U.S. Department of Health and Human Services
Centers for Medicare & Medicaid Services
Center for Medicare and Medicaid Innovation

Minority Research Grant Program 2023

Notice of Funding Opportunity Type: New

Funding Opportunity Award Type: Grant

Notice of Funding Opportunity Number: CMS-1W1-23-001

Federal Assistance Listings Number (CFDA): 93.779

Notice of Funding Opportunity Posting Date: May 11, 2023

Applicable Dates:

Letter of Intent to Apply Due Date: June 13, 2023 (Optional)

Electronic Application Due Date: July 12, 2023, 3:00 pm Eastern Standard Time

Anticipated Issuance Notice(s) of Award: September 15, 2023

Anticipated Period of Performance: September 30, 2023 through September 29, 2025

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Executive Summary

The Minority Research Grant Program, authorized under Section 1110 of the Social Security Act, provides funding opportunities to support health equity research. The purpose of this Notice of Funding Opportunity (NOFO) is to encourage innovative health services research that can directly and demonstrably contribute to the improvement of health outcomes for people from all minority populations. Eligible applicants are: 1) Historically Black Colleges and Universities (HBCUs), 2) Hispanic Serving Institutions (HSIs), 3) Asian American and Native American and Pacific Islander-Serving Institutions (AANAPISIs), 4) Tribal Colleges and Universities (TCUs), 5) Alaska Native and Native Hawaiian Serving Institutions (ANNHs), 6) Native American-Serving Non-Tribal Institutions (NASNTIs), or 7) Predominantly Black Institutions (PBIs). This program also encourages research that focuses on the reduction of health disparities at the health care system-level. Such research will stimulate interest in the characterization and inferential analysis of determining factors associated with health-related social needs and to provide funding in this area. A single institution may submit more than one application for consideration, provided that each application is scientifically distinct.

Item	Minority Research Grant Program
HHS Awarding Agency	Centers for Medicare & Medicaid Services (CMS)
CMS Awarding Center	Office of Minority Health
Notice of Funding Opportunity Title	Minority Research Grant Program 2023
Authorization	Section 1110 of the Social Security Act
Federal Assistance Listings Number	93.779
Funding Opportunity Type	New
Funding Opportunity Number	CMS-1W1-23-001
Type of Award	Grant

Type of Competition	Competitive
Letter of Intent	June 13, 2023 (Optional)
Application Due Date and Time	July 12, 2023 by 3:00 pm EST (Baltimore, MD)
Anticipated Issuance Notice(s) of Award	September 15, 2023
Period of Performance Start Date	September 30, 2023
Period of Performance End Date	September 29, 2025
Anticipated Total Available Funding	$1,000,000
Estimated Maximum Award Amount	$333,333
Estimated Maximum Number of Awardees	3

Program Description

A1. Purpose

The Centers for Medicare & Medicaid Services Office of Minority Health (CMS OMH) is announcing the availability of funds under the Minority Research Grant Program (MRGP) to test promising solutions in existing CMS programs, policies, or practices that affect social determinants of health (SDOH) and how changes in SDOH achieve health equity. The purpose of this Notice of Funding Opportunity (NOFO) is to encourage innovative health services research that can directly and demonstrably contribute to the improvement of health outcomes for people from all minority populations, including:

- racial and ethnic minority groups,
- people with disabilities,
- members of the lesbian, gay, bisexual, transgender, and queer (LGBTQ+) community,
- individuals with limited English proficiency,
- individuals residing in rural areas, and
- individuals adversely affected by persistent poverty or inequality.

This program also encourages research that focuses on the reduction of health disparities at the health care system-level. Such research will stimulate interest in the characterization and inferential analysis of determining factors associated with health-related social needs, and provide funding in this area.

A2. Authority

This MRGP is under the authority of Section 1110 of the Social Security Act and is consistent with five executive orders:

- Executive Order 13779: White House Initiative to Promote Excellence and Innovation at Historically Black Colleges and Universities
- Executive Order 13555: White House Initiative on Educational Excellence for Hispanics
- Executive Order 13592: White House Initiative on Improving American Indian and Alaska Native Educational Opportunities and Strengthening Tribal Colleges and Universities
- Executive Order 13515: White House Initiative on Asian American and Pacific Islanders in Federal Programs
- Executive Order 13985: Advancing Racial Equity and Support for Underserved Communities Through the Federal Government

More information about these Executive Orders may be found via each of the links above.

A3. Background

Despite decades of research and interventions to reduce and eliminate health disparities, they persist and, in some cases, are widening in:

- racial and ethnic minority groups,
- people with disabilities,
- members of the lesbian, gay, bisexual, transgender, and queer (LGBTQ+) community,
- individuals with limited English proficiency,
- individuals residing in rural areas, and
- individuals adversely affected by persistent poverty or inequality.

As the United States largest payer of health care, CMS has committed significant resources to understand and characterize the complicated and complex factors that affect the care of enrollees and practices across the health care system. Since the Affordable Care Act (ACA) expanded health insurance to millions of new enrollees at the start of the Public Health Emergency (PHE), health care demand surged in nearly all specialty areas and geographic regions. Health care is an open system likely to be influenced by environmental and other events outside the direct control of those who are trying to run it.[i,ii] Disparities in health do not have a single cause.[iii] To understand the multiple levels that influence health, research has laboriously begun to incorporate the socioecological framework which highlights the interrelationships between aspects of the social and physical environments that impact health.[iv] For people from all minority groups identified above, evidence shows that these populations experience a higher disease burden, worse quality of care, and barriers in accessing care. For example, chronic disease morbidity and mortality pose increasingly high costs for the U.S. healthcare system underscoring the need for concerted efforts to improve

chronic disease prevention, early detection, and management among priority populations.[1]

CMS seeks to achieve health equity by improving quality and making care more person-centered, affordable, and accessible. The purpose of this NOFO is to encourage health services research that can directly contribute to the improvement of the health of people from all minority populations and/or the reduction of health disparities, while taking into consideration the interaction between system-level healthcare, individual clinical care and social determinants of health, including the role of structural systemic factors, place and neighborhood factors. In this way, the MRGP is consistent with CMS's goals of achieving health equity and improving healthcare quality.

The socioecological framework suggests that social needs such as stable housing, access to nutritious food, reliable transportation, safety, stable and fulfilling employment, education, social connectedness, and financial stability contribute to health outcomes.[v,vi,vii] Recent studies suggest that addressing unmet social needs could potentially reduce morbidity and mortality more than advances in medical care.[viii] In response to this evidence, National Academies of Sciences, Engineering, and Medicine (NASEM and the World Health Organization (WHO) have called for the integration of social and clinical care).[ix,x] A growing number of health care providers as well as private and public health care payers are implementing initiatives for addressing social needs of the populations they serve. For example, the Accountable Health Community (AHC) model, launched in 2017 by the Center for Medicare and Medicaid Innovation (CMMI), aims at connecting Medicare and Medicaid beneficiaries with community services to address unmet social needs. The AHC provides funding for screening for health-related social needs of Medicare and Medicaid beneficiaries, referral to community services, and assisting beneficiaries in navigating community services.[xi]

Key CMS programs include Medicare Part A (hospital coverage), Part B (medical services), Part C (Medicare Advantage), and Part D (prescription drug coverage), Medicaid including Medicaid Managed Care and Children's Health Insurance Program (CHIP). In each of these programs, there are opportunities to explore issues related to health equity. Opportunities include, but are not limited to:

- the CMS Quality Improvement Programs,
- the Quality Payment Program,
- Conditions of Participation,
- formulary and benefit design,
- reimbursement,
- risk adjustment,
- network adequacy,
- bundled payment,
- risk-sharing,
- value-based payment,
- health equity implications of algorithms used in health care,
- risk adjustment,
- instrument design,
- assessment and/or reporting of standardized data related to demographic and social determinants of health,
- interventions to address social risk factors and health-related social needs,

[1] Health and Economic Costs of Chronic Diseases

- cognitive testing and cross-cultural validation of questions in standardized patient assessments, and the implications of CMS programs on environmental justice and the impacts of climate change on specific communities.

The MRGP shall foster the capacity of principal investigators to advance the understanding of health equity in CMS programs, which enhances the capacity of CMS and other stakeholders to develop solutions and embed health equity across programs and policies. Consistent with Executive Orders related to advancing health equity, researchers are expected to collaborate with focus populations, such as:

- racial and ethnic minorities,
- individuals with disabilities,
- members of the LGBTQ+ community,
- people with limited English proficiency,
- individuals residing in rural areas,
- individuals adversely affected by persistent poverty or inequality, and/or
- health systems (e.g. hospitals, health plans, community centers, etc.) in the design, implementation, and evaluation of research projects on issues related to health equity, including social determinants of health in particular.

Research Studies to Assess the Impact of CMS Programs, Policies, or Practices that Address SDOH on Health Disparities

Applicants for MRGP are encouraged to study more than one priority area, to be innovative and to evaluate multisector and multilevel programs, policies, or practices that address SDOH factors, and how changes in SDOH affect health disparities related to CMS enrollee outcomes. Programs, policies, or practices to be evaluated should:

1. Exist (naturally occurring without influence by the researcher) or imminently available (e.g., policy effective compliance date is imminent) and expected to affect health disparities related to enrollee outcomes, either explicitly (by design) or implicitly (as a more secondary, passive health impact);
2. Address at least one of the following priority areas: (1) Built environment and housing instability, (2) Community-clinical linkages, (3) Food and nutrition security, (4) Social connectedness, and (5) Transportation needs, and
3. Mandate the collection of new health equity-related data elements in post-acute care (PAC) settings, such as skilled nursing facilities, with information including race, ethnicity, transportation, social isolation, health literacy, and preferred language.

The research projects funded under this NOFO can assess one or more existing programs, policies, or practices and their impacts on reducing health disparities in enrollee outcomes, risk factors, or health behaviors. Programs, policies, or practices examined should be naturally occurring without influence by the researcher.

A4. Program Requirements

The MRGP program is part of CMS OMH efforts to identify and disseminate promising practices for reducing health disparities among:

- racial and ethnic minorities,

- people with disabilities,
- members of the lesbian, gay, bisexual, transgender, and queer (LGBTQ+) community, individuals with limited English proficiency,
- individuals residing in rural areas, and
- individuals adversely affected by persistent poverty or inequality (e.g. homeless, senior citizens, recently incarcerated, etc.).

The program supports CMS in its mission of achieving health equity for all beneficiaries by reducing disparities, and its vision of achieving health equity for all CMS beneficiaries, by supporting Minority Serving Institutions, investigating health disparities, fostering the dissemination of recipient research, and improving healthcare quality. Research advancing analysis of the intersectionality of variables (independent or dependent) in ways that could also be disaggregated is encouraged.

The MRGP requires the project to align with CMS programs and policies as well as Executive Order 13985- Advancing Racial Equity and Support for Underserved Communities Through the Federal Government.

Upon receiving funding, recipients are required to develop a disparity impact statement using local data and input to identify populations at highest risk for health, social, economic, or other disparities such as low health literacy. The disparity impact statement will identify social, policy, historical, and other context associated with root causes and drivers of disparities. It will also provide the framework and plan for ongoing action and accountability, such as program improvement, incorporation of the National Standards for Culturally and Linguistically Appropriate Services in Health and Health Care, monitoring and assessment of the impact of the project on the program's equity goals. (See: CMS.gov: Quality Improvement & Interventions: Disparity Impact Statement).

Research topics of interest include, but are not limited to, the following examples:

- Cognitive testing and cross-cultural validation of translated standardized demographic and/or social determinants of health questions in kidney dialysis facilities, hospice, or hospitals.

- Strategies to address preparedness for, response to, and recovery from public health emergencies, such as COVID-19, and their disproportionate impact on diverse racial and ethnic groups, people with disabilities, members of the lesbian, gay, bisexual, transgender, and queer (LGBTQ+) community, individuals with limited English proficiency, individuals residing in rural areas, and individuals adversely affected by persistent poverty or inequality.

- Public health interventions designed to meet the needs of people with disabilities and/or people with limited English proficiency (e.g. telehealth, exercise, life skills and/or health coaches, nutrition, preventative healthcare, etc.).

- Developing, adapting, and testing culturally and linguistically tailored programs

covered by Medicare, Medicaid, and Marketplace (e.g. smoking cessation, DSME/T, DPP) for racial and ethnic minorities, sexual and gender minorities, people with disabilities, and/or individuals residing in rural areas).

- Research bias in health care algorithms that are relevant to Medicare, Medicaid, and/or Marketplace programs and test best practices to address bias in algorithms.
- Research of the impact of COVID-19 disparities on racial and ethnic minority women, infants, and/or children enrolled in Medicaid and CHIP and test interventions that are reimbursable by Medicaid or CHIP to promote health equity.
- Drivers of behavioral, social, environmental, or community/population-based studies that create health instability among racial and ethnic populations, sexual and gender minorities, people with disabilities, and/or individuals residing in rural areas.
- Research strategies and promising practices to address the compounded inequities of urban and/or rural residents and the intersection of racial and ethnic minorities, disability, language preference, sexual and gender minorities, etc.

Research topics that are not appropriate for this NOFO:

- Genome-Wide Association Studies (GWAS);
- Studies investigating biological mechanisms such as metabolic changes/chronic metabolic diseases on the microenvironment (including immune cells, surrounding blood vessels, soluble factors) in racial/ethnic minorities; and
- Studies that do not propose health disparity research.
- Studies not related to CMS programs as outlined in the Background section (A3) of this NOFO.

Past research topics include:

- Using community health workers to improve access to health services among vulnerable populations.
- Reducing prenatal stress for women in Puerto Rico post Hurricane Maria through group prenatal care.
- Increasing resources for minority patients with diabetic eye disease.

A5. Technical Assistance and Information for Prospective Applicants

This NOFO encourages research projects that will develop and test new methodologies, models, and research interventions and/or technologies focused on specific topics addressing social determinants of health. The availability of beneficiary data through the Medicare Current Beneficiary Survey (MCBS) Public Use Files, Data.gov, CrownWeb Data, Part C & D Stratified Report, as well as Mapping Medicare Disparities (MDD) Tool, make it feasible to study factors

that contribute to disparities in health outcomes among different racial and ethnic populations enrolled in CMS programs.

Applicants are strongly encouraged to include in their proposals how they may include data analysis by:

- race and ethnicity (HHS 2011 data standards),
- disability (HHS 2011 data standards),
- geographic location (urban/rural),
- language preference,
- sexual orientation,
- gender identity,
- sex assigned at birth, and/or
- social determinants of health (coverage type, transportation, social isolation, health literacy, housing insecurity, food insecurity, socioeconomic status (SES), pollution/toxins, neighborhood safety, and effects of environmental change).

Recipients are expected to coordinate with CMS OMH to determine if questions used to collect data align with standardized social determinants of health questions.

B. Federal Award Information

B1. Total Funding

The total amount of federal funds available is $1,000,000.

B2. Award Amount

Each recipient will receive up to $333,333 for a 24-month budget and project period subject to the availability of funds and satisfactory performance by the recipient.

B3. Anticipated Award Dates

The anticipated award date is September 15, 2023

B4. Period of Performance

The anticipated Period of Performance is 9/30/2023 – 9/29/2025.

- The anticipated year one budget period is 9/30/2023 – 9/29/2024.
- The anticipated year two budget period is 9/30/2024 – 9/29/2025.

B5. Number of Awards

Up to 3 awards to eligible institutions (HBCU, TCU, HSI, AANAPISI, ANNH, NASNTI, or PBI)

B6. Type of Award

The type of award issued under this NOFO is a Grant.

B7. Type of Competition

This competitive grant is open to all eligible applicants.

C. Eligibility Information

C1. Eligible Applicants

Government Organizations

State governments

County governments

- ☐ City of Township governments
- ☐ Special District governments
- ☐ Native American tribal governments (Federally recognized)
- ☐ Native American tribal organizations (other than federally recognized tribal governments)

Education Organizations

- ☐ Independent School Districts
- ☑ Public and State Controlled Institutions of Higher Education
- ☑ Private institutions of higher education

Public Housing Organizations

- ☐ Public housing authorities
- ☐ Indian housing authorities

Nonprofit Organizations

- ☐ Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- ☐ Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- ☐ **For-profit Businesses** (organizations other than small businesses)
- ☐ **Small Businesses**
- ☐ **Individuals**
- ☐ **Others**

☐ **Unrestricted**

This funding opportunity is open to the following eligible entities:

1) Historically Black Colleges and Universities (HBCUs),
2) Hispanic Serving Institutions (HSIs),
3) Asian American and Native American and Pacific Islander-Serving Institutions (AANAPISIs),
4) Tribal Colleges and Universities (TCUs),
5) Alaska Native and Native Hawaiian Serving Institutions (ANNHs),
6) Native American-Serving Non-Tribal Institutions (NASNTIs), or
7) Predominantly Black Institutions (PBIs).

C2. Cost Sharing or Matching

CMS's grant authority under the Section 1110 of the Social Security Act requires cost-sharing by applicants. To comply with this requirement, CMS is requiring that applicants provide cost-sharing equal to at least one percent (1%) of the amount of the award. This cost-sharing requirement may be satisfied through in-kind contributions. Applications that do not include cost sharing shall not be considered for further review. Cost sharing as an eligibility criterion includes requirements based in statute or regulation, as described in §75.306**.**

C3. Letter of Intent

Although a letter of intent is not required, is not binding, and does not enter into a review of a subsequent application, the information that it contains allows CMS OMH staff to plan the merit review and estimate staff workload.

By the June 13, 2023 (Optional), prospective applicants are asked to submit a letter of intent that includes the following information:

- Descriptive title of proposed research activity
- Name(s), address(es), and telephone number(s) of the PI(s)
- Names of other key personnel
- Participating institution(s)
- Number and title of this funding opportunity

Letter of Intent should be sent to: OMHGrants@cms.hhs.gov

C4. Ineligibility Criteria
Not Applicable

C5. Single Application Requirement

A single institution may submit more than one application for consideration, providing that each application is scientifically distinct. An individual Principle Investigator may submit only one application.

C6. Continued Eligibility

Recipients must meet reporting and certification deadlines (as outlined in section F) to be eligible throughout the 24-month budget period. Recipients must demonstrate satisfactory performance during the previous funding cycle(s) to be issued additional year funding; or, in the case of awards where all funding is issued in the first year, to ensure continued access to funding. At any time in the award cycle, recipients could receive decreased funding or their award could be terminated in accordance with 2 CFR 200.340 "Termination" if they fail to perform the requirements of the award.

Continued funding is contingent on satisfactory progress, compliance with the terms and conditions, and the availability of funds. Satisfactory progress is determined by the applicant's adherence to the CMS approved detailed project work plan and timeline, other criteria for application approval, and in accordance with the terms and conditions at the time of the award.

Satisfactory progress for selected award recipients includes but is not limited to:

- publications;
- presentations;
- completion of Disparities Impact Statement;
- standardized data collection (applicable HHS data standards for disability,
- language preference,
- gender identity,
- assigned sex at birth,
- sexual orientation,
- race,
- ethnicity, and appropriate questions on social determinants of health); analysis that includes demographic and SDOH data to conduct root cause analysis of disparities and results of solutions that were tested.

C7. EIN, UEI, and SAM Regulations

In order to apply, all applicants are required to have a valid Employer Identification Number (EIN), otherwise known as a Taxpayer Identification Number (TIN); a Unique Entity Identifier; and be registered in the System for Award Management (SAM) database (https://www.sam.gov/)) to be able to submit an application at grants.gov. See Appendix II. Application and Submission Information for descriptions of EIN, UEI/DUNS, and SAM.

For more information about the Unique Entity Identifier, please see Appendix II. Application and Submission Information.

C8. Faith-Based Organizations

Faith-Based Organizations are not eligible to apply.

C9. Other Eligibility Requirements

To be eligible, applicants must:

1. Be a researcher at a Minority Serving Institution. For more detailed information see https://www2.ed.gov/about/offices/list/ocr/edlite-minorityinst.html. Minority Serving Institutions are:
    - a part B institution (a historically Black college or university) (§322 of the HEA, 20 U.S.C. §1061);
    - a Hispanic-serving institution (§502 of the HEA, 20 U.S.C. §1101a);
    - a Tribal College or University (§316 of the HEA, 20 U.S.C. §1059c);
    - an Alaska Native-serving institution or a Native Hawaiian-serving institution (§317(b) of the HEA, 20 U.S.C. §1059d(b);
    - a Predominantly Black Institution (§§318(b) and 371(c)(9) of the HEA; 20 U.S.C. §§ 1059e(b) and 1067q(c)(9));
    - an Asian American and Native American Pacific Islander-serving institution (§§ 320(b) and 371(c)(2) of the HEA, 20 U.S.C. §§1059g(b) and 1067q(c)(2); or
    - a Native American-serving nontribal institution (§§319(b) and 371(c)(8) of the HEA; 20 U.S.C. §§ 1059f(b) and 1067q(c)(8).

and

2. Propose health services research that can directly contribute to the improvement of health of people from all minority populations and/or the reduction of health disparities, while taking into consideration the interaction between system-level healthcare, individual clinical care and social determinants of health.

D. Application and Submission Information

D1. Address to Request Application Package

Competitive Funding Opportunities

Application materials are available at https://www.grants.gov. Please note that CMS requires electronic submission of applications for all Notice of Funding Opportunities through the Grants.gov website. Refer to Appendix II. Application and Submission Information for additional requirements and instructions.

D2. Content and Form of Application Submission

a. Application format

Applications determined to be ineligible, incomplete, and/or nonresponsive based on the initial screening may be eliminated from further review. However, in accordance with HHS Grants Policy, the CMS, Office of Acquisition and Grants Management (OAGM), Grants Management Officer in his/her sole discretion, may continue the review process for an ineligible application if it is in the best interests of the government to meet the objectives of the program. Each application must include all contents of the application package, in the order indicated, and conform to the following formatting specifications:

- The required page size is 8.5" x 11" letter-size pages (one side only) with 1" margins (top, bottom, and sides). CMS does not accept other paper sizes.
- All pages of the project and budget narratives as well as other required narrative documents must be paginated in a single sequence.
- Font size must be at least 12-point with an average of 14 characters per inch (CPI).
- The **Project Narrative** must be double-spaced. The page limit for this document is **25 pages**.
- The **Budget Narrative** may be single-spaced. The page limit for this document is **10 pages**.
- The **Project Work Plan** and **Timeline** may be single-spaced. The page limit for this document is **5 pages**.
- The **Business Assessment of Applicant Organization** may be single spaced. The page limit for this document is **12 pages**.
- Tables included within any portion of the application must have a font size of at least 12-point with a 14 CPI and may be single spaced. Tables are counted towards the applicable page limits.
- The **project abstract** is restricted to a **one-page summary** that may be single-spaced.
- The following required application documents are excluded from the page limitations described previously: Standard Forms, Application Cover Letter/Cover Page, copy of Letter of Intent (if applicable), Project Site Location Form, and Negotiated Indirect Cost Rate Agreement (NICRA).
- Required Appendices (20-page limit) The **required appendices** should include resumes, letters of agreement, endorsement, or support, memoranda of understanding, and Institutional Review Board (IRB) approval plan. The page limit for these Required Appendices are **20 pages**.

b. Standard forms

The following forms must be completed with an electronic signature and enclosed as part of the application:

1. Project Abstract Summary

A one-page abstract serves as a succinct description of the proposed project and includes the goals of the project, the total budget, and a description of how the funds will be used. The abstract is often distributed to provide information to the public and Congress, so please write the abstract so that it is clear, accurate, concise, and without reference to other parts of the application. Exclude personal identifying information from the abstract. In the Grants Application Package at https://www.grants.gov, select the Project Abstract Summary and complete the form.

2. SF-424: Official Application for Federal Assistance

Note: On SF-424 "Application for Federal Assistance"

• On Item 15 "Descriptive Title of Applicant's Project," state the specific grant or cooperative agreement opportunity for which you are applying.

• Check "No" to item 19c, as Review by State Executive Order 12372 does not apply to this cooperative agreement funding opportunity.

• The Authorized Organizational Representative (AOR) completes and signs this form. Note: The signature of the individual that submits the application to Grants.gov populates throughout the application. The signature must match the name of the AOR. Other signatures will not be accepted.

The AOR is the designated representative of the applicant/Recipient organization with authority to act on the organization's behalf in matters related to the award and administration of grants. In signing a grant application, the AOR agrees that the organization will assume the obligations imposed by applicable Federal statutes and regulations and other terms and conditions of the award, including any assurances, if a grant is awarded. These responsibilities include accountability both for the appropriate use of funds awarded and the performance of the grant-supported project or activities as specified in the approved application.

- SF-424A: Budget Information Non-Construction
- SF-424B: Assurances-Non-Construction Programs

3. SF-LLL: Disclosure of Lobbying Activities

All applicants must submit this SF-LLL form. If your entity does not engage in lobbying, please insert "Non-Applicable" on the form and include the required AOR name, contact information, and signature. Please note that the application kit available online on the Grants.gov website is utilized for many programs and therefore Grants.gov may designate this form as optional to allow for flexibility amongst programs. However, this form is **required** as part of the application package and must be submitted for the application to be considered eligible for review.

4. Project Site Location Form(s)

All applicants must submit this Project Site Location form. Please note that the application kit available online in Grants.gov is utilized for many programs and therefore Grants.gov

may designate this form as optional to allow for flexibility amongst programs. However, this form is **required** as part of the application package and must be submitted for the application to be considered eligible for review.

c. Application Letter of Intent (optional)

The applicant may choose to include a cover letter or cover page to detail its interest in participation in the MRGP Program.

d. Program Requirements and Expectations

Project Narrative

The applicant must provide a Project Narrative that articulates in detail the proposed goals, measurable objectives, and milestones to be completed in accordance with the instructions and content requirements provided below and the specific criteria described in E1. Criteria. Please include the title "Project Narrative" at the beginning of the Project Narrative.

The project narrative shall provide a concise and complete description of the proposed project. It shall contain the information necessary for the review panelists to fully understand the project and cover all aspects of the project. This will include investigator's ability to implement the research project. The six points listed below briefly highlight the Project Narrative requirements. Please see Section E. Application Review Information, E1. Criteria for more detailed information on content requirements that reviewers will use to evaluate the Project Narrative.

1. Overall Impact
2. Significance
3. Approach
4. Innovation
5. Investigator(s)
6. Environment

e. Budget Narrative

Applicants supplement Form SF-424A with a Budget Narrative includes a yearly breakdown of costs, for each line item outlined in the SF-424A, according to a 12-month period. Applicants include a clear description of the proposed set of services covered with award funds for each activity/cost within the line item. The following requirements should be met:

- Provide a detail justification for each activity/cost proposed to be funded under this award along with full computations for budget estimates.

- Clearly link each activity to the goals of this NOFO and be consistent with program requirements.
- Overhead and administrative costs must be reasonable and are only reimbursable in accordance with HHS grants policy.
- Applicants must attest that there will be no overlap of scope of work, budget, and/or commitment/effort of personnel.
- The application clearly defines the proportion of the requested funding designated for each activity and justifies the applicant's readiness to receive funding.

The budget separates out funding administered directly by the lead agency from funding subcontracted to other partners. The following budget categories must be addressed (as applicable):

- Personnel
- Fringe benefits
- Contractual costs, including subcontracts
- Equipment
- Supplies
- Travel -**The budget should reflect that a minimum of one staff person is required to attend up to two, two-day meetings per year in the Washington DC/Baltimore MD area for those applicants for ombudsman activities.**
- Indirect Costs
- Other costs, including those not otherwise associated with training and education.

Cost Sharing and Matching

- Section 1110 of the Social Security Act requires cost-sharing by applicants.
- CMS requires that applicants provide cost-sharing equal to at least one percent (1%) of the amount of the award.
- Acknowledgement of cost sharing is required.
- Applications that do not propose cost sharing will not receive further consideration

For additional information and instructions for completing the SF-424A and Budget Narrative, please refer to Appendix I. Guidance for Preparing a Budget Request and Narrative.

f. Project Work Plan and Timeline

The Project Work Plan and Timeline section of the application should document activities, reasonable and achievable milestones, and timeframes that are likely to lead to achievement of the stated project goal and identify the parties responsible for performing the activities.

g. Business assessment of applicant organization

As required by 45 CFR §75.205 for competitive grants and cooperative agreements, CMS evaluates the risk posed by an applicant before they receive an award. This analysis of risk includes items such as financial stability, quality of management systems, internal controls and the ability to meet the management standards prescribed in 45 CFR Part 75.

An applicant must review, answer, and submit the business assessment questions outlined in Appendix III. Business Assessment of Applicant Organization.

h. Required Appendices

- **Key Staff Qualifications** - Include resumes of key staff members describing their qualifications. Resumes and/or biographical sketches should be a maximum of 5 pages each. For more information on creating a biographical sketch please see: https://grants.nih.gov/grants/forms/biosketch.htm

- **Letters of Agreement, Endorsement, or Support** – A letter indicating support from the President or another official from your institution is required. Also required are letters indicating support from collaborating organizations outlining their contributions, roles, and responsibilities relative to the project and commitments that have been pledged for the proposed project. Include individual letters of agreement, endorsement, or support, including those related to roles and responsibilities and collaboration, as appropriate.
- **Memoranda of Understanding** – Include documentation reflecting the collaborative relationships between relevant institutions.
- **Institutional Review Board (IRB) Approval Plan** – Describe plans to apply for IRB approval. Funding shall be contingent on obtaining IRB approval post-award.

D3. Unique Entity Identifier and System for Award Management (SAM)

Unless the applicant is an individual or Federal awarding agency that is excepted from those requirements under 2 CFR 25.110(b) or (c), or has an exception approved by the Federal awarding agency under 2 CFR 25.110(d)), each applicant is required to:

i. be registered in SAM before submitting its application;

ii. provide a valid unique entity identifier in its application; and

iii. always continue to maintain an active SAM registration with current information when it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

The Federal awarding agency may not make a Federal award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements. If an applicant has not fully complied with the requirements by the time the Federal awarding agency is ready to

make a Federal award, the Federal awarding agency may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant.

D4. Submission Dates and Times

All applications must be submitted electronically and be received through https//www.grants.gov by the date and time set forth below. Applications received after 3:00 pm, Eastern Time, of the date set forth below will not be reviewed or considered for award.

Due Date for Applications
July 12, 2023
3:00 PM Eastern U.S. Time (Baltimore, MD)

D5. Intergovernmental Review

Program is not subject to Executive Order 12372, "Intergovernmental Review of Federal Programs" (45 CFR 100). Please check box "C" on item 19 of the SF 424 (Application for Federal Assistance) as Executive Order 12372 does not apply to these grants.

D6. Cost Restrictions

Direct Costs

Grant funds may be used for any of the following:

- Personnel costs, which may include project support staff
- Contracts for collaboration.
- Costs of data collection and transmission.
- Travel costs as they pertain to the administration and conduct of the grant Training cost for program participants.
- Indirect costs which do not exceed 8% of the modified total direct costs exclusive of tuition and related fees, direct expenditures for equipment, and sub grants and contracts under the grant more than $25,000.
- All travel, conference, and meeting expenses must be consistent with HHS guidelines, and may require additional CMS prior approval.

Indirect Costs

Indirect costs on training grants are limited to a fixed rate of **8 percent (8%)** of modified total direct cost (MTDC) exclusive of tuition and related fees, direct expenditures for equipment, and sub awards and contracts under the grant more than $25,000.

If the applicant entity has a current negotiated indirect cost rate agreement (NICRA), and is requesting indirect costs, a copy of the current NICRA must be submitted with the application.

See also section F2. Administrative and National Policy Requirements of this NOFO for more information on indirect costs.

Prohibited Uses of Award Funds

CMS prohibits funds under this award for any of the activities/costs outlined below unless an exception is specifically authorized by statute.

- To reimburse for pre-award costs.
- To match any other Federal funds.
- To provide services, equipment, or supports that are the legal responsibility of another party under Federal, State, or Tribal law (e.g., vocational rehabilitation or education services) or under any civil rights laws. Such legal responsibilities include, but are not limited to, modifications of a workplace or other reasonable accommodations that are a specific obligation of the employer or other party.
- To provide goods or services not allocable to the approved project.
- To supplant existing State, local, Tribal or private funding of infrastructure or services, such as staff salaries, etc.
- To be used by local entities to satisfy state matching requirements.
- To pay for construction.
- To pay for capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life as a direct cost, except with the prior written approval of the Federal awarding agency.
- To pay for the cost of independent research and development, including their proportionate share of indirect costs (unallowable in accordance with 45 CFR 75.476).
- To expend funds related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive Order proposed or pending before the Congress or any state government, state legislature or local legislature or legislative body.
- Promotional items without prior approval from CMS.

D7. Mandatory Disclosure

Submission is required for all applicants, in writing, to the awarding agency and to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to:

U.S. Department of Health and Human Services
Centers for Medicare and Medicaid Services
Office of Acquisition and Grants Management
Attn: Director, Division of Grants Management
7500 Security Blvd, Mail Stop B3-30-03
Baltimore, MD 21244-1850

AND

U.S. Department of Health and Human Services
Office of Inspector General
ATTN: Mandatory Grant Disclosures, Intake Coordinator
330 Independence Avenue, SW, Cohen Building
Room 5527
Washington, DC 20201

URL: https://oig.hhs.gov/fraud/report-fraud/index.asp

(Include "Mandatory Grant Disclosures" in subject line)

Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or

Email: MandatoryGranteeDisclosures@oig.hhs.gov

Materials should be scanned and emailed to the Grants Management Specialist assigned to this NOFO.

D8. HHS Form 690

Before CMS may make an award to a Recipient, the AOR must certify, by means of the signature on the application (SF-424), that the organization has on file with the HHS Office of Civil Rights (OCR) a one-time Assurance of Compliance with the statutes described in this subsection. The Assurance, Form HHS 690, is filed for the organization and is not required for each application. (HHS 690 form (PDF | 324 KB)

The HHS 690 form may be filed electronically via the U.S. Department of Health and Human Services' Assurance of Compliance online portal at:

https://ocrportal.hhs.gov/ocr/aoc/instruction.jsf

or be mailed to:

U.S. Department of Health & Human Services
Office for Civil Rights
200 Independence Ave., S.W. Room 509F
Washington, D.C. 20201

Subrecipients that receive funding from Recipients (including contractors under grants) rather than directly from CMS, also are required to file an HHS 690. The applicant/recipient is responsible for determining whether those organizations have the required Assurance on file and, if not, ensuring that it is filed with OCR.

E. Application Review Information

E1. Criteria

Applications must be submitted in the required format, no later than the deadline. If an applicant does not submit all the required documents and does not address each of the topics

described in D2. Content and Form of Application Submission Information (with cross reference to E1. Criteria), the applicant risks not being eligible and/or awarded. Applications are reviewed in accordance with criteria outlined below. CMS shall use the following evaluation criteria to evaluate all applications for inclusion in the program. In preparing applications applicants should also review the requirements detailed in A4., Program Requirements. Objective review panelists will assess and score applicants' responses in accordance with the criteria below, using a scale of 100 total base points.

I.	**Overall Impact**	15	Considering all other application components in total, reviewers will provide an overall impact score assessment of the potential of the project to contribute to advancements in health equity in CMS programs. • How does the project clearly describe research that is relevant to CMS programs? (3.75 points) • Determine how the project proposes to advance healthcare quality for underserved communities, including members of the following communities: racial and ethnic minorities, people with disabilities, members of the lesbian, gay, bisexual, transgender, and queer (LGBTQ+) community, individuals with limited English proficiency, individuals residing in rural areas, and individuals adversely affected by persistent poverty or inequality? (3.75 points) • How does the project discuss and address equity issues that lead to advancing practices in a fair and just manner? If not applicable, determine the expected outcome for reducing disparities. (3.75 points) • Determine the application of ethical principles in the collection, maintenance, use, and dissemination of data and information specific to the health status of

			populations and their related determinants of health (e.g. factors contributing to health promotion, disease prevention and control, and availability and use of health services). (3.75 points)
II	**Significance**	15	The applicant must address the following questions: a. How does the project address an important health equity related problem(s)? (3 points) b. What is the scientific basis for your project? How does the project propose to address a health equity issue identified as a priority for the CMS? (3 points) c. What are the project goals? Do the goals integrate diversity and inclusion efforts with population health, patient care, quality, and safety? (3 points) d. How will achieving the project's aims improve knowledge, technical capability, or enhance quality, access, or outcomes for populations participating in the research design? (3 points) e. Applicants are encouraged to pursue collaborations with other organizations, that participate in CMS programs such as: (3 points) i. STAR Ratings System (e.g. nursing home, home health, hospital, dialysis facilities, Medicare Advantage)

			ii. Merit-based Incentive Payment System (MIPS) and Alternative Payment Models (APMs) iii. Home & Community Based Services (HCBS) iv. Conditions of participation v. Federally Qualified Health Centers vi. Critical Access/Safety-net Hospitals vii. Hospitals viii. Health Systems ix. Marketplace Managed Care Organizations x. Medicare and/or Medicaid Managed Care Organizations xi. Network of Quality Improvement and Innovation Contractors xii. Rural Health Clinics
III	**Approach**	15	The applicant must address the following questions: a. What are the key research questions and aims, and how do the proposed methodologies and analysis address them? (2 points) b. How will the investigators ensure a robust and unbiased approach? (2 points) c. What is the target population and setting, including the size of the target population, the proportion that is expected to be reached by the

			study, and rationale for this figure? (2 points) d. What is the data collection and analysis plan? (2 points) e. How will investigators measure success, i.e., benchmarks, outcome measures, reduction in disparities? (2 points) f. What challenges does the applicant anticipate and what potential mitigation strategies might the applicant pursue? (2 points) g. How will the investigator protect human subjects from research risks, particularly people who are historically or systematically disadvantaged, and what are the applicants plans to obtain IRB approval? (3 points)
IV	**Innovation**	10	The applicant must address the following question: a. How does the proposed project improve or develop new policy or program ideas that advance equity for racial and ethnic minorities, people with disabilities, sexual and gender minorities, and/or people living in rural areas? (5 points) b. How will the proposed project creatively address the social determinants of health (e.g. Healthy People 2030)? (5 points)
V	**Investigator(s)**	10	The applicant must address the following questions: a. What skills does the PI have to support a heightened level of success on the proposed project? (2.5 points) b. What are staff members' capabilities and how is their training, experience, and/or

			ongoing record of accomplishment well suited to the project? (2.5 points) c. How will staff be organized, and what will be their responsibilities and roles? (2.5 points) d. If the project has multiple principal investigators, how will these investigators integrate their expertise and approach joint leadership of the project? (2.5 points)
VI	**Environment**	10	The applicant must address the following questions: a. How will the applicant's institutional infrastructure, organizational resources, and management capacity enable project success? Applicants should describe the availability and adequacy of the facilities, equipment, and financial management systems needed to conduct the project. (2.5 points) b. What are the unique aspects of the applicant's institution that will enable the project's success? (2.5 points) c. What is the applicant's plan for budget and performance monitoring (e.g., how does the PI plan to monitor the proposed budget and progress of the proposed research?)? (2.5 points) d. What are the collaborative relationships supporting the proposed research project that have been established or that may be established between the applicant and other organizations? Are roles and responsibilities well defined? (2.5 points)

Budget Narrative			
VII	Budget Narrative	15	Detailed budget, adhering to the format outline in Appendix I, Guidance for Preparing a Budget Request and Narrative, for the period of performance. The proposed budget and budget narrative shall be carefully developed and reflect efficient and reasonable use of funds. (3.75 points) • Indirect costs (overhead and administrative costs) must be reasonable, with funding focused on operations rather than administration. Applicant requested appropriate 8% rate per requirements of grant program." since applicants cannot request full compensation of Indirect costs. (3.75 points) • The proposed budget request must reflect a promising investment given the expected impact of the health services research activities. (3.75 points) • The evaluation shall consider whether the applicant possesses the organizational infrastructure and management capacity to conduct the research project, as well as a comprehensive budget reflecting all costs of staffing for implementing the health services research activities. (3.75 points)
Project Workplan and Timeline			
VIII	Workplan and Timeline	10	A detailed Project Workplan and Timeline is required. The Project Work Plan and Timeline section of the application should document activities, reasonable and achievable milestones, and timeframes that

			are likely to lead to achievement of the stated project goal and identify the parties responsible for performing the activities.
Total Available Points			100

E2. Merit Review and Selection Process
This is an anticipated federal review conducted by non-federal and federal reviewers.

- CMS will consider the geographic diversity and scale of all applications when making final award determinations.

Awards may be adjusted to a lower amount if the applicant fails to meet performance milestones (refer to section F5. Reporting).

The application itself is not a legally binding contract and does not require any applicant or CMS to enter into a cooperative agreement. CMS will select Recipients at CMS's sole discretion unless statutorily prohibited. Such selection will not be subject to administrative or judicial review, per Section 1115A(d)(2)(B) of the Act.

Please refer to Appendix V. Review and Selection Process for more information on the review and selection process.

E3. Federal Awardee Performance Integrity Information System (FAPIIS)
In accordance with 45 CFR Part 75:

i. CMS, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold[2], is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);

ii. An applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that the HHS awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM.

iii. CMS will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicant as described in §75.205.

[2] *Simplified acquisition threshold* means the dollar amount below which a non-Federal entity may purchase property or services using small purchase methods. Non-Federal entities adopt small purchase procedures to expedite the purchase of items costing less than the simplified acquisition threshold. The simplified acquisition threshold is set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions) and in accordance with 41 U.S.C. 1908.

F. Federal Award Administration Information

F1. Federal Award Notices

Successful applicants will receive a Notice of Award (NoA) signed and dated by the CMS Grants Management Officer. The NoA is the legal document authorizing the grant and issued to the applicant as listed on the SF-424 and available to the applicant organization through the online grants management system used by CMS and recipient organizations, GrantSolutions. Any communication between CMS and applicant prior to issuance of the NoA is not an authorization to begin performance of a project.

Unsuccessful applicants, will be notified electronically via the email address listed on its SF-424, within 30 days of the award date of the program.

F2. Administrative and National Policy Requirements

A. National/Public Policy Requirements

By signing the application, the authorized organizational official certifies that the organization will comply with applicable public policies. Each recipient is responsible for establishing and maintaining the necessary processes to monitor its compliance and that of its employees and, as appropriate, subrecipients and contractors under the award with these requirements. Recipients should consult the applicable Appropriations Law, Exhibit 3 of the HHS Grants Policy Statement, titled Public Policy Requirements, located in Section II, pages 3-6, as well as the terms and conditions of award for information on potentially applicable public policy requirements.

Recipients should review and comply with the reporting and review activities regarding accessibility requests outlined in Appendix IV, Accessibility Provisions to this Notice of Funding Opportunity.

B. Administrative Requirements

- All equipment, staff, and other budgeted resources and expenses must be used exclusively for the projects identified in the applicant's original application or agreed upon subsequently with CMS, and may not be used for any prohibited uses.
- Consumers and other stakeholders must have meaningful input into the planning, implementation, and evaluation of the project.
- This award is subject to 45 CFR Part 75, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS awards [available at http://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75], which implements 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform Guidance") effective December 26, 2014. See below for more information.

Uniform Administrative Requirements, Cost Principles, and Audit Requirements

Applicant and recipients should take note of the following information found in 45 CFR Part 75:

Uniform Administrative Requirements

In accordance with 45 CFR §75.112, all award recipients receiving federal funding from CMS must establish and comply with the **conflict of interest** policy requirements outlined by CMS (available for applicant upon request).

In accordance with 45 CFR §75.113, **Mandatory Disclosures**, the non-Federal entity or applicant for a Federal award must disclose, in a timely manner, in writing to the HHS awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Non-Federal entities that have received a Federal award including the term and condition outlined in Appendix XII to 45 CFR Part 75 are required to report certain civil, criminal, or administrative proceedings to SAM. Failure to make the required disclosures can result in the imposition of any of the remedies described in §75.371, including suspension or debarment. (See also 2 CFR Parts 180 and 376, and 31 U.S.C. 3321). For specific information on reporting such disclosures to CMS and HHS please see Section F3. Terms and Conditions of this NOFO.

Cost Principles

CMS grant and cooperative agreement awards provide for reimbursement of actual, allowable costs incurred and are subject to the Federal cost principles. The cost principles establish standards for the allowability of costs, provide detailed guidance on the cost accounting treatment of costs as direct or indirect, and set forth allowability and allocability principles for selected items of cost. Applicability of a set of cost principles depends on the type of organization. Recipients must comply with the cost principles set forth in HHS regulations at 45 CFR Part 75, Subpart E with the following exceptions: (1) hospitals must follow Appendix IX to part 75; and (2) commercial (for-profit) organizations are subject to the cost principles located at 48 CFR subpart 31.2. As provided in the cost principles in 48 CFR subpart 31.2, allowable travel costs may not exceed those established by the Federal Travel Regulation (FTR).

There is no universal rule for classifying certain costs as either direct or indirect (also known as Facilities & Administration (F&A) costs) under every accounting system. A cost may be direct with respect to some specific service or function, but indirect with respect to the Federal award or other final cost objective. Therefore, it is essential that each item of cost incurred for the same purpose is treated consistently in like circumstances either as a direct or F&A cost to avoid double-charging of Federal awards. Guidelines for determining direct and F&A costs charged to Federal awards are provided in 45 CFR §§75.412 to 75.419. Requirements for development and submission of indirect (F&A) cost rate proposals and cost allocation plans are contained in Appendices III-VII, and Appendix IX to Part 75.

Indirect Costs

CMS will reimburse up to 8% indirect costs to recipients under an award for the MRGP.

Audit Requirements

The audit requirements in 45 CFR Part 75, Subpart F, apply to each award recipient fiscal year that begins on or after December 26, 2014. A non-Federal entity that expends $750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of Subpart F, Audit Requirements.

Commercial Organizations (including for-profit hospitals) have two options regarding audits, as outlined in 45 CFR §75.501 (see also 45 CFR §75.216).

F3. Terms and Conditions

This Notice of Funding Opportunity is subject to the Department of Health and Human Services

Grants Policy Statement (HHS GPS)

at http://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary. Standard and program specific terms of award will accompany the NoA. Potential applicants should be aware that special requirements could apply to cooperative agreement awards based on the circumstances of the effort to be supported and/or deficiencies identified in the application by the HHS review panel.

HHS regulation (45 CFR Part 75) supersedes information on administrative requirements, cost principles, and audit requirements for grants and cooperative agreements included in the current HHS Grants Policy Statement where differences are identified. Recipients must also agree to respond to requests that are necessary for the evaluation of national efforts and provide data on key elements of their own grant or cooperative agreement activities.

Non-Discrimination Legal Requirements for Recipients of Federal Financial Assistance

Should you successfully compete for an award, recipients of federal financial assistance (FFA) from HHS will be required to complete an HHS Assurance of Compliance form (HHS 690) in which you agree, as a condition of receiving the grant, to administer your programs in compliance with federal civil rights laws that prohibit discrimination on the basis of race, color, national origin, age, sex and disability, and agreeing to comply with federal conscience laws, where applicable. **See Section D8 for additional information regarding HHS 690.** This includes ensuring that entities take meaningful steps to provide meaningful access to persons with limited English proficiency; and ensuring effective communication with persons with disabilities. Where applicable, Title XI and Section 1557 prohibit discrimination on the basis of sexual orientation, and gender identity, The HHS Office for Civil Rights provides guidance on complying with civil rights laws enforced by HHS. See https://www.hhs.gov/civil-rights/for-providers/provider-obligations/index.html and https://www.hhs.gov/civil-rights/for-individuals/nondiscrimination/index.html.

- For guidance on meeting your legal obligation to take reasonable steps to ensure meaningful access to your programs or activities by limited English proficient individuals, see https://www.hhs.gov/civil-rights/for-individuals/special-topics/limited-english-proficiency/fact-sheet-guidance/index.html and https://www.lep.gov .
- For information on your specific legal obligations for serving qualified individuals with disabilities, including providing program access, reasonable modifications, and to provide effective communication, see http://www.hhs.gov/ocr/civilrights/understanding/disability/index.html .
- HHS funded health and education programs must be administered in an environment free of sexual harassment, see https://www.hhs.gov/civil-rights/for-individuals/sex-discrimination/index.html .
- For guidance on administering your project in compliance with applicable federal religious nondiscrimination laws and applicable federal conscience protection and associated anti-

discrimination laws, see https://www.hhs.gov/conscience/conscience-protections/index.html and https://www.hhs.gov/conscience/religious-freedom/index.html .

Material Noncompliance

CMS may terminate any award for material noncompliance. Material noncompliance includes, but is not limited to, violation of the terms and conditions of the award; failure to perform award activities in a satisfactory manner; improper management or use of award funds; or fraud, waste, abuse, mismanagement, or criminal activity.

Bankruptcy. In the event a recipient or one of its subrecipients enters proceedings relating to bankruptcy, whether voluntary or involuntary, the Recipient agrees to provide written notice of the bankruptcy to CMS. The recipient must furnish the written notice within five (5) days of the initiation of the proceedings relating to bankruptcy filing and sent to the CMS Grants Management Specialist and Project Officer. This notice includes:

- the date on which the bankruptcy petition was filed,
- the identity of the court in which the bankruptcy petition was filed,
- a copy of all the legal pleadings, and
- a listing of Government grant and cooperative agreement numbers and grant offices for all, and
- Government grants and cooperative agreements against which final payment has not been made.

Intellectual Property

Recipients under this funding opportunity must comply with the provisions of 45 CFR § 75.322, Intangible property and copyrights. The non-Federal entity may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under a Federal award. The Federal awarding agency reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so. The non-Federal entity is subject to applicable regulations governing patents and inventions, including government-wide regulations issued by the Department of Commerce at 37 CFR part 401.

The Federal Government has the right to:

(1) Obtain, reproduce, publish, or otherwise use the data produced under a Federal award; and

(2) Authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.

