Frequently Asked Questions

MP-CPI-20-001: STATE/TRIBAL/TERRITORIAL PARTNERSHIP INITIATIVE TO DOCUMENT AND SUSTAIN DISPARITY-REDUCING INTERVENTIONS

AUGUST 2020

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GENERAL

WHAT IS THE PURPOSE OF THIS NEW FUNDING OPPORTUNITY ANNOUNCEMENT (FOA)?

The purpose of the State/Tribal/Territorial Partnership Initiative to Document and Sustain Disparity-Reducing Interventions (State Partnership Initiative) is to build the capacity of state, tribal, or territorial governmental health agencies to achieve two main goals: (1) test modifications to existing public health programs or practices (that is, interventions) to assess if the modified interventions are successful in significantly improving health outcomes for selected health issues; and (2) develop effective plan(s) to sustain successful interventions after the award period.

HOW DO I ACCESS THE FOA?

The FOA for the State Partnership Initiative (MP-CPI-20-001) is accessible on Grants.gov at https://www.grants.gov/web/grants/view-opportunity.html?oppId=320917.

IS IT POSSIBLE TO SET UP A CALL WITH SOMEONE TO DISCUSS ELIGIBILITY AND PROPOSAL IDEAS?

No. In order to ensure an open and fair competition, OMH will not host individual phone calls to discuss the funding opportunity announcement (FOA), including eligibility and proposal ideas. OMH encourages all eligible organizations interested in applying for this funding opportunity to listen to the recorded technical assistance webinar on the OMH Youtube Channel and to read the FOA in its entirety.

WHERE CAN I FIND INFORMATION DISCUSSED ON THE TECHNICAL ASSISTANCE WEBINAR?

Watch the State Partnership Initiative technical assistance (TA) webinar recording at the OMH Youtube channel.

HOW CAN PEOPLE SUBMIT QUESTIONS ABOUT THE FOA?

Submit all programmatic questions and inquiries to Samuel.Wu@hhs.gov

Submit all administrative and budgetary requirements questions and inquiries to Roscoe.Brunson@hhs.gov

WHEN IS THE APPLICATION DUE?

Your application is due on Wednesday, August 26, 2020 at 6:00 PM Eastern Time.

HAS THIS FOA BEEN COMPETED BEFORE?

No, this is the first time this FOA is being competed.

WILL AWARDEES BE REQUIRED TO REAPPLY FOR FUNDING EACH YEAR?

Each year, awardees will be required to submit a non-competing continuation application for consideration for subsequent year funding based. Subsequent budget periods are contingent on availability of funding and satisfactory performance.

WILL FIRST-TIME AWARDEES RECEIVE GRANT TRAINING AND COACHING?

Awardees will have two designated points of contact named in their Notice of Award: the federal project officer for programmatic questions and the grants management specialist for all award-related questions.

IS THE SALARY CAP PER PERSON OR FOR THE WHOLE LINE ITEM?

The salary rate limitation is described in the FOA on page 42. It is an annual rate limitation on individuals and should be prorated to the level of effort dedicated to the project.

PROGRAMMING

WHO ARE THE TARGET POPULATIONS?

The target populations are racial/ethnic minority and disadvantaged populations.

CAN COLLABORATING PARTNERS CARRY OUT PROJECT ACTIVITIES AS IT RELATES TO THE PROJECT?

Project activities may be undertaken by partners or other subrecipients. However, it is the recipient who bears primary responsibility for the conduct of the entire awarded project. Effort that is transferred to partners or other subrecipients should be described in detail in the proposal and in any memorandum of understanding (MOU).

MAY OUR EVALUATOR BE INTERNAL?

Evaluations should reflect the independence for the evaluation team. Even the appearance of a lack of independence can taint the resulting evaluation. Some organizations select external evaluators to achieve independence in the evaluation.

WHAT IS A MEASURABLE OUTCOME?

A "measurable outcome" is an observable end-result that describes how a particular intervention benefits project participants. It demonstrates the "impact" of the intervention.

WHAT EVALUATION DESIGN MUST I USE?

Applicants should propose an evaluation design that will allow for detection of statistically significant project impact on key health outcome indicators, if present, given the expected sample and effect sizes. If using another statistical approach, clearly demonstrates whether the modified intervention is superior to existing interventions in improving population health on health outcomes selected for this demonstration.

The application should identify and provide rationale for appropriate indicators/measures to document and monitor the impact of the intervention on outcomes.

WHAT ARE THE BASELINE DATA?

Baseline data are initial measurements data collected prior to the project intervention. The purpose of the baseline information is to assess the effect of the project and to compare what happens before and after the project is implemented. Without baseline data, it is difficult to estimate any changes or to demonstrate progress, so it is best to capture baseline whenever possible.

WHEN SHOULD BASELINE AND OUTCOME MEASURES BE COLLECTED?

Outcome data for the selected health topics are to be collected from treatment and control groups prior to implementation of the intervention (baseline), and at clearly specified intervals during (interim) and after the intervention has ended (post-intervention).

WHAT IS THE EXPECTED SIZE OF THE STUDY POPULATION?

The sample size should be of sufficient number to detect significant differences that may be attributable to the intervention.

IS THERE A REQUIRED PERCENTAGE OF FUNDING THAT SHOULD BE DEDICATED TO EVALUATION COSTS?

There is no required minimum or maximum percentage of funding that should be dedicated to evaluation. The amount allocated to evaluation should be commensurate with the activities.

WHAT INDICATORS/MEASURES SHOULD BE INCLUDED?

OMH expects the applicant to identify appropriate indicators/measures for the selected health topics to document and monitor the impact of the intervention(s) on health outcomes.

HOW DO I DEMONSTRATE FORMAL PARTNERSHIP? WHAT DOCUMENTATION IS REQUIRED?

Please refer to FOA pages 34-35 for partnership expectations and documentation.

AM I EXPECTED TO PARTNER WITH A STATE, TRIBAL, OR TERRITORIAL HEALTH AGENCY AS WELL AS A MINORITY-SERVING INSTITUTION?

If the applicant is not a state, tribal, or territorial governmental health agency or entity, OMH expects that the applicant partnering with a state, tribal, or territorial governmental health agency or entity.

OMH encourages projects to demonstrