

Technical Assistance Webinar

Notice of Funding Opportunity: Community Level Innovations for Improving Health Outcomes (CLIIHO) Initiative

Opportunity Number: MP-CPI-24-001

March 13, 2024
3:00 PM Eastern



Technical Assistance Webinar Agenda

- I. Overview of the Notice of Funding Opportunity (NOFO)
 - Community Level Innovations for Improving Health Outcomes (CLIIHO) Initiative, MP-CPI-24-001
- II. Grants and Acquisition Management
 - Competitive Application Requirements
- III. Question and Answer Session

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

Executive Summary (P. 2)

- The Community Level Innovations for Improving Health Outcomes (CLIIHO) Initiative is intended to demonstrate that community level innovations that reduce barriers related to social determinants of health (SDOH) can increase use of preventive health services and make progress toward Leading Health Indicator (LHI) targets.
- OMH demonstration project grants support the advancement of effective and sustainable approaches for improving health outcomes through innovative models that improve health outcomes and reduce racial and ethnic disparities.

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

Program Description (P. 5-9)

- Projects awarded will contribute to the following programmatic goals for this funding opportunity:
 - **Increase use of preventive health services through community level innovations**
 - **Improve health outcomes as measured by progress toward LHIs**
 - ✓ LHIs are a subset of high priority Healthy People 2030 objectives selected to drive action toward improving health and well-being
 - **Reduce health disparities driven by SDOH**
 - ✓ SDOH are conditions in the environments where people are born, live, learn, work, play, worship, and age that affect a wide range of health, functioning, and quality-of-life outcomes and risks

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

Program Description (P. 5-9)

- There are 23 LHIs organized by life stage:
 - Infants
 - Children and Adolescents
 - Adults and Older Adults
 - All Ages
- HP2030, organizes SDOH in five domains:
 - Economic Stability
 - Education Access and Quality
 - Neighborhood and Built Environment
 - Social and Community Context
 - Health Care Access and Quality

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with all requirements and instructions***

Program Description (P. 5-9)

- We encourage applicants to:
 - Incorporate collaborative community networks that are prepared to strengthen community support services, provide health resources, and help connect individuals to preventive health services
 - Apply community level public health improvement models, such as the Community Readiness model or Community Organization model
 - Include trained trusted messengers who work within the community of focus to help bridge gaps to health resources, promote the use of preventive health services, and encourage healthy choices

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Expectations for Funded Projects (P. 7-9)

- I. Build or maintain a sustainable collaborative network.
 - Engage organizations through planned and/or existing partnerships, including community-based organizations (CBOs) and medical organizations
 - Network members should participate in project activities including ongoing strategic planning, implementation, quality improvement, data collection and analysis, and project evaluation
 - We encourage recipients to partner with institutions of higher education that have trusted relationships with the population(s) of focus to conduct evaluation activities (e.g., minority serving institutions)

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

Expectations for Funded Projects (P. 7-9)

II. Implement community level innovations that impact up to two LHIs.

- Recipients should use available national and local data to develop community level innovations
- Recipients should use community level public health improvement models to strengthen the proposed approach and processes
- Community level innovations should also incorporate the National Standards for Culturally and Linguistically Appropriate Services (CLAS) in Health and Healthcare

*** Note: Costs of medical services are unallowable under this funding opportunity**

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Expectations for Funded Projects (P. 7-9)

III. Evaluate project processes and outcomes.

- We expect recipients to evaluate processes and outcomes to assess project effectiveness and impact
 - ✓ Describe changes over time in disparities among the population(s) of focus related to the selected LHI(s) and SDOH domains
 - ✓ Describe the level of involvement of the population(s) experiencing health disparities
 - ✓ Produce a profile of the health disparity in the first three months of the project
 - ✓ Collect data on the effect of the community level innovations on selected LHI(s)
 - ✓ Compare data collected to baseline data identified in the profile and include other relevant measurable outcomes

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Expectations for Funded Projects (P. 7-9)

IV. Share information about the project and its findings with the public.

- We expect recipients to
 - ✓ Document and share project findings and results (e.g., best practices, lessons learned) with the population(s) of focus, the public, and other interested parties
 - ✓ Share project information with other OMH recipients within the period of performance
- Recipients should publish the findings and results in scholarly articles or brief reports.
- Recipients are encouraged to involve the partner network and population(s) of focus in the development of publications to ensure transparency and credibility of the results.

