FY2020 FOA Technical Assistance Webinar:

Community-based Approaches to Strengthening Economic Supports for Working Families
MP-CPI-20-005

July, 20, 2020

Community-based Approaches to Strengthening Economic Supports for Working Families

Webinar Agenda

I. Introductions

II. Overview of the Funding Opportunity Announcement (FOA)

III. Grants and Acquisitions Management
   i. Competitive Application Requirements

IV. Question and Answer Session

Introductions

HHS/Office of the Assistant Secretary for Health (OASH)

Office of Minority Health (OMH)
Grants and Acquisitions Management Division (GAMD)

Office of Minority Health (OMH)
Mission Statement

The mission of the Office of Minority Health is to improve the health of racial and ethnic minority populations through the development of policies and programs that will help eliminate health disparities.

OMH Activities and Priorities

- Broad portfolio encompassing chronic diseases, infectious diseases, injury, environmental health, access to care
- Prioritization of OMH activities:
  - Align with HHS strategic goals and initiatives (e.g. opioid epidemic, sickle cell disease)
  - Address underlying factors (e.g. social determinants of health, workforce development, language access)
  - Leverage partnerships
    - Highlight health disparities
    - Identify solutions that are effective, scalable, and replicable

Program Overview: Community-based Approaches to Strengthening Economic Supports for Working Families
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Background (FOA pages 7-10)

- Adverse childhood experiences (ACEs) are a public health issue in the U.S.
- ACEs are linked to negative, lasting effects which directly and indirectly affect health, behaviors and life potential
- At least five of the top 10 leading causes of morbidity and mortality are associated with ACEs as well as poor socioeconomic outcome in adulthood
- Socioeconomic interventions have been shown to have moderate to strong impact
- Policies that have increased household income, such as the Earn Income Tax Credit (EITC, have led to the reduction of the risk for child maltreatment

Relevant Work (FOA page 10)

- Communities Addressing Childhood Trauma (ACT) policy demonstration
- OMH award to identify evidence-based practices that reduce health disparities among youth who had been exposed to trauma

Program Expectations (FOA pages 10-15)

- Establish multi-sectoral partnerships to support EITC outreach and education activities in communities at higher risk for ACEs.
- Plan and implement EITC outreach and education activities in communities at higher risk for ACEs.
- Develop and implement a process and outcome evaluation plan.
- Communicate and disseminate findings, successes and lessons learned.
- Plan for sustainability of successful interventions.

Partnership Expectations (FOA pages 10-12)

- Applicant must serve as the lead agency for a multi-sectoral partnership.
- Applicant should Include community-based organizations and partners from sectors that work in the community
- Partners should be involved in the planning, implementation and evaluation of the initiative.

EITC Outreach and Education Expectations (FOA pages 12-13)

- Implement effective, culturally and linguistically outreach and education in communities at higher risk for ACEs
- Tailor outreach and education for higher risk communities and populations,
- Coordinate with partners to reach,engage and educate low-income families
- Address barriers that keep low-income working families and individuals from claiming the EITC
- Build upon existing informational and educational resources
- Raise awareness about IRS-certified tax assistance services
- Work with community partners to increase awareness among at-risk and low-income individuals and families

Evaluation Expectations (FOA pages 13-14)

- Develop and propose, in coordination with community partners, an evaluation plan, to demonstrate increase in EITC claims and changes in a least one or more ACEs risk and/or protective factors.
- Identify and provide rationale for appropriate indicators/measures to document and monitor the impact of the intervention on outcomes.
- Clearly demonstrate that evaluation of the impact of the interventions
- OMH expects the impact analysis of the intervention to be conducted within the project period.

Primary Outcomes (FOA page 14)

Community-based Approaches to Strengthening Economic Supports for Working Families seeks to address the following outcomes:

- Increased use by project staff of existing resources and tools for EITC marketing/education
- Increased partnership awareness of risk and protective factors for ACEs
- Increased EITC claims among the population(s) of focus
- Increased receipt of EITC among the population(s) of focus
- Increased protective factors for ACEs among the population(s) of focus
- Decreased risk factors for ACEs among the population(s) of focus

Dissemination Expectations (FOA page 15)

- Document project knowledge and findings, to include implementation process, lessons learned, successes and challenges.

