narrative *must not exceed 30 pages*.**
- **The Total Application, including Project Narrative *must not exceed 50 pages*.**
- **The instruction pages built into the Work Plan template(optional) DO NOT count toward the overall page limit.**

Application Disqualification Criteria (continued)

If your application does not meet the following requirements, it will be disqualified and receive no further consideration:

- **Your Federal funds request including indirect costs does not exceed the maximum indicated in Award Ceiling: $375,000**
- **Your Federal funds request including indirect costs must not be below the minimum indicated in Award Floor: $300,000**
- **If you have included voluntary cost sharing or matching, you must include in your budget narrative a non-federal sources justification.**
- **Your application must meet any Application Responsiveness Criteria under Section E.3 Other - Application Responsiveness Criteria.**

Application Disqualification Criteria (continued)

- Applications that lack the required supporting documentation or submit additional appendix files will not be disqualified from competitive review;

  However, this may impact your application's scoring under the evaluation criteria.

- **Be sure to follow submission instructions carefully.**

Application Review Criteria (Section G.1)

1) Statement of Need (10 points)
2) Organizational Capability(15 points)
3) Project Plan: Goals and Objectives (10 points)
4) Project Plan: Intervention (15 points)
5) Project Plan: Work Plan (10 points)
6) Evaluation Plan (20 points)
7) Dissemination Plan (10 points)
8) Sustainability Approach (5 points)
9) Budget Reasonableness (5 points)

Application Merit Review

- Eligible applications will be reviewed and assessed by a panel of independent reviewers with technical expertise in applicable fields according to the criteria listed in the NOFO.
- The Merit Review process is formal and confidential. Federal staff are available to answer questions and to ensure the process is consistent and fair, but do not participate in discussion and assessment of the application.
- Then applications are reviewed:
  - **By GAM staff for administrative & business compliance.**
  - **By OMH Program Office staff for programmatic compliance.**

Funding Decisions (Section G.4)

- The Director of the Office of Minority Health will make final award selections to be recommended to the Grants Management Officer for risk analysis.
- In making these decisions, the Director of the Office of Minority Health will take into consideration the following additional factor(s):
  - **Equitable geographic distribution of projects.**

- Upon completion of risk analysis and concurrence of the Grants Management Officer, HHS/OASH will then issue Notices of Award.
  - **No award decision is final until a Notice of Award is issued.**
  - **All award decisions, including level of funding, if an award is made, are final and you may not appeal.**

Funding Process

- **We are not obligated to make any Federal award as a result of this announcement.**

- **Only the grants management officer (GMO) can bind the Federal government to the expenditure of funds.**

- If you receive communications to negotiate an award or request additional or clarifying information, this does not mean you will receive an award; it only means that your application is still under consideration.

- **All award decisions, including level of funding if an award is made, are final and you may not appeal.**

Funding Process – Review of Risk Posed by Applicant

- HHS/OASH will evaluate each application in the fundable range for risks posed by the applicant before issuing an award in accordance with 45 CFR 75.205
- OASH will use a risk-based approach and may consider any items such as the following as stated in the NOFO:
  - **Applicant's financial stability;**
  - **Quality of management systems and ability to meet the management standards prescribed in 45 CFR part 75;**
  - **History of performance – Applicant's record in managing Federal awards including timeliness of compliance with applicable reporting requirement, and conformance to the terms and conditions of previous Federal awards;**
  - **Reports and findings from audits performed; and**
  - **The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.**

Plan for Oversight of Federal Award Funds

- If your internal controls are available online, you may provide the link as part of your plan in the budget narrative.
- We have also included Supplementary Material which contains questions applicants may find useful in considering their Plan for Oversight of Federal Funds.

Non-funded Applications as a Result of Risk Review

- If we determine your organization does not meet either or both of the minimum qualification standards as described in 45 CFR §75.205(a)(2) and we do not make an award to you as a result, we must report that determination to FAPIIS, if certain conditions apply.
- The standards include at a minimum, if you are a prior Federal award recipient the information in FAPIIS must "demonstrate a satisfactory record of executing programs or activities under Federal grants, cooperative agreements, or procurement awards; and integrity and business ethics." 45 CFR § 75.205(a)(2)
- Information reported in FAPIIS is available for other organizations to review when considering you for an award.

Notice of Award (NOA)

The Notice of Award:

- Notifies the successful applicant of the selection; award amount; project and budget periods.

- Includes any conditions on the award (i.e., requirements that must be met as a condition of receiving the grant funds).

- Includes standard terms, reporting requirements and contact information for OASH/GAM and the Program Office.

Funding Process – Points of Contact

- GAM is the official point of contact for awardees throughout the award life cycle.
- All official communication related to the award is between GAM and the successful applicant.

- Unsuccessful applicants will be notified by the Program Office via letter.

Summary and Tips

Project Narrative Description:

- ❑ Be clear, complete and concise in the project description; follow and address exactly what is requested in the NOFO.
- ❑ Do not make the reviewer search for the required information. Generally, the easier the application is to review, the better the rating or score.
  - ❑ **Reviewers are not allowed to do external research, follow embedded links, etc.**
- ❑ Clearly identify the sections of the application and indicate which component is being addressed.
- ❑ The project narrative must include all required information within the page limit. Do not use appendices to expand the page limit.

Summary and Tips

Project Narrative Description:

- ❑ Make your goals and objectives “SMART;” Specific; Measurable; Achievable; Realistic; and Time-framed, if required in the NOFO.
- ❑ Activities you present in the work plan should relate directly to the proposed goals and objectives.
- ❑ Your program work plan, evaluation plan, other requested planning documents, and the budget should provide a complete picture of how you will address the needs as well as address the purpose and expectations in the NOFO.

Summary and Tips

Staffing:

- The staffing should be appropriate and reasonable for the goals, objectives and activities of the proposed project.
- Be complete in describing what staff will do, the expertise required and the percent time they will be assigned to the project.

Summary and Tips

Budget:

- Your budget should include adequate funds to carry out the proposed work plan, evaluation plan and administrative responsibilities of the project.
- Your budget should be reasonable and relate directly to the goals and objectives.
- Do not request more funds than are available, as listed in the NOFO. This amount is *inclusive* of indirect costs.
- The operating budget should be complete and include Federal and non-Federal funds, projected program income (e.g., from fees and third-party payers and other contributing funds).

Summary and Tips

Overall:

- Include full names (First Middle Last) for Authorized Official, Principal Investigator/Project Director and all Essential/Key Personnel.

- Electronic submission **IS** required.

- Do not wait until the last minute to begin SAM registration or update your registration.

- Do not wait until the last minute to begin the electronic submission—problems could arise.

NOFO Inquiries

Program Questions

Program Office Attn: Office of Minority Health

Paul Rodriguez

Email: Paul.Rodriguez@hhs.gov

Telephone: 240-453-8208

Administrative or Financial Questions

Grants Management Specialist

Duane Barlow

Email: Duane.Barlow@hhs.gov

Telephone: Phone: 240-453-8822

Electronic Submission Requirements

Grants.gov Applicant Support

www.grants.gov

Email: support@grants.gov

Telephone: 800-518-4726

Please do not contact OASH Program or Grants office staff for Grants.gov issues.

Question and Answer Session

FAQs will be posted to Grants.gov



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These slides will be posted on grants.gov following the presentation.

The webinar recording will be posted to OMH's YouTube channel -- https://www.youtube.com/user/OfficeMinorityHealth