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APPLICATION CONTENT

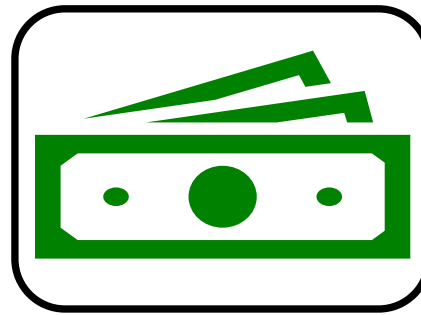
Pages 16-24

Application Content (P. 16-24)

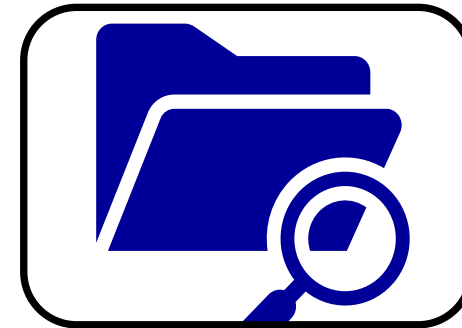
Successful applications will contain the following information



**Project
Narrative
Content**



**Budget
Narrative**



Appendices

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

Project Narrative Content (P. 16-19)

We recommend that your project narrative includes the following components:

- 1) Project Significance
- 2) Proposed Approach
- 3) Evaluation
- 4) Dissemination
- 5) Organizational Capability

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with all requirements and instructions***

Project Narrative Content (P. 16-19)

1. Project Significance

- Describe the nature and scope of the specific health disparity(ies) the project is designed to address
- Use available national and local data to explain the **two SDOH domains** and at **least one but no more than two LHIs** of focus selected for the project (must be identified in the project abstract summary)
- Include in quantitative and qualitative terms the project's population(s) and geographic area(s) of focus, and related gaps and barriers to affecting change
- Describe the significance of your proposed community level innovation on reducing health disparities for underserved and disadvantaged populations in the broader public health context
- Emphasize how your project will affect use of preventive health services

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Project Narrative Content (P. 16-19)

2. Proposed Approach: Goals, Objectives, and Outcomes

- Describe your project's proposed goal(s) and major objectives associated with each goal
- Use baseline data and quantifiable time-frames to describe SMARTIE (specific, measurable, accurate, relevant, time-bound, inclusive, and equitable) objectives
- Identify specific, quantified, measurable outcomes expected to result from the project
- Connect proposed goals, objectives, and outcomes to the activities described in your work plan
- Outcomes should be reflected in your logic model
- Consider the benefits to the fields of SDOH, public health policy research, and preventive health strategies for underserved and disadvantaged populations

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Project Narrative Content (P. 16-19)

2. Proposed Approach: Project Plan

- Explain the rationale for your approach and activities
- Apply a community level public health improvement model to the planned approach and activities
- Detail the nature of the activities, why they were selected, and how they address your identified gaps and barriers
- Identify members of the collaborative network, explain your rationale and approach for engaging these partners, and describe how they will contribute to the project
- Identify any major barriers anticipated and how your project will be able to overcome those barriers

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Project Narrative Content (P. 16-19)

2. Proposed Approach: Project Management

- Describe how you will monitor and track progress of the project to ensure timeliness and project integrity
- Describe how you will oversee and maintain partner engagement to accomplish project activities
- Explain your risk management, including a plan for managing key staff transitions
- Describe your organization leadership's role in oversight of the project

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

Project Narrative Content (P. 16-19)

3. Evaluation

- Describe the methods you will use to evaluate whether the project achieves its SMARTIE objectives and measurable outcome(s)
- Summarize your evaluation plan, identifying individuals/organizations responsible for evaluation activities
- Describe the validity and reliability of your proposed measures or indicators
- Align your evaluation plan with your logic model

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Project Narrative Content (P. 16-19)

4. Dissemination

- Describe the method(s) you will use to disseminate the project's results and findings to the population(s) of focus, the public, and other parties interested in using the project results.
- Include any innovative approaches as well as traditional forms of dissemination, such as scholarly articles in peer reviewed journals.
- Consider how your results may inform practice, service delivery, program development, and policymaking.