Prohibition on certain telecommunications and video surveillance services or equipment:

As described in 2 CFR 200.216, recipients and subrecipients are prohibited to obligate or spend grant funds (to include direct and indirect expenditures as well as cost share and program) to:
(1) Procure or obtain;

(2) Extend or renew a contract to procure or obtain; or

(3) Enter into contract (or extend or renew contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Pub. L. 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

i. For public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

ii. Telecommunications or video surveillance services provided by such entities or using such equipment.

iii. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise, connected to the government of a covered foreign country.

F5. Reporting

Integrity and Performance Reporting. The NOA will contain a provision for integrity and performance reporting in FAPIIS, as required in 45 CFR part 75 Appendix XII.

a. Progress Reports

Recipients must agree to cooperate and comply with any Federal oversight as it may pertain to the Minority Research Grant Program. Recipients must provide quarterly, , and final reports, as required, in the form prescribed by the Department of Health and Human Services, as well as any additional reports as required.

- Quarterly reports shall be due 30 days after the end of the first, second, third, fifth, sixth, and seventh quarters of the project period.
- Annual project reports shall be due 30 days after the first 12-months of the project period.
- Recipients must submit a complete draft of the final report no later than 60 days after the end of the project period. Investigators must address all feedback from the project officer and submit a finalized version of their final report 120 days after the end of the project period.
- Investigators must submit a Disparities Impact Statement (DIS) along with Q1 report.

Reports must be submitted electronically. The program progress narrative report elements are as follows:

1. Program Name;
2. Principle Investigator Name;
3. Reporting Period;
4. Budget Status – Include amounts for planned expenditure, actual expenditure, and deficit/surplus;
5. Project Work plan Chart/Timeline status;
6. Project description – Short summary;
7. Milestones – Milestones are high-level goals that often define the phases of a project. Record here milestones that have been reached at this point in the project;
8. Accomplishments – Tasks that were accomplished during this reporting period;
9. Projected Goals – Goals projected to be completed during the next reporting period; and
10. Issues – Emerging financial, research-related, staffing, or other challenges or obstacles that must be addressed for the project to be successful; once an issue is noted in a report, its progress should be tracked and documented in all subsequent reports until resolved.

All report submissions must be 508 compliant. For more information on ensuring 508 compliance: https://www.hhs.gov/web/section-508/index.html

b. Financial Reports

HHS recipients are required to record recipient expenses in real-time as well as submit semi-annual or annual expenditure FFRs as described below.

Semi-Annual, Annual, and Final Expenditure Reporting

Recipient must also report on Federal expenditures, Recipient Share (if applicable), and Program Income (if applicable and/or allowable) at least annually via the Payment Management System. Frequency of required expenditure reporting, whether semi-annually or annually, is stipulated in the Program Terms and Conditions of award. Expenditures, Recipient Share, and Program Income is reflected through completion of lines 10.d through 10.o of the FFR.

c. Federal Funding Accountability and Transparency Act Reporting Requirements

New awards issued under this NOFO are subject to the reporting requirements of the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 109– 282), as amended by section 6202 of Public Law 110–252 and implemented by 2 CFR Part 170. Grant and cooperative agreement recipients must report information for each first-tier sub- award of $30,000 or more in Federal funds and executive total compensation for the recipient's and sub-recipient's five most highly compensated executives as outlined in Appendix A to 2 CFR Part 170 (available online at https://www.fsrs.gov/).

d. Audit Requirements

Recipients must comply with audit requirements outlined in HHS regulation 45 CFR Part 75 (implementing 2 CFR Part 200). See Subpart F – Audit Requirements. http://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75#sp45.1.75.f.

e. Payment Management System Reporting Requirements

Once CMS issues an award, the funds are posted in recipient accounts established in the Payment Management System (PMS). Recipients may then access their funds by using the PMS funds request process.

The PMS funds request process enables recipients to request funds using a Personal Computer with an Internet connection. The funds are delivered to the recipient via Electronic Funds Transfer (EFT). If you are a new recipient, please go to PMS Access Procedures to find information to register in PMS. If you need further help with that process, please contact the One-DHHS Help Desk via email at pmssupport@psc.gov or call (877) 614-5533 for assistance.

f. Government-wide Suspension and Debarment Reporting Requirements

Debarment, Suspension, Ineligibility, and Voluntary Exclusion Certification;

1) You certify on behalf of the applicant organization, by submission of your proposal, that neither you nor your principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

2) Failure to make required disclosures can result in any of the remedies described in 45 CFR § 75.371, including suspension or debarment. (See also 2 CFR parts 180 and 376, and 31 U.S.C. § 3354).

3) If you are unable to attest to the statements in this certification, you must include an explanation and insert in "Other Relevant Documents".

G. CMS Contacts

G1. Programmatic Questions

For Programmatic questions about this funding opportunity, please contact:
Centers for Medicare & Medicaid Services Office of Minority Health
OMHGrants@cms.hhs.gov

G2. Administrative/Budget Questions

For administrative or budget questions about this funding opportunity, please contact:
OMHGrants@cms.hhs.gov

H. Other Information

CMS is not obligated to make any Federal award because of the publication of this NOFO.

Publication of this NOFO does not oblige CMS to award any specific project or to obligate any available funds.

CMS may cancel or withdraw this NOFO at any time.

Award decisions are discretionary and are not subject to appeal to any CMS or HHS official or board.

Appendix I. Guidance for Preparing a Budget Request and Narrative

Applicants must request funding only for activities that will support this specific Notice of Funding Opportunity. All applicants must submit the Standard Form SF-424A as well as a Budget Narrative. The Budget Narrative provides detailed cost itemizations and narrative supporting justification for the costs outlined in SF-424A. Both the Standard Form SF-424A and the Budget Narrative must include a yearly breakdown of costs for the entire period of performance. Please review the directions below to ensure both documents are accurately completed and consistent with application requirements.

Standard Form SF-424A

All applicants must submit an SF-424A. To fill out the budget information requested on form SF-424A, review the general instructions provided for form SF-424A and comply with the instructions outlined below.

- Note: The directions in the Notice of Funding Opportunity (NOFO) may differ from those provided by Grants.gov. Please follow the instructions included in this NOFO as outlined below when completing the SF-424A.
- Note: The total requested on the SF-424 (Application for Federal Assistance) reflects the overall total requested on the SF-424A (Budget Information – Non-Construction) for the entire period of performance.

Section A – Budget Summary

- *Grant Program Function or Activity* (column a) = Enter "Name of Notice of Funding Opportunity" in row 1.
- *New or Revised Budget, Federal* (column e) = Enter the Total Federal Budget Requested for the project period in rows 1 and 5.
- *New or Revised Budget, Non-Federal* (column f) = Enter Total Amount of any Non-Federal Funds Contributed (if applicable) in rows 1 and 5.
- *New or Revised Budget, Total* (column g) = Enter Total Budget Proposed in rows 1 and 5, reflecting the sum of the amount for the Federal and Non-Federal Totals.

Section B – Budget Categories

- Enter the total costs requested for each Object Class Category (Section B, number 6) for each year of the period of performance. Notice of Funding Opportunities with a 5-year project period will utilize a second SF-424A form.
- Column (1) = Enter Year 1 costs for each line item (rows a-h), including the sum of the total direct charges (a-h) in row i. Indirect charges are reflected in row j. The total for direct and indirect charges for all year 1 line items is entered in column 1, row k (sum of row i and j).
- Column (2) = Enter Year 2 estimated costs for each line item (rows a-h), including the sum of the total direct charges (a-h) in row i. Indirect charges are reflected in row j. The total for direct and indirect charges for all year 2 line items is entered in column 2, row k (sum of row i and j).
- Column (3) = (If applicable) Enter Year 3 estimated costs for each line item (rows a-h), including the sum of the total direct charges (a-h) in row i. Indirect charges are reflected

in row j. The total for direct and indirect charges for all year 3 line items are entered in column 3, row k (sum of row i and j).

- Column (4) = (If applicable) Enter Year 4 estimated costs for each line item (rows a-h), including the sum of the total direct charges (a-h) in row i. Indirect charges are reflected in row j. The total for direct and indirect charges for all year 4 items are entered in column 4, row k (sum of row i and j).
- Column (5) = Enter total costs for the period of performance for each line item (rows a-h), direct total costs (row i), and indirect costs (row j). The total costs for all line items are entered in row k (sum of row i and j). The total in column 5, row k should match the total provided in Section A – Budget Summary, New or Revised Budget, column g, row 5.
- If the NOFO is for a 5-year period of performance, please complete a second SF-424A form and upload it as an attachment to the application (this specific attachment does not count towards the page limit). Year 5 information is included in column 1 of Section B. Then enter the total for years 1-4 (per the first SF-424A form) in column 2 of Section B. The second SF-424A form will compute columns 1 and 2, reflecting total costs for the entire project period. This total should be consistent with the total Federal costs requested on the SF-424, Application for Federal Assistance. A blank SF-424A form can be found at Grants.gov: https://www.grants.gov/web/grants/forms/sf-424-individual-family.html#sortby=1

Budget Narrative – Sample Narrative and Instructions

Applicants must complete a Budget Narrative and upload it to the Budget Narrative Attachment Form in the application kit. Applicants request funding only for activities not already funded/supported by other funding sources. Awards support separate activities and new federal funding cannot be supplanted by other federal funding. In the budget request, applicant distinguishes between activities funded under this application and activities funded with other sources. Other funding sources include other HHS grant programs, and other federal funding sources as applicable. Insufficient budget detail and justification may negatively impact the review of the application.

A sample Budget Narrative is included below.

A. (Personnel) Salaries and Wages

For each requested position, provide the following information: title of position; name of staff member occupying the position, if available; annual salary; percentage of time budgeted for this program (FTE or level of effort); total months of salary budgeted; and total salary requested. Also, provide a justification and describe the scope of responsibility for each position, relating it to the accomplishment of program objectives. These individuals must be employees of the applicant organization.

Note: As stated in applicable Appropriations Law, none of the funds appropriated shall be used to pay the salary of an individual, through a grant or other extramural mechanism, at a rate more

than Executive Level II. This salary cap applies to direct salaries and to those salaries covered under indirect costs, also known as facilities and administrative (F & A). Please consult the following link to determine the applicable current salary cap: https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/

Sample Budget

Personnel Total	*$_____*
Grant	*$_____*
Recipient Share $_____	
Sources of Funding_____	

Position Title	**Name (if known)**	**Annual**	**Time**	**Months**	**Amount Requested**
Project Director	Susan Taylor	$45,000	100%	12 months	$45,000
Finance Administrator	John Johnson	$28,500	50%	12 months	$14,250
Outreach Supervisor	Vacant	$27,000	100%	12 months	$27,000
Total:					$86,250

Sample Justification

The format may vary, but the description of responsibilities should be directly related to specific program objectives.

Job Description: Project Director - (Name)

This position directs the overall operation of the project; responsible for overseeing the implementation of project activities, coordination with other agencies, development of materials, provisions of in-service and training, conducting meetings; designs and directs the gathering, tabulating and interpreting of required data; responsible for overall program evaluation and for staff performance evaluation; and is the responsible authority for ensuring necessary reports/documentation are submitted to CMS. This position relates to all program objectives.

B. Fringe Benefits

Fringe benefits are usually applicable to direct salaries and wages. Provide information on the rate of fringe benefits used and the basis for their calculation (reference NICRA if applicable). If a fringe benefit rate is not used, itemize how the fringe benefit amount is computed. This information must be provided for each position (unless the rates for all positions are identical).

Sample Budget

Fringe Benefits Total $_____
Grant $_____
Recipient Share $_____
Sources of Funding_____

Fringe Benefit	**Rate**	**Salary Requested**	**Amount Requested**
FICA	7.65%	$45,000	$3443
Worker's Compensation	2.5%	$14,250	$356
Insurance	Flat rate - $2,000 (100% FTE for 12 months)	$2,000	$2,000
Retirement	5%	$27,000	$1,350
Total			$7,149

C. Travel

Dollars requested in the travel category are for **applicant staff travel only**. Travel for consultants is in the consultant category. Allowable travel for other participants, advisory committees, review panel, etc. is itemized in the same way specified below and placed in the **"Other"** category. Travel incurred through a contract is in the contractual category.

Provide a narrative describing the travel staff members will perform. This narrative includes a justification of why this travel is necessary and how it will enable the applicant to complete program requirements included in the Notice of Funding Opportunity. List where travel will be undertaken, number of trips planned, who will be making the trip, and approximate dates. If mileage is to be paid, provide the number of miles and the cost per mile. The mileage rate cannot exceed the rate set by the General Services Administration (GSA). If travel is by air, provide the estimated cost of airfare. The lowest available commercial airfares for coach or equivalent accommodations is used. If per diem/lodging is to be paid, indicate the number of days and amount of daily per diem as well as the number of nights and estimated cost of lodging. Costs for per diem/lodging cannot exceed the rates set by GSA. Include the cost of ground transportation when applicable. Please refer to the GSA website by using the following link http://www.gsa.gov/portal/content/104877.

Sample Budget

Fringe Benefits Total $_____
Grant $_____
Recipient Share$_____

Sources of Funding_____

Purpose of Travel	**Location**	**Item**	**Rate**	**Cost**
Site Visits	Neighboring areas of XXX	Mileage	$0.545 x 49 miles (use mileage rate in effect at time of mileage incurrence) x 25 trips	$668
Training (ABC)	Chicago, IL	Airfare	$200/flight x 2 persons	$400
		Luggage Fees	$50/flight x 2 persons	$100
		Hotel	$140/night x 2 persons x 3 nights	$840
		Per Diem (meals)	$49/day x 2 persons x 4 days	$392
		Transportation (to and from airport)	$50/shuttle x 2 persons x 2 shuttles	$200
		Transportation (to and from hotel)	$25/shuttle x 2 persons x 2 shuttles	$100
				$2,700

Sample Justification
The Project Coordinator and the Outreach Supervisor will travel to (location) to attend a conference on the following topic XXXX held once a year in Chicago, IL. Attending this conference is directly linked to project goals/objectives and is a necessity because XXXX. The information and tools we will gather from attending this conference will help us to accomplish project objectives by XXXX. A sample itinerary is provided upon request. The Project Coordinator will also make an estimated 25 trips to birth center sites to monitor program implementation (# of birth centers, # of trips per site). We are still in the process of identifying all birth center sites, and identified an average mileage total for each site. This travel is necessary to ensure birth center sites are consistently and systematically collecting birth center data and submitting by deadlines provided. On-site monitoring will enable us to address concerns. This travel also furthers our efforts to accomplish specific project goals for the following reasons
_____.

D. Equipment
Equipment is tangible nonexpendable personal property, including exempt property, charged directly to the award having a useful life of more than one year and an acquisition cost of $5,000 or more per unit. However, consistent with recipient policy, lower limits may be established.

Note: Technology items such as computers that do not meet the $5,000 per unit threshold or an alternative lower limit set by recipient policy that may therefore be classified as **supplies**, must still be individually tagged and recorded in an equipment/technology database. This database should include any information necessary to properly identify and locate the item, for example; serial # and physical location of equipment (e.g. laptops, tablets, etc.). Provide justification for the use of each equipment item and relate it to specific program objectives. List maintenance or rental fees for equipment in the "Other" category. Ensure that all IT equipment is uniquely identified. Show the unit cost of each item, number needed, and total amount.

Sample Budget

Equipment Benefits Total $_____
Grant $_____
Recipient Share $_____
Sources of Funding_____

Item(s)	**Rate**	**Cost**
All-in-one Printer, Copier, and Scanner (large scale)	1 @ $5,800	$5,800
X-Ray Machine	1 @ $8,000	$8,000
Total:		$13,800

Sample Justification
Provide complete justification for all requested equipment, including a description of how the program utilizes the equipment. For equipment and tools shared amongst programs, please cost allocate as appropriate. Applicant should provide a list of hardware, software and IT equipment that will be required to complete this effort. Additionally, they should provide a list of non-IT equipment that will be required to complete this effort.

E. Supplies
Supplies includes all tangible personal property with an acquisition cost of less than $5,000 per unit or an alternative lower limit set by recipient policy. Individually list each item requested. Show the unit cost of each item, number needed, and total amount. Provide justification for each item and relate it to specific program objectives. Classify technology items such as computers that do not meet the $5,000 per unit threshold or an alternative lower limit set by recipient policy as **supplies** and individually tag and record in an equipment/technology database. If appropriate, General Office Supplies may be shown by an estimated amount per month times the number of months in the budget category.

Sample Budget

Supplies Total	*$_____*
Grant	*$_____*
Recipient Share $_____	
Sources of Funding_____	

Item(s)	**Rate**	**Cost**
Laptop Computer	2 @ $1,000	$2,000
Printer	1 @ $200	$200
General office supplies	12 months x $24/mo x 10 staff	$2,880
Educational pamphlets	3,000 copies @ $1 each	$3,000
Educational videos	10 copies @ $150 each	$1,500
Total:		$9,580

Sample Justification
General office supplies will be used by staff members to carry out daily activities of the program. The project coordinator will be a new position and will require a laptop computer and printer to complete required activities under this Notice of Funding Opportunity. The price of the laptop computer and printer is consistent with those purchased for other employees of the organization and is based upon a recently acquired invoice (which can be provided upon request). The pricing of the selected computer is necessary because it includes the following tools XXXX (e.g. firewall, etc.). The education pamphlets and videos will be purchased from XXX and used to illustrate and promote safe and healthy activities. Usage of these pamphlets and videos will enable us to address components one and two of our draft proposal. Word Processing Software will be used to document program activities, process progress reports, etc.

F. Consultant/Subrecipient/Contractual Costs

A complete description and cost breakdown, as outlined below, is provided for each consultant, subrecipient or contract.

REQUIRED REPORTING INFORMATION FOR CONSULTANT HIRING

This category is appropriate when hiring an individual who gives professional advice or provides

services (e.g. training, expert consultant, etc.) for a fee and who is not an employee of the Recipient organization. Submit the following required information for consultants:

1. Name of Consultant: Identify the name of the consultant and describe the person's qualifications.
2. Organizational Affiliation: Identify the organizational affiliation of the consultant, if applicable.
3. Nature of Services to be Rendered: Describe in outcome terms the consultation to be provided including the specific tasks to be completed and specific deliverables.
4. Relevance of Service to the Project: Describe how the consultant services relate to the accomplishment of specific program objectives.
5. Number of Days of Consultation: Specify the total number of days of consultation.
6. Expected Rate of Compensation: Specify the rate of compensation for the consultant (e.g., rate per hour, rate per day). Include a budget showing other costs such as travel, per diem, and supplies.
7. Justification of expected compensation rates: Provide a justification for the rate, including examples of typical market rates for this service in your area.
8. Method of Accountability: Describe how the applicant monitors progress and performance of the consultant. Identify who is responsible for supervising the consultant agreement.

REQUIRED REPORTING INFORMATION FOR SUBRECIPIENT APPROVAL

The costs of project activities to be undertaken by a subrecipient is included in this category. Please use formats from "Sample Budget" and "Sample Justification" above. For more information on subrecipient and contractual relationships, please refer to HHS regulation 45 CFR 75.351 *Subrecipient and Contractor Determinations* and 75.352 *Requirements for pass-through entities*.

REQUIRED REPORTING INFORMATION FOR CONTRACT APPROVAL

All recipients must submit to CMS the following required information for establishing a contract to perform project activities.

1. Name of Contractor: Who is the contractor? Identify the name of the proposed contractor and indicate whether the contract is with an institution or organization.
2. Method of Selection: How was the contractor selected? State whether the contract is sole source or competitive bid. If an organization is the sole source for the contract, include an explanation as to why this institution is the only one able to perform contract services.
3. Period of Performance: How long is the contract period? Specify the beginning and ending dates of the contract.
4. Scope of Work: What will the contractor do? Describe in outcome terms, the specific services/tasks performed by the contractor as related to the accomplishment of program objectives. Clearly define the deliverables.

5. Method of Accountability: Describe the monitoring plan of the progress and performance of the contractor during and on close of the contract period. Identify who will be responsible for supervising the contract.
6. Itemized Budget and Justification: Provide an itemized budget with appropriate justification. If applicable, include any indirect cost paid under the contract and the indirect cost rate used.

G. Construction (not applicable)

H. Other

This category contains items not included in the previous budget categories. Individually list each item requested and provide appropriate justification related to the program objectives.

Sample Budget

Other Total $_____
Grant $_____
Recipient Share $_____
Sources of Funding_____

Item(s)	**Rate**	**Cost**
Telephone	$45 per month x 3 employees x 12 months	$1,620
Postage	$250 per quarter x 4 quarters	$1,000
Printing	$0.50 x 3,000 copies	$1,500
Equipment Rental *specify item	$1,000 per day for 3 days	$3,000
Internet Provider Service	$20 per month x 3 employees x 12 months	$720
Word Processing Software (specify type)	1 @ $400	$400
Total:		$8,240

[Some items are self-explanatory (telephone, postage, rent) unless the unit rate or total amount requested is excessive. If the item is not self-explanatory and/or the rate is excessive, include additional justification. For printing costs, identify the types and number of copies of documents to be printed (e.g., procedure manuals, annual reports, materials for media campaign).]

Sample Justification

We are requesting costs to accommodate telephone and internet costs for the 3 new hires that

will be working on this project in the new space designated. We are also requesting printing and postage costs to support producing fliers to disseminate in the community and brochures to educate participants enrolled in the program. The word processing software will be used to help us track data and compile reports. To track and compile the data, we will need to rent _____. Without this equipment, we will not be able to produce this information in an accurate and timely manner.

I. Total Direct Costs

$_____

Show total direct costs by listing totals of each category.

J. Indirect Costs

$_____

To claim indirect costs, the applicant organization must have a current approved negotiated indirect cost rate agreement (NICRA) established with the Cognizant Federal agency unless the organization has never established one (see 45 CFR §75.414 for more information). If a rate has been issued, a copy of the most recent indirect cost rate agreement must be provided with the application.

Sample Budget

The rate is ___% and is computed on the following direct cost base of $_____.

Personnel $_____
Fringe $_____
Travel $_____
Supplies $_____
Other $_____
Total $ x ____% = Total Indirect Costs

If the applicant organization has never received an indirect cost rate, except for those non-Federal entities described in Appendix VII(D)(1)(b) to 45 CFR part 75, the applicant may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC). If the applicant has never received an indirect cost rate and wants to exceed the de minimis rate, then costs normally identified as indirect costs (overhead costs) can be budgeted and identified as direct costs. These

costs should be outlined in the “other” costs category and fully described and itemized as other direct costs.

Appendix II. Application and Submission Information

Please CTRL/Click to access links or paste to your browser. Please note these are the most up-to-date directions and links we have. Applicants are advised to check the websites for any changes. Also, phone numbers are provided if additional assistance is needed as several websites have made recent changes to links and directions.

This NOFO contains all the instructions to enable a potential applicant to apply. The application is written primarily as a narrative with the addition of standard forms required by the Federal government for all grants and cooperative agreements.

EIN, UEI, AND SAM REQUIREMENTS (ALL APPLICATIONS)

Employer Identification Number

All applicants under this Notice of Funding Opportunity must have an Employer Identification Number (EIN), otherwise known as a Taxpayer Identification Number (TIN), to apply. **Please note, applicants should begin the process of obtaining an EIN/TIN as soon as possible after the Notice of Funding Opportunity is posted to ensure this information is received in advance of application deadlines. The process to obtain an EIN typically takes up to 5 weeks.**

Unique Entity Identifier (UEI)

Applicants must have a UEI number to apply.

Applicants should obtain a Unique Entity Identifier (UEI) number as soon as possible after the Notice of Funding Opportunity is posted to ensure all registration steps are completed in time.

See the following links for additional information on obtaining a UEI:

> **GAO:** https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update
> **Grants.gov:**
> https://www.grants.gov/web/grants/forms/planned-uei-updates.html

Login.gov

Users must sign in to Grants.gov with Login.gov credentials.

https://grantsgovprod.wordpress.com/2022/05/04/how-to-create-a-grants-gov-account-and-link-to-a-login-gov-account/

System for Award Management (SAM)

The applicant must register in the System for Award Management (SAM) database to be able to submit the application. Applicants can access https:/www.sam.gov/ and complete the online registration. UEI and EIN/TIN numbers are required to complete the registration process. To register one or more domestic entities and appoint an entity administrator, the applicant organization must send a notarized letter to SAM.

Applicants should begin the SAM registration process as soon as possible after the Notice of Funding Opportunity is posted to ensure that it does not impair your ability to meet required submission deadlines. The process to register in SAM typically takes up to 2 weeks following receipt of the notarized letter (additional 5 weeks if an EIN must be established first).

Each year organizations and entities registered to apply for Federal grants or cooperative agreements through Grants.gov (or GrantSolutions as applicable) must renew their registration with SAM. **Failure to renew SAM registration prior to application submission will prevent an applicant from successfully applying via Grants.gov (or GrantSolutions as applicable). Similarly, failure to maintain an active SAM registration during the application review process can prevent CMS from issuing your agency an award.**

Applicants must also successfully register with SAM prior to registering in the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS) as a prime awardee user. Please also refer to F5.c (Federal Funding Accountability and Transparency Act Reporting Requirements) of this Funding Opportunity for more information. Primary awardees must maintain a current registration with the SAM database, and **may make subawards only to entities that have UEI numbers.**

Organizations must report executive compensation as part of the registration profile at https:/www.sam.gov/ by the end of the month following the month in which this award is made, and annually thereafter (based on the reporting requirements of the Federal Funding Accountability and Transparency Act (FFATA) of 2006 (Pub. L. 109-282), as amended by Section 6202 of Public Law 110-252 and implemented by 2 CFR Part 170).

APPLICATION MATERIALS AND INSTRUCTIONS TO APPLY VIA GRANTS.GOV (COMPETITIVE APPLICATIONS)

CMS requires applications for all competitive Notice of Funding Opportunities to be submitted electronically through http://www.grants.gov/. For assistance with this process, contact https://www.grants.gov/web/grants/support.html or 1-800-518-4726. Below is an overview of the instructions from the Grants.gov website. Applicants can access the site directly for more detailed information.

How to Register to Apply through Grants.gov

- *Obtain A UEI number.*
- *Complete SAM registration*
- *Create a Login.gov Account (Users must sign in to Grants.gov with Login.gov credentials)*

https://grantsgovprod.wordpress.com/2022/05/04/how-to-create-a-grants-gov-account-and-link-to-a-login-gov-account/#CreateALoginGovAccount

- *Register*. Click the Register link and complete the on-screen instructions or refer to detailed instructions here: https://www.grants.gov/web/grants/applicants/registration.html.
- *To link your Grants*.gov account to a Login.gov account see detailed instructions here: https://grantsgovprod.wordpress.com/2022/05/04/how-to-create-a-grants-gov-account-and-link-to-a-login-gov-account/#:~:text=Login.gov%20is%20used%20by,credentials%20to%20access%20Grants.gov.
- *Add a Profile to the Account*: The profile corresponds to a single applicant organization the user represents (i.e., an applicant) or an individual applicant. If you work for or consult with multiple organizations and have a profile for each, you may log in to one Grants.gov account to access all your grant applications. To add an organizational profile, enter the UEI (Unique Entity Identifier) for the organization in the field while adding a profile. For more detailed instructions about creating a profile refer to: https://www.grants.gov/web/grants/applicants/registration/add-profile.html
- *EBiz POC Authorized Profile Roles*: EBiz POCs will no longer use their UEI or DUNS Number during login. EBiz POCs will use an applicant account associated with their email address and UEI (Unique Entity Identifier) by using an existing applicant account or **registering a new one**. Beginning January 21, 2023, any applicant user whose Grants.gov account and profile is associated with the same email address and UEI as the EBiz POC registered in SAM.gov will be recognized as the EBiz POC in Grants.gov. If the EBiz POC email address in SAM.gov changes, then the user will no longer be recognized as the EBiz POC in Grants.gov. However, this user will retain the Expanded AOR role until it is removed by another Expanded AOR. https://grantsgovprod.wordpress.com/2022/12/14/improvements-to-ebiz-account-management/
- *Track Role Status*: To track your role request, refer to: https://www.grants.gov/web/grants/applicants/registration/track-role-status.html
- *Electronic Signature*: When applications are submitted through Grants.gov, the name of the organization applicant with the AOR role that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC **must** authorize people who are able to make legally binding commitments on behalf of the organization as a user with the AOR role; **this step is often missed and it is crucial for valid and timely submissions.**

How to Submit an Application to CMS via Grants.gov

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each Notice of Funding Opportunity (alternatively, may be referred to as Funding Opportunity Announcement (FOA)), you can create individual instances of a workspace. ***Note:*** Search for the application package in by entering the Federal Assistance Listings (CFDA) number. This number is shown on the Federal Assistance Listings (or CFDA) website at https://sam.gov and cover page of the funding opportunity.

Applications cannot be accepted through any email address. Full applications can only be accepted through https://www.grants.gov. Full applications cannot be received via paper mail, courier, or delivery service.

Below is an overview of applying. For access to complete instructions on how to apply for opportunities, refer to:
https://www.grants.gov/web/grants/applicants/workspace-overview.html

1) *Create a Workspace*: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.
2) *Complete a Workspace*: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.

a. *Adobe Reader*: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at:
https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html

b. *Mandatory Fields in Forms:* In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

c. *Complete SF-424 Fields First*: The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and UEI Number. Once it is completed, the information will transfer to the other forms.

3) *Submit a Workspace*: An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. **Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.**

4) *Track a Workspace Submission*: After successfully submitting a workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials, refer to:
https://www.grants.gov/web/grants/applicants/applicant-training.html

Applicant Support: 24/7 support is available via the toll-free number 1-800-518-4726 and email at https://www.grants.gov/web/grants/support.html . For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist CMS with tracking your issue and understanding background information on the issue.

Timely Receipt Requirements and Proof of Timely Submission

All grant and cooperative agreement applications must be submitted electronically and **received** through https://www.grants.gov by 3:00 p.m. Eastern Standard or Daylight Time (Baltimore, MD) by the applicable deadline date. Please refer to the Executive Summary of this Notice of Funding Opportunity for submission deadline date.

Proof of timely submission is automatically recorded and an electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant with the AOR role who submitted the application will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) with the successful transmission of their application. This applicant with the AOR role will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

Please note, applicants may incur a time delay before they receive acknowledgement that the application has been accepted by the Grants.gov system. Applicants should not wait until the application deadline to apply because notification by Grants.gov that the application is incomplete may not be received until close to or after the application deadline, eliminating the opportunity to correct errors and resubmit the application. Applications submitted after the deadline, because of errors on the part of the applicant, will not be reviewed.

When CMS successfully retrieves the application, and acknowledges the download of submissions, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role who submitted the application. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received after the established due date for the program will be considered late and will not be considered for funding by CMS.

Applicants using slow internet, such as dial-up connections, should be aware that transmission can take some time before your application is received. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role attempting to submit the application. The Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

To be considered timely, applications must be received by the published deadline date. However, a general extension of a published application deadline that affects all State applicants or only those in a defined geographical area may be authorized by circumstances that affect the public at large, such as natural disasters (e.g., floods or hurricanes) or disruptions of electronic (e.g., application receipt services) or other services, such as a prolonged blackout. This statement does not apply to an individual entity having internet service problems. For there to be any consideration there must be an effect on the public at large.

Grants.gov complies with Section 508 of the Rehabilitation Act of 1973. If an individual uses assistive technology and is unable to access any material on the site, including forms contained within an application package, the individual can e-mail the contact center at https://www.grants.gov/web/grants/support.html for help, or call 1-800-518-4726.

Appendix III. Business Assessment of Applicant Organization

Applicants review and answer the business assessment questions outlined below. There are eleven (11) topic areas labeled A-K, with a varying number of questions within each topic area. **Applicants MUST provide a brief substantive answer to each question (and supporting documentation as applicable).** If the answer to any question is non-applicable, please provide an explanation. Please note, if CMS cannot complete its review without contacting the applicant for additional clarification, the applicant risks selection for award.

A. General Information

1. Provide organization:
    a. Legal name:
    b. EIN (include PMS prefix and suffix, if applicable-ex. **1**-12356789-**A1)**:
    c. Organizational Type:
2. What percentage of the organization's capital is from Federal funding? (percentage = total Federal funding received in previous fiscal year / organization's total gross revenue in previous fiscal year).
3. Does/did the organization receive additional oversight (ex: Correction Action Plan, Federal Awardee Performance and Integrity Information System (FAPIIS) finding, reimbursement payments for enforcement actions) from a Federal agency within the past 3 years due to past performance or other programmatic or financial concerns with the organization)?
    a. If yes, please provide the following information: Name of the Federal agency; reason for the additional oversight as explained by the Federal agency
    b. If resolved, please indicate how the issue was resolved with the agency.
4. Does the organization currently manage grants with other U.S. Department of Health and Human Services components or other Federal agencies?
5. Explain your organization's process to ensure annual renewal in System for Award Management (to include FAPIIS).
6. Explain your organization's process to comply with (a) 45 CFR 75.113 Mandatory Disclosures and (b) your organization's process to comply with FFATA requirements.
7. Do you have conflict of interest policies? Does your organization or any of its employees have any personal or organizational conflicts of interest related to the possible receipt of these CMS award funds? If yes, please explain and provide a mitigation plan.
8. Does your organization currently, or in the past, had delinquent Federal debt in the last 3 years? If yes, please explain.
9. Has the organization obtained fidelity bond insurance coverage for responsible officials and employees of the organization in amounts required by statute or organization policy? What is that amount?
10. Do you have (and briefly describe) policies and procedures in place to meet the requirements below? If not, explain your plan and estimated timeline for establishing these policies and procedures if selected for award.

a. make determinations between subrecipients versus contracts in accordance with 45 CFR 75.351?
b. notify entities at the time of the award/agreement if they are a subrecipient in compliance with 45 CFR 75.352?
c. manage, assess risk, review audits, and monitor the subrecipients as necessary to ensure that subawards are used for authorized purposes in compliance with laws, regulations, and terms and conditions of the award and that established subaward performance goals are achieved (45 CFR § 75.351–75.353)?

B. Accounting System

1. Does the organization have updated (last two years) written accounting policies and procedures to manage federal awards in accordance with 45 CFR Part 75?
    a. If no, please provide a brief explanation of why not.
    b. Describe the management of federal funds and how funds are separated (not co-mingling) from other organizational funds.

2. Briefly describe budgetary controls in effect to preclude incurring obligations in excess of:
    a. Total funds available for an award.
    b. Total funds available for a budget cost category.

3. Has any government agency rendered an official written opinion within the last 3 years concerning the adequacy of the organization's accounting system for the collection, identification, and allocation of costs under Federal awards?
    a. If yes, please provide the name and address of the Agency that performed the review.
    b. Provide a summary of the opinion.
    c. How did your organization resolve any concerns?
4. How does the accounting system provide for recording the non-Federal share and in-kind contributions (if applicable for a grant program)?
5. Does the organization's accounting system provide identification for award funding by federal agency, pass-through entity, Assistance Listing (CFDA), award number and period of funding? If yes, how does your organization identify awards? If not, please explain why not.

C. Budgetary Controls

1. What are the organization's controls utilized to ensure that the Authorized Organizational Representative (AOR), as identified on the SF-424, approves all budget changes for the federal award?
2. Describe the organization's procedures for minimizing the time between transfer of funds from the U.S. Treasury (e.g. Payment Management System) and disbursement for grant activities (See 45 CFR §75.305, "Payment.").

D. Personnel

1. Does the organization have a current organizational chart or similar document establishing clear lines of responsibility and authority?

a. If yes, please provide a copy.
b. If no, how are lines of responsibility and authority determined?

2. Does the organization have updated (last two years) written Personnel and/or Human Resource policies and procedures? If no, provide a brief explanation.
3. Does the organization pay compensation to Board Members?
4. Are staff responsible for fiscal and administrative oversight of HHS awards (Grants Manager, CEO, Financial Officer) familiar with federal rules and regulations applicable to grants and cooperative agreements (e.g. 45 CFR Part 75)?
5. Please describe how the payroll distribution system accounts for, tracks, and verifies the total effort (100%) to determine employee compensation.

E. Payroll

1. In preparation of payroll is there a segregation of duties for the staff who prepare the payroll and those that sign the checks, have custody of cash funds and maintain accounting records? Please describe.

F. Consultants (See appendix I in the NOFO for relevant information)

1. Are there written policies or consistently followed procedures regarding the use of consultants which detail the following (include explanation for each question below)?
    a. Briefly describe the organization's method or policy for ensuring consultant costs and fees are allowable, allocable, necessary and reasonable.
    b. Briefly describe the organization's method or policy to ensure prospective consultants prohibited from receiving Federal funds are not selected.

G. Property Management

1. Briefly describe the system for property management (tangible or intangible) utilized for maintaining property records consistent with 45 CFR 75.320(d). **Refer to (45 CFR 75.2) for definitions of property to include personal property, equipment, and supplies.
2. Does the organization have adequate insurance to protect the Federal interest in equipment and real property (see 45 CFR §75.317, "Insurance coverage.")? How does the organization calculate the amount of insurance?

H. Procurement

Describe the organization's procurement procedures (in accordance with 45 CFR §75.326--§75.335, "Procurement procedures")? If there are no procurement procedures, briefly describe how your organization handles purchasing activities. A. Include individuals responsible and their roles. B. Describe the competitive bid process for procurement purchases of equipment, rentals, or service agreements that are over certain dollar amounts.

I. Travel

1. Describe the organizations written travel policy. Ensure, at minimum, that:
    a. Travel charges are reimbursed based on actual costs incurred or by use of

per diem and/or mileage rates (see 45 CFR §75.474, "Travel costs.").

b. Receipts for lodging and meals are required when reimbursement is based on actual cost incurred.
c. Subsistence and lodging rates are equal to or less than current Federal per diem and mileage rates.
d. Commercial transportation costs incurred at coach fares unless adequately justified. Lodging costs do not exceed GSA rate unless adequately justified (e.g. conference hotel).
e. Travel expense reports show purpose and date of trip.
f. Travel costs are approved by organizational official(s) and funding agency prior to travel.

J. Internal Controls

1. Provide a brief description of the applicant's internal controls that will provide reasonable assurance that the organization will manage award funds properly. (see 45 CFR §75.303, "Internal controls.")
2. What is your organization's policy on separation of duties as well as responsibility for receipt, payment, and recording of cash transactions?
3. Does the organization have internal audit or legal staff? If not, how do you ensure compliance with the award? Please describe.
4. If the organization has a petty cash fund how is it monitored?
5. Who in the organization reconciles bank accounts? Is this person familiar with the organization's financial activities? Does your organization authorize this person to sign checks or handle cash?
6. Are all employees who handle funds required to be bonded against loss by reason of fraud or dishonesty?

K. Audit

1. What is your organization's fiscal year?
2. Did the organization expend $750,000 or more in Federal awards from all sources during its most recent fiscal year?
3. Has your organization submitted;

(a) an audit report to the ***Federal Audit Clearing House (FAC)*** in accordance with the Single Audit Act in the last 3 years? (see 45 CFR §75.501, "Audit requirements" and 45 CFR §75.216 "Special Provisions for Awards to Commercial Organization as Recipient.") **or**

(b) an independent, external audit? If no, briefly explain. If yes, address the following:

i. The date of the most recently submitted audit report.
ii. The auditor's opinion on the financial statement.
iii. If applicable, indicate if your organization has findings in the following areas: 1) *internal controls, 2) questioned or unallowable costs, 3) procurement/suspension and debarment, 4) cash management of award funds, and 5) subrecipient monitoring.*

iv. Include (if applicable):

1. A description of each finding classified as Material Weakness.
2. A description of each finding classified as Significant Deficiency.

4. Does the organization have corrective actions in the past 2 years for the findings identified above (3(iii))? If yes, describe the status (closed or open) and progress made on those corrective actions.

Appendix IV. Accessibility Requirements

CMS and its recipients are responsible for complying with federal laws regarding accessibility as noted in the Award Administration Information/Administration and National Policy Requirements Section.

The Recipient may receive a request from a beneficiary or member of the public for information in accessible formats. All successful applicants under this Notice of Funding Opportunity must comply with the following reporting and review activities regarding accessibility requests:

Accessibility Requirements:

1. Public Notification: If you have a public facing website, you shall post a message no later than **30** business days after award that notifies your customers of their right to receive an accessible format. Sample language may be found at: https://www.medicare.gov/about-us/nondiscrimination/nondiscrimination-notice.html. Your notice shall be crafted applicable to your program.
2. Processing Requests Made by Individuals with Disabilities:
    a. Documents:
        i. When receiving a request for information in an alternate format (e.g., Braille, Large print, etc.) from a beneficiary or member of the public, you must:
            1. Consider/evaluate the request according to civil rights laws.
            2. Acknowledge receipt of the request and explain your process within **2** business days.
            3. Establish a mechanism to provide the request.

        ii. If you are unable to fulfill an accessible format request, CMS may work with you to provide the accessible format as funding and resources allow. You shall refer the request to CMS within **3** business days if unable to provide the request. You shall submit the request, using encrypted e-mail (to safeguard any personally identifiable information), to the AltFormatRequest@cms.hhs.gov mailbox with the following information:
            1. The e-mail title shall read "Grantee (Organization) Alternate Format Document Request."
            2. The body of the e–mail shall include:
                a. Requester's name, phone number, e-mail, and mailing address.
                b. The type of accessible format requested, e.g., audio recording on compact disc (CD), written document in Braille, written document in large print, document in a format that is read by qualified readers, etc.
                c. Contact information for the person submitting the e-mail – Organization (Grantee), name, phone number and e-mail.
                d. The document that needs to be put into an accessible format shall be attached to the e-mail.
                e. CMS may respond to the request and provide the information directly to the requester.

iii. The Recipient shall maintain record of all alternate format requests received including the requestor's name, contact information, date of request, document requested, format requested, date of acknowledgment, date request provided, and date referred to CMS if applicable. Forward quarterly records to the AltFormatRequest@cms.hhs.gov mailbox.

b. Services

i. When receiving request for auxiliary aids and services (e.g., sign language interpreter) from a beneficiary or member of the public, you must:

1. Consider/evaluate the request according to civil rights laws.
2. Acknowledge receipt of the request and explain your process within **2** business days.
3. Establish a mechanism to provide the request.

ii. If you are unable to fulfill an accessible service request, CMS may work with you to provide the accessible service as funding and resources allow. You shall refer the request to CMS within **3** business days if unable to provide the service. You shall submit the request, using encrypted e-mail (to safeguard any personally identifiable information), to the AltFormatRequest@cms.hhs.gov mailbox with the following information:

1. The e-mail title shall read "Grantee (Organization) Accessible Service Request."
2. The body of the e–mail shall include:
   a. Requester's name, phone number, e-mail, and mailing address.
   b. The type of service requested (e.g., sign language interpreter and the type of sign language needed).
   c. The date, time, address and duration of the needed service.
   d. A description of the venue for which the service is needed (e.g., public education seminar, one-on-one interview, etc.)
   e. Contact information for the person submitting the e-mail – Organization (Grantee), name, phone number and e-mail.
   f. Any applicable documents shall be attached to the e-mail. CMS will respond to the request and respond directly to the requester.

iii. The Recipient shall maintain record of all accessible service requests received including the requestor's name, contact information, date of request, service requested, date of acknowledgment, date service provided, and date referred to CMS if applicable. Forward quarterly records to the AltFormatRequest@cms.hhs.gov mailbox.

3. Processing Requests Made by Individuals with Limited English Proficiency (LEP):

a. Documents:

i. When receiving a request for information in a language other than English from a beneficiary or member of the public, you must:

1. Consider/evaluate the request according to civil rights laws.
2. Acknowledge receipt of the request and explain your process within **2** business days.
3. Establish a mechanism to provide the request as applicable.

ii. If you are unable to fulfill an alternate language format request, CMS may work with you to provide the alternate language format as funding and

resources allow. You shall refer the request to CMS within **3** business days if unable to provide the request. You shall submit the request, using encrypted e-mail (to safeguard any personally identifiable information), to the AltFormatRequest@cms.hhs.gov mailbox with the following information:

1. The e-mail title shall read "Grantee (Organization) Alternate Language Document Request."
2. The body of the e–mail shall include:
   a. Requester's name, phone number, e-mail, and mailing address.
   b. The language requested.
   c. Contact information for the person submitting the e-mail – Organization (Recipient), name, phone number and e-mail.
   d. The document that needs to be translated shall be attached to the e-mail.
   e. CMS may respond to the request and provide the information directly to the requester.

iii. The Recipient shall maintain record of all alternate language requests received including the requestor's name, contact information, date of request, document requested, language requested, date of acknowledgment, date request provided, and date referred to CMS if applicable. Forward quarterly records to the AltFormatRequest@cms.hhs.gov mailbox.

b. Services

i. When receiving request for an alternate language service (e.g., oral language interpreter) from a beneficiary or member of the public, you must:

1. Consider/evaluate the request according to civil rights laws.
2. Acknowledge receipt of the request and explain your process within **2** business days.
3. Establish a mechanism to provide the request as applicable.

ii. If you are unable to fulfill an alternate language service request, CMS may work with you to provide the alternate language service as funding and resources allow. You shall refer the request to CMS within **3** business days if unable to provide the service. You shall submit the request, using encrypted e-mail (to safeguard any personally identifiable information), to the AltFormatRequest@cms.hhs.gov mailbox with the following information:

1. The e-mail title shall read "Grantee (Organization) Accessible Service Request."
2. The body of the e–mail shall include:
   a. Requester's name, phone number, e-mail, and mailing address.
   b. The language requested.
   c. The date, time, address and duration of the needed service.
   d. A description of the venue for which the service is needed (e.g., public education seminar, one-on-one interview, etc.)
   e. Contact information for the person submitting the e-mail – Organization (Recipient), name, phone number and e-mail.
   f. Any applicable documents shall be attached to the e-mail.
   g. CMS will respond to the request and respond directly to the requester.

iii. The Recipient shall maintain record of all alternate language service requests received including the requestor's name, contact information, date of request, language requested, service requested, date of acknowledgment, date service provided, and date referred to CMS if applicable. Forward quarterly records to the AltFormatRequest@cms.hhs.gov mailbox.

Please contact the CMS Office of Equal Opportunity and Civil Rights for more information about accessibility reporting obligations at AltFormatRequest@cms.hhs.gov.

Appendix V. Merit Review and Selection Process

The review and selection process will include the following:
i. Applications will be screened to determine eligibility for further review using the criteria detailed in Sections C. Eligibility Information, and D. Application and Submission Information (with cross-reference to Appendix II), of this NOFO. Applications that are received late or fail to meet the eligibility requirements as detailed in this NOFO or do not include the required forms will not be reviewed. However, the CMS/OAGM/GMO, in her or her sole discretion, may continue the review process for an ineligible application if it is in the best interest of the government to meet the objectives of the program.

ii. Procedures for assessing the technical merit of grant applications have been instituted to provide for an objective review of applications based on merit and to assist the applicant in understanding the standards against which each application will be judged. The Review criteria described in Section E1. Criteria, will be used. Applications will be evaluated by a merit review committee. The merit review committee may include Federal and/or non-Federal reviewers. Applicants should pay strict attention to addressing all these criteria, as they are the basis upon which the reviewers will evaluate their applications.

iii. The results of the merit review of the applications by qualified experts will be used to advise the CMS approving official. Final award decisions will be made by a CMS approving official. In making these decisions, the CMS approving official will take into consideration: recommendations of the merit review panel; the readiness of the applicant to conduct the work required; the scope of overall projected impact on the aims; reviews for programmatic and grants management compliance; the reasonableness of the estimated cost to the government and anticipated results; the geographic diversity of all applications; and the likelihood that the proposed project will result in the benefits expected.

iv. As noted in 45 CFR Part 75, CMS will do a review of risks posed by applicants prior to award. In evaluating risks posed by applicants, CMS will consider the below factors as part of the risk assessment (applicant should review the factors in their entirety at §75.205)

a. Financial stability;
b. Quality of management systems and ability to meet the management standards prescribed;
c. History of performance (including, for prior recipients of Federal awards: timeliness of compliance with applicable reporting requirements, conformance to the terms and conditions of previous federal awards, extent to which previously awarded amounts will be expended prior to future awards);
d. Reports and findings from audits performed under Subpart F of 45 CFR Part 75 and
e. Applicant's ability to effectively implement statutory, regulatory, and other requirements imposed on non-federal entities.

v. CMS reserves the right to conduct pre-award Negotiations with potential recipients.

Appendix VI. Application Check-off List

Required Contents

A complete application consists of the materials organized in the sequence below. Please ensure that the project and budget narratives are page-numbered and the below forms are completed with an electronic signature and enclosed as part of the application. **Everything listed below must be submitted through https://www.grants.gov/web/grants/home.html and formatting requirements followed. Documents without specific placeholders in the application kit available on Grants.gov should be uploaded under "Other Attachments Form."**

For specific requirements and instructions on application package, forms, formatting, please see:

- Section D and Appendix II: Application and Submission Information
- Section E: Application Review Information
- Appendix I: Guidance for Preparing a Budget Request and Narrative

- ☐ Required Forms/Mandatory Documents (with an electronic signature by AOR)
- ☐ SF-424: Application for Federal Assistance
- ☐ SF-424A: Budget Information
- ☐ SF-424B: Assurances-Non-Construction Programs
- ☐ SF-LLL: Disclosure of Lobbying Activities
- ☐ Project Site Location Form(s)

- ☐ Applicant's Application Cover Letter (**excluded from page limitations**)
- ☐ Project Abstract
- ☐ Project Narrative
- ☐ Business Assessment of Applicant Organization
- ☐ Work Plan and Timeline
- ☐ Budget Narrative
- ☐ Negotiated Indirect Cost Rate Agreement (NICRA), if applicable (excluded from page limitations)
- ☐ Required Appendices

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