- Communicate and disseminate project knowledge and findings, to include dissemination to federal, state, territorial and tribal public agencies; policymakers; community organizations; community members; and other stakeholders.

Sustainability Plan Expectations (FOA page 15)

- Develop a sustainability plan within one year of award to sustain and support continued implementation of successful interventions that will be implemented once OMH funding ends.

- Sustainability plans are expected to leverage funds and resources to sustain and expand EITC outreach and education activities and ACEs primary prevention work.

- OMH expects projects that have demonstrated: (a) increased EITC claims; (b) increased EITC receipt; (c) increased protective factors, and/or; (d) decreased risk factors to begin implementing the sustainability plan in year two of the award.

Award Information (FOA page 16)

- Estimated Federal Funds Available: $2,000,000
- Anticipated Number of Awards: up to 6
- Award Ceiling (Federal Funds including indirect costs): $450,000 per budget period
- Award Floor (Federal Funds including indirect costs): $300,000
- Anticipated Start Date: 9/30/2020
- Estimated Period of Performance: Not to exceed 3 years
- Anticipated Initial Budget Period Length: 12 months
- Type of Award: Grant
- Type of Application Accepted: Electronic via Grants.gov ONLY

FOA Requirements: Community-based Approaches to Strengthening Economic Supports for Working Families MP-CPI-20-005

Eligible Applicants (FOA page 17)

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

Target Populations (FOA page 11)

- Racial and ethnic minority communities and disadvantaged families
- Communities with higher risk for ACEs
- Communities with populations who are less likely to know about or claim EITC
- Communities in Opportunity Zones

Application Review Criteria (FOA pages 49 - 55)

- Problem Statement (10 points)
- Organizational Capacity (15 points)
- Approach (35 points)
  - Goals, Objectives and Outcomes (5 out of 35 points)
  - Program Plan (20 out of 35 points)
  - Collaboration/Partnerships (10 out of 35 points)
- Evaluation Plan (20 points)
- Dissemination Plan (10 points)
- Sustainability Plan (10 points)

APPLICATION SUBMISSION

OASH Grants and Acquisition Management Division

Submission Dates and Times

- **Your application is due by 6 p.m. Eastern Time on August 17, 2020.**
- Your submission time will be **determined by the date and time stamp provided by Grants.gov when you complete** your submission.
- Strongly encouraged to submit your application a minimum of 3-5 days ***prior*** to the application closing date.
- Grants.gov may take up to 48 hours to notify you of a successful submission.
- If you fail to submit your application by the due date and time, we will not review it, and it will receive no further consideration.

Cost Sharing or Matching

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

Funding Announcement Role

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

Address to Request Application Package

- Obtain an application package electronically by accessing Grants.gov at http://www.grants.gov/
- Find it by searching with the CFDA number provided on page 2 of the FOA
- CFDA Number is: 93.137
- Be sure to subscribe to the announcement in Grants.gov so you receive notification of any updates to the FOA or supporting documents

Application Submission

- OASH requires that all applications be submitted electronically via Grants.gov unless an exemption has been granted. If you submit an application via any other electronic communication, it will not be accepted for review.

- Access Grants.gov website portal. All funding opportunities and grant application packages are made available on www.Grants.gov.

- An application will not be considered valid until all application components are entered in Grants.gov and received by the HHS Grants and Acquisitions Management according to the deadlines specified in the “DATES” section on page 1 of the FOA.

- Contact Grants.gov with any questions or concerns regarding the electronic application process 1-800-518-4726.

Application Submission (cont'd)

Applications must be submitted as **three (3)** files:

- Upload #1: The ENTIRE **project** narrative
- Upload #2: The ENTIRE budget narrative, including supporting documentation described in the **Budget Narrative** content section
- Upload #3: All documents in the **appendices uploaded in the Attachments section of your Grants.gov application as a single acceptable file**

Exceptions: Required standard forms **do not** apply to the submission requirements as stated in **Disqualification Criteria**

Application Submission (cont'd)

- Any files uploaded or attached to the Grants.gov application must be of the following file formats – Microsoft Word, Adobe PDF, or image formats (JPG, GIF, TIFF, or BMP only).

- HHS/OASH strongly recommends that electronic applications be uploaded as Adobe PDF. If you convert to a PDF document prior to submission, you may prevent any unintentional formatting that might occur with submission of an editable document.

Application Submission (cont'd)

- **Be complete** and do not leave blanks on forms unless the information is not applicable.
- The individual submitting the application forms must have the legal authority to act on behalf of the organization.

Application Submission (cont'd)

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

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

Application Elements (FOA pgs. 18-21)

- Application for Federal Assistance (SF-424)
- Budget Information for Non-construction Programs (SF-424A)
- Assurances for Non-construction Programs (SF-424B)
- Disclosure of Lobbying Activities (SF-LLL)
- Project Abstract Summary
- Project Narrative – Submit all Project Narrative content as a single acceptable file.
- Budget Narrative – Submit all Budget Narrative content as a single acceptable file.
- Appendices – Submit all appendix content **as a single acceptable file**, in the **Attachments section of your Grants.gov application**.

Application Format

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

System for Award Management (SAM)

Grants.gov will reject submissions from applicants with nonexistent or expired SAM Registrations. **Currently waived at time of submission** due to public health emergency for COVID-19. (Subject to Change)

If you are registering a new entity in SAM.gov, you must mail an "Entity Administrator Notarized Letter" to the **FEDERAL SERVICE DESK,** ATTN: SAM.GOV Registration Processing. Your notarized letter with the details required must be mailed. Your registration will not be activated until the letter is submitted and reviewed.

Minimum timeframe to complete an initial SAM registration (30 minutes).

Timeframe for applicant's registration to become active (up to 10 days).

SAM registration **MUST** be renewed each year.

SAM (cont'd)

- Average timeframe for updates to take effect in Grants.gov (72 hours).
- Recommend applicants check active registration in SAM well before application deadline.
- If successful and receive award must maintain an active SAM registration w/current info at all times during the active award.
- If you have not complied with these requirements, HHS/OASH
  - May determine you are not qualified to receive an award; and
  - May use that determination as a basis for making an award to another applicant.

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

Funding Restrictions

- Allowability, allocability, reasonableness, and necessity of direct expenses; indirect costs may be charged on HHS/OASH grants in accordance with Department regulations and current policy effective at the time of the award

- Current requirements can be found online via 45 CFR part 75 “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards”

- Indirect costs may be included per 45 CFR 75.414. Applicants should indicate which method or rate is used for this application

- Current Salary Limitation: $197,300 effective January 2020

Budget Narrative and Forms

The Project Budget Information

- SF 424A budget forms
- Budget narrative
- Detailed budget justification

- Must be consistent with the requirements of the FOA
- Budgeted costs must reflect proposed activities
- Forms, narrative and detailed justification do not count towards page limit
- Budget line item descriptions and justification requirements are explained in FOA
- Refer to suggested table formats in the FOA

Appendices Content

Appendices should include any specific documents outlined in Section F.3.c., under the heading “Appendices” in the Application Content section of the FOA

- Supplemental Information/Supporting Documentation for Work Plan;
- Memorandum(s) of Agreement and/or Letters of Commitment (LOC) from Partners and Subrecipient Organizations and Agencies;
- Logic Model;
- Curriculum Vitae/Resume for Key Personnel; and
- Organizational Chart.

Appendices Format

- Should be easy to read; use same formatting specified for Project Narrative
- Résumés/CVs/biographical sketches, organizational charts, tables, etc. may use formatting common to those documents, but pages must be easy to read
- All appendices must be uploaded as a single, consolidated file in the Attachments section of your Grants.gov application
- Counts towards **total** page limit of your application

Application Disqualification Criteria – 1 (FOA pgs. 18-19)

If we determine your application fails to meet the criteria described below we will disqualify it, that is, we will **not** review it and will give it **no** further consideration:

- Submitted electronically via www.grants.gov by due date and time (unless an exemption was granted two (2) business days prior to the deadline).
- If you successfully submit multiple applications for the same project, we will only review the last application received by the deadline.
- HHS/OASH/OGM deems your application eligible.
- Project Narrative must be double-spaced, on the equivalent of 8.5” X 11” page size with 1” margins on all sides and font size not less than 12 points.
- Application meets the Application Responsiveness Criteria.

Application Disqualification Criteria – 2 (FOA pg. 18-19)

	FOA pg. 16 & 18
Your Federal funds including indirect costs **does not exceed the maximum** indicated in Award Ceiling.	$450,000
Your Federal funds request including indirect costs **is not below the minimum** indicated in Award Floor.	$300,000
Project narrative **does not exceed**	50 pages
Total Application, including Project Narrative plus appendices **does not exceed**	70 pages

Application Review

- Applications that lack the required supporting documentation or submit additional appendix files will not be disqualified from competitive review; however, it may impact your application's scoring under the evaluation criteria.

- Be sure to follow submission instructions carefully.

Application Review (cont'd)

- Eligible applications will be reviewed and scored by a panel of independent reviewers with technical expertise in applicable fields according to the criteria listed in the Program Announcement.
- Objective Review Committee process is formal and confidential. Federal staff are available for questions and to ensure the process is consistent and fair, but do not participate in discussion and scoring.
- Applications are also reviewed by:
  - GAM staff for administrative & business compliance.
  - Program Office staff for programmatic compliance.

Funding Decisions

- Recommendations for funding will be made to the Grants Management Officer to conduct risk analyses.

Funding Process

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

- Only the grants officer can bind the Federal government to the expenditure of funds.

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

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

Funding Process: Review of Risk Posed by Applicant

- HHS/OASH will evaluate each application in the fundable range for risks posed by the applicant before issuing an award in accordance with 45 CFR 75.205

- OASH will use a risk-based approach and may consider any items such as the following as stated in the FOA:
  - Applicant's financial stability;
  - Quality of management systems and ability to meet the management standards prescribed in 45 CFR part 75;
  - History of performance – Applicants record in managing Federal awards including timeliness of compliance with applicable reporting requirement, conformance to the terms and conditions of previous Federal awards;
  - Reports and findings from audits performed; and
  - The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.

Risk Assessment Reporting

- If we do not make an award to you because we determine your organization does not meet either or both of the minimum qualification standards as described in 45 CFR §75.205(a)(2), we must report that determination to FAPIIS, if certain conditions apply.

- At a minimum, if you are a prior Federal award recipient, information in the system must indicate that your organization "*demonstrates a satisfactory record of executing programs or activities under Federal grants, cooperative agreements, or procurement awards; and integrity and business ethics."* 45 CFR § 75.205(a)(2)

- This information will then be available for other organizations to review when considering you for an award.

Funding Process - 1

Notice of Award (NOA)

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

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

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

Funding Process - 2

- GAM is the official contact for the grantee.
- All official communication related to the grant is between GAM and the successful applicant.
- Program Office will notify unsuccessful applicants via letter.

Questions and Answers

Community-based Approaches to Strengthening Economic Supports for Working Families FOA Inquiries

Programmatic Requirements
Office of Minority Health
Contact Name: LCDR Naomi Aspaas
Email: Naomi.Aspaas@hhs.gov

Administrative and Budgetary Requirments
HHS/OASH/Grants and Acquisitions Management
Grants Management Specialist
Contact Name: Roscoe Brunson
Email: Roscoe.Brunson@hhs.gov

Thank You