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with all requirements and instructions***

Project Narrative Content (P. 16-19)

5. Organizational Capability: Applicant Organization Description

- Summarize your organization's capability and capacity to successfully implement the proposed project
- Include your organization's current mission, scope of activities, and readiness to demonstrate impact within the period of performance
- Describe your organization's experience with successfully administering grant projects of similar size and scope
- Refer to the organizational chart in your appendices to show the relationship of the project to the overall organization

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with all requirements and instructions***

Project Narrative Content (P. 16-19)

5. Organizational Capability: Community Level Expertise and Collaborative Partnerships
 - Describe your organization's experience and capability to form a collaborative network
 - Describe the anticipated level of effort and responsibility for network members to complete programmatic activities and the role of trusted messengers
 - Describe the network's ability to engage in community level strategies and public health improvement models
 - Include information about the role(s) of any contractors and consultants that will be involved in implementing the project and achieving project goals

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Project Narrative Content (P. 16-19)

5. Organizational Capability: Project Staff and Key Roles

- Identify the individual who will be the Project Director/Principal Investigator (PD/PI) and any additional key personnel whose contributions are essential to the project.
- Specify who would have day-to-day responsibility for key tasks, such as project leadership, monitoring the project's ongoing progress, preparation of reports, and communicating with the collaborative network.

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

APPLICATION REVIEW INFORMATION

Pages 30-32

Application Review Information: Criteria (P. 30-32)

a.) Project Significance (10 points)

The degree to which the applicant:

- Demonstrates project significance through national and local data describing health disparities for the population(s) and geographic area(s) of focus, and two selected SDOH domains affecting the chosen LHI(s)
- Provides evidence for potential impact on the use of preventive health services for individuals within the population(s) of focus who experience health disparities
- Describes the extent to which the proposed innovation will impact underserved and disadvantaged populations

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with all requirements and instructions***

Application Review Information: Criteria (P. 30-32)

b.) Proposed Approach: Goals, Objectives, and Outcomes (10 points)

The degree to which the applicant:

- Demonstrates a strong and clear alignment of goals, objectives, and measurable outcomes to implement an innovative approach to increase the use of preventive health services by reducing SDOH-related barriers
- Clearly describes objectives that are each specific, measurable, achievable, realistic, time-bound, inclusive, and equitable (SMARTIE), using baseline data and including quantifiable timeframes for achievement
- Includes appropriate measurable outcome(s) expected from the proposed project

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with all requirements and instructions***

Application Review Information: Criteria (P. 30-32)

c.) Proposed Approach: Project Plan (15 points)

The degree to which the applicant:

- Provides a concise, well-supported description of and rationale for the approach; the nature of activities and why they were selected; and how activities will assist in achieving the overall project objectives
- Justifies engagement of planned and existing partnerships, including trusted messengers, and describes the anticipated contribution of partners to the project
- Adequately describes a community level public health improvement model
- Clearly summarizes proposed activities in a work plan

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

Application Review Information: Criteria (P. 30-32)

d.) Proposed Approach: Project Management (10 points)

The degree to which the applicant:

- Describes a feasible approach to monitor and track project progress at a task level
- Clearly illustrates how partners will be managed to accomplish proposed project activities
- Provides a feasible approach to risk management and a plan for managing key staff transitions

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

Application Review Information: Criteria (P. 30-32)

e.) Evaluation (15 points)

The degree to which the applicant:

- Employs a process and outcome evaluation approach to analyze the goals and objectives
- Presents reasonable methods for evaluating project achievement of SMARTIE objectives and measurable outcomes
- Describes how outcomes of the project will be monitored, documented, measured, and reported
- Allows for the evaluation of the impact of the community level innovations

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Application Review Information: Criteria (P. 30-32)

f.) Dissemination (5 points)

The degree to which the applicant:

- Proposes traditional and innovative methods to disseminate the results and findings of the demonstration project and its impact in a timely manner and at an appropriate scale (e.g., national, regional, local)
- Describes a feasible approach for disseminating project data and information to the population(s) of focus, the public, and other parties who may be interested in applying methodologies and lessons learned to their own work

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

Application Review Information: Criteria (P. 30-32)

g.) Organizational Capability: Applicant Organization Description (10 points)

The degree to which the applicant:

- Demonstrates the capability, infrastructure, expertise, and readiness to successfully conduct project activities

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with all requirements and instructions***

Application Review Information: Criteria (P. 30-32)

h.) Organizational Capability: Community Level Expertise and Collaborative Partnerships (10 points)

The degree to which the applicant:

- Demonstrates the ability to establish a collaborative network capable of participating in community level innovations that reduce SDOH-related barriers to using preventive health services
- Clearly illustrates the network's ability and readiness to engage in project activities

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

Application Review Information: Criteria (P. 30-32)

i.) Organizational Capability: Project Staff and Key Roles (10 points)

The degree to which the applicant:

- Adequately describes key personnel roles and responsibilities, including identification of the PD/PI, and describes their qualifications, competing time commitments, and level of involvement with the project

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

Application Review Information: Criteria (P. 30-32)

j.) Budget Reasonableness (5 points)

The degree to which the applicant:

- Demonstrates a detailed, reasonable, adequate, and cost-efficient budget that aligns with the proposed technical approach and adequately supports proposed activities

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

Community Level Innovations for Improving Health Outcomes

Opportunity No: MP-CPI-24-001

Competitive Application Deadline

Due Date: Wednesday, May 15, 2024

Cutoff Time: 6:00 p.m. ET



OASH

Office of the
Assistant Secretary
for Health

Submission Dates and Times (Section D)

Application is due by 6:00 p.m. Eastern Time, Wednesday, May 15, 2024.

- 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 (NOFO, Section C.1, page 10)

Applicant eligibility for this NOFO is:

- Any private nonprofit or public entity located in a State is eligible to apply for an award under this NOFO.
- “State” includes, in addition to the several States, only the District of Columbia, Guam, the Commonwealth of Puerto Rico, the Northern Mariana Islands, the Virgin Islands, American Samoa, the Trust Territory of the Pacific Islands, and any agency or instrumentality thereof exclusive of local governments. (42 U.S.C. § 201(f) (PHS Act, Section 2(f)), 45 C.F.R. § 75.2).
- Eligible entities include private nonprofit or public faith-based organizations, community-based organizations, and American Indian/Alaska Native/Native American (AI/AN/NA) organizations.

Cost Sharing or Matching (Section C.2, page 11)

- **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 as described in Section H.4 or your application will be disqualified (Section C.4). Voluntary cost sharing is not expected for research applications. 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.
- Awarded applications including cost sharing or matching commitment, whether required or voluntary, will include the commitment on the notice of award at the level proposed in the application (Section D.3.b). Any change in the cost sharing or matching commitment will require prior approval of the grants management officer.

Application Responsiveness Criteria (Section C.3, Page 11)

- We will review your application to determine whether it meets the responsiveness criteria below.
- If your application does not meet the responsiveness criteria, we will disqualify it from the competition; we will not review it beyond the initial screening.
- Responsiveness criteria: **The Project Abstract Summary must state clearly two SDOH domains and at least one but no more than two LHIs (Section H.8) that will be the focus of the innovation.**

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 including this presentation.**

Address to Request Application Package (Section D.1, Page 12)

- 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 D.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 Division according to the deadlines specified in the “Submission Dates and Times” section of the NOFO (Section D.5).
- 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 D.3.a)

File 2: The ENTIRE budget narrative, including supporting documentation described in the Budget Narrative content section (Section D.3.b)

File 3: All documents in the appendices section (Section D.3.c)

Note: required standard forms do not apply toward your page count limitations in the submission requirements as stated in Disqualification Criteria (Section C.4).

Application Submission (Section D.2.a)

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 your page count of the PDF and/or print your 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 (Section D.8.a)

- 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)
- ☐ 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.

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.

System for Award Management (SAM) (Section D.4)

- 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.
- If you are renewing your registration, your old SAM.gov username and password will not work anymore. You will need to create a login.gov account if you do not already have one.
- 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.
- SAM registration must be renewed each year.
- Average timeframe for updates in SAM.gov to appear in Grants.gov is up to 72hrs.

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 UEI number at the time you, the recipient, make a sub-award to them.**

Funding Restrictions (Section D.7, page 25)

- 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 D.3.b.2)**
 - **Pre-award costs are not allowed. (Section D.7.a)**
 - **Current Salary Limitation: \$212,100 effective January 2023 (Section D.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 D.3.b.3, page 22)**

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

Application Disqualification (Section C.4)

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.
- 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.

Application Disqualification Criteria (continued)

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

- **Your application must be in the English language and must be in terms of U.S. dollars (45 C.F.R. 75.111(a))**
- **Your Federal funds request including indirect costs does not exceed the maximum indicated in Award Ceiling (Section B).**
- **Your Federal funds request including indirect costs must not be below the minimum indicated in Award Floor (Section B).**
- **If you have included voluntary cost sharing or matching, you must include in your budget narrative a non-federal sources justification.**
- **Application meets the Application Responsiveness Criteria (section C.3).**

Application Responsiveness Criterion (Section C.3)

The responsiveness criteria are:

The Project Abstract Summary must state clearly two SDOH domains and at least one but no more than two LHIs (Section H.8) that will be the focus of the innovation.

Supporting Documentation and Disqualification

- 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 rating under the evaluation criteria.**
- **Be sure to follow submission instructions carefully.**

Application Review Criteria (Section E.1, pages 30-31)

- ✓ **Project Significance**
- ✓ **Proposed Approach: Goals, Objectives, and Outcomes**
- ✓ **Proposed Approach: Project Plan**
- ✓ **Proposed Approach: Project Management**
- ✓ **Project Evaluation**
- ✓ **Dissemination**
- ✓ **Organizational Capability: Applicant Organization Description**
- ✓ **Organizational Capability: Community Level Expertise and Collaborative Partnerships**
- ✓ **Organizational Capability: Project Staff and Key Roles**
- ✓ **Budget Reasonableness**

Application Merit Review

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

Funding Decisions (Section E)

- The Deputy Assistant Secretary for Minority Health will provide recommendations for funding to the Grants Management Officer for risk analysis. (Section E.2)
- In providing these recommendations, the Deputy Assistant Secretary for Minority Health will take into consideration the following additional factors(s):
 - ✓ **Balance of SDOH domains and chosen LHIs.**
 - ✓ **Geographic distribution of projects.**
- Upon completion of risk analysis and concurrence of the Grants Management Officer, HHS/OASH will then issue Notices of Award. (Section E.4)
 - **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 officer 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 (Section D.3.b.3)

- 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 information in Section H.5, which contains questions applicants may find useful in considering their Recipient Plans for Oversight of Federal Funds.

Risk Review Resulting in Non-funded Determination

- 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 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 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.
- ☐ Don't make the reviewer search for the required information. Generally, the easier the application is to review, the better the rating.
 - ☐ **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 the goals and objectives “SMART;” Specific; Measurable; Achievable; Realistic; and Time-framed.
- ☐ Activities presented in the work plan should relate directly to the proposed goals and objectives.
- ☐ The program work plan, evaluation plan and budget should provide a complete picture of how the applicant 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:

- The budget should include adequate funds to carry out the proposed work plan, evaluation plan and administrative responsibilities of the project.
- The 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 from fees and third party payers and other contributing funds.

Summary and Tips

Overall:

- We encourage you to use individuals' full names (first, middle, last) to distinguish them for verification in the SAM exclusion records.
- 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.

Summary and Tips

- If you receive an award, only one Project Director/Principal Investigator (PD/PI) will be named on the award documents. Clearly identify the individual to be PD/PI in your application. We typically expect this to be the person named on the SF-424 in box 8.f.
- Do not use a placeholder or honorary PD/PI because this does not present an accurate picture about who will be responsible for the day-to-day management of the project. If you have not hired an individual to be the PD/PI, you should name an interim PD/PI, and clearly identify that person as such.
- If you receive an award, a request for a change in PD/PI or key personnel under any circumstance requires prior approval of the grants management officer before becoming effective.

NOFO Inquiries

Program Questions

Program Office Attn:

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: 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](https://www.grants.gov)



OASH | Office of the
Assistant Secretary
for Health



Office of the
Assistant Secretary
for Health

**The slides and a link to the recording of
this presentation will be posted on
www.grants.gov.**
