FAQs for MP-CPI-21-004

Framework to Address Health Disparities through Collaborative Policy Efforts: Demonstration Projects

A. ELIGIBILITY

1. **What applicants are eligible and how will they be defined for this funding opportunity?**
    a. Any public or private nonprofit entity located in a State (which includes one of the 50 United States, District of Columbia, Commonwealth of Puerto Rico, U.S. Virgin Islands, Commonwealth of the Northern Mariana Islands, American Samoa, Guam, Republic of Palau, Federated States of Micronesia, and the Republic of the Marshall Islands) is eligible to apply for an award under this announcement. Faith-based organizations and American Indian/Alaska Native/Native American (AI/AN/NA) organizations are eligible to apply. Examples of eligible institutions include:
        - State Governments
        - County Governments
        - City or township governments
        - Special district governments
        - Independent school districts
        - Public and State controlled institutions of higher education
        - Native American tribal governments (Federally recognized)
        - Public Housing authorities/Indian housing authorities
        - Native American tribal organizations (other than federally recognized tribal governments)
        - Nonprofits having 501(c)(3) status with the IRS, other than institutions of higher education
        - Nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education
        - Private nonprofit institutions of higher education
        - U.S. territories
2. **Are eligible communities just those with high proportions of racial and ethnic minorities? Is there a threshold that determines whether my community is eligible? Who will decide?**
    a. There is no threshold that determines eligibility of your community. This funding opportunity is intended for communities with the greatest needs. All eligible entities that submit applications will advance through the screening process, and those with eligible applications, will advance to objective review. Your statement of need and the data you present to support the need of your community and other required elements (see G. APPLICATION REVIEW INFORMATION on pages 38-45) are vital in determining how well your application does in the objective review process. The Deputy Assistant Secretary

for Minority Health will make the final funding recommendation to the OASH Grants Management Officer.

B. PREPARING TO APPLY

1. **What is the deadline for submitting an application in response to this funding opportunity?**
    a. Applications are due August 23, 2021 by 6 p.m. Eastern Time. To receive consideration, you must submit your application electronically via Grants.gov no later than this due date and time.
2. **How can I get more information on this funding opportunity?**
    a. We strongly suggest that you register and attend the Technical Assistance webinar scheduled for July 21, 2021 from 1:00-2:00 p.m. Eastern Time. To attend the webinar, please register at: https://hhs.webex.com/hhs/onstage/g.php?MTID=edde81ef29542017028e5aa9e0ff9419e.
    b. After you enter your information and click "Register," you will get a confirmation email with details on how to join the webinar. There will be an opportunity to submit questions.
    c. The webinar will be recorded for those unable to attend live. The recording will be posted to the OMH YouTube channel (https://www.youtube.com/user/OfficeMinorityHealth).
2. **How can I stay up to date on any updates or changes to the notice of funding opportunity (NOFO), additional information and resources, and other developments?**
    a. The best way to stay up to date is to subscribe to this NOFO on grants.gov. Please go to www.grants.gov and click the "Search Grants" tab in the upper left of the screen.
    b. On the next screen, look for the "BASIC SEARCH CRITERIA" fields under SEARCH GRANTS header in the upper left corner. Enter MP-CPI-21-004 in the Opportunity Number field and click the SEARCH button.
    c. Click on the link under the Opportunity Number header. You will see a red "Subscribe" icon in the right corner. You then be prompted to either enter your username and password or establish one, after which you'll be able to subscribe and get alerts.
3. **Who should I contact if I still have questions about the NOFO? Questions about developing my application?**
    a. Who to contact will depend on the nature of your question. For programmatic questions, such as developing elements of your application, contact Paul Rodriguez (paul.rodriguez@hhs.gov). Please include/CC: Roscoe Brunson on your email.
    b. Contact Roscoe Brunson (roscoe.brunson@hhs.gov) for financial and grants-related questions. Please include/CC: Paul Rodriguez on your email.

4. **Who should I contact if I have issues with the grants.gov portal or the electronic application process?**
    a. Please contact Grants.gov Applicant Support:
    Email: support@grants.gov
    Telephone: 800-518-4726
5. **What registrations are needed to apply to this funding announcement?**
    a. Besides your registration at www.grants.gov, you will need a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number to apply for a grant through www.grants.govYou will also need to register your organization with the System for Award Management (SAM); please see pages 32-34 of NOFO for more information.
    b. A step-by-step description of the requirements for registering your organization to be able to apply for this and other funding announcements , along with the expected time for each step, can be found here: https://www.grants.gov/web/grants/applicants/organization-registration.html
6. **How do we get a DUNS number?**
    a. Obtaining a Data Universal Number System (DUNS) number is the first step in registering as an organization applicant in Grants.gov. You can request a number through the Dun and Bradstreet website devoted to providing DUNS numbers to applicants for Federal awards, typically within one business day at https://fedgov.dnb.com/webform/displayHomePage.do. You may also call toll-free 1-866-705-5711 for a new DUNS number or if you have forgotten an existing one.
    b. The following website has step-by-step instructions: https://www.grants.gov/applicants/organization-registration/step-1-obtain-duns-number.html
7. **How do I register my organization on SAM.gov? What if my registration is expired?**
    a. Please refer to pages 32-34 of the NOFO. Your organization must register online in SAM (https://www.sam.gov/SAM/). Grants.gov may reject submissions from applicants with nonexistent or expired SAM Registrations. A completed registration in SAM may be required prior to receiving any award based on your application.
    b. Further helpful information and helpful tips are also available through the following quick start guide: https://www.sam.gov/SAM/transcript/Quick_Guide_for_Grants_Registrations.pdf (PDF, 111 KB).
    c. We recommend beginning your registration process immediately as delays in processing have been reported. Under normal operating conditions we recommend allowing at least up to 10 business days after you submit your registration for it to become active in SAM. This timeframe may be longer if SAM flags the information you provide for manual validation or there are delays in the required submission of a notarized letter by mail. You will receive an email alerting you when your registration is active.

8. **Can you explain the page limits? What does or does not count for which limits?**
    a. Your project narrative is limited to 40 pages and does not include your Project Abstract Summary. Since your project narrative plus appendices cannot exceed 60 pages, that leaves 20 pages for your appendices. The appendices should include the items described on pages 30-32 of the NOFO and listed here:
        i. Supplemental Information/Supporting Documentation for Work Plan
        ii. Project Population(s) of Focus
        iii. Memorandums of Agreement and/or Letters of Commitment from Partner and/or Subrecipient Organizations
        iv. Organizational Chart
        v. Curriculum Vitae/Resume for Key Project Personnel
        vi. Tribal Letter or Resolution
        vii. Logic Model
    b. You must submit these appendices as a single electronic file uploaded to the Attachments section of your Grants.gov application.
    c. The SF-424, SF-424A, SF-424B, SF-LLL, Project Abstract Summary, and Budget Narrative (including budget tables) *do not* count towards your 60 page limit.

C. APPLICATION REVIEW

1. **How will my application be reviewed?**
    a. An independent, objective review panel will assess all eligible applications according to criteria outlined in the notice of funding opportunity. In addition to the independent review, Federal staff will review each application for programmatic, budgetary, and grants management compliance. The Deputy Assistant Secretary for Minority Health provides recommendations for funding to the Grants Management Officer to conduct risk analysis. Upon completion of the risk analysis and concurrence of the Grants Management Officer, HHS/OASH issues Notices of Award.
2. **Are budgets scored as part of the review process?**
    a. Budgets will not be scored by objective review committees, but they may comment on the appropriateness of the budget, like for example, if too much or too little is budgeted for a corresponding activity. Federal staff will review budgets for compliance with regulatory requirements.
3. **Who makes the final funding decisions? Can we appeal if we are not selected?**
    a. The Deputy Assistant Secretary for Minority Health makes the final funding recommendations, based on the results of objective reviews and taking into account the criterion specified in the NOFO on page 43. The funding decisions are final and cannot be appealed.

D. PROGRAM EXPECTATIONS

1. **What is the Disparity Impact Statement (DIS) expectation? What is the purpose of the DIS?**
    a. The DIS is an expectation of the recipient for the OMH program. OMH expects recipients to develop a DIS using local data, whenever possible, to identify racial and ethnic minority populations at highest risk for health disparities associated with policies that contribute to structural racism. The DIS will provide the contextual and measurement framework for ongoing monitoring and determining the impact of the project activities on outcomes and the overarching goal of advancing health equity. The DIS should also include a description of how recipients will use program implementation data and apply the National Standards for Culturally and Linguistically Appropriate Services in Health and Health Care (National CLAS Standards) to support quality improvement and ensure the project is implemented in a culturally appropriate manner (http://thinkculturalhealth.hhs.gov). Disparity impact statements will be required within 30 days following the issuance of any award made under this announcement.

2. **What types of policies should be addressed?**
    a. OMH expects projects to focus on policies that may create or perpetuate health disparities by contributing to structural racism. Policies to be reviewed may be those related to health, housing, education, or other areas, and may be policies that are implemented at the state, county, or local levels.

E. OTHER

1. **I noticed this announcement is for a cooperative agreement. Why? What is the difference between cooperative agreements and grants?**
    a. Cooperative agreements are a form of assistance that allows for substantial involvement between OMH and the recipient during the period of performance. In addition to the usual monitoring and technical assistance provided under the cooperative agreement (e.g., assistance from assigned Federal project officer, monthly conference calls, occasional site visits, ongoing review of plans and progress, participation in relevant meetings, provision of training and technical assistance), OMH substantial programmatic involvement will include:
        i. Review of recipient progress during the planning period and approval to move forward with full implementation. Note funding levels for subsequent budget periods will depend on status of plan approvals and may be negotiated between HHS/OASH and the recipient.
        ii. Quarterly review of priorities and work plans for award activities and approval to move forward with implementation of those activities.
        iii. Prior approval for change of time that Key Personnel are dedicated to the project and for replacement of Key Personnel. Key personnel are those individuals who either because of their specialized expertise or because of the specific role they fulfill in the project (e.g., Evaluator,

Principal Investigator/Project Director) are essential to the conduct of the project.

iv. Facilitating collaboration and communication with the OMH-funded Coordinating Center
v. Assisting the recipients to establish, review, and update priorities for activities conducted under the auspices of the cooperative agreement
vi. Serving as a resource to provide programmatic support during the implementation of the project by participating in the design of the activities, and contributing with subject matter expertise
vii. Identification of organizations the recipient should consider for potential collaborative relationships and partnerships
viii. Participating in the preparation of publications and public presentations of the data obtained under this Cooperative Agreement as well as assisting in the dissemination of any materials or products produced at the conclusion of the project.
ix. Reviewing all communications or disseminated work-product co-branded with HHS, OASH, OMH, or any other HHS component for prior approval of the communication method and its contents.
x. Dissemination of lessons learned through publications, meetings, and other means

2. How many awards are anticipated? How much will each award cover? What is the period of performance?

a. OMH anticipates approximately 4 awards of up to $375,000 per budget period. Awards are not to exceed 3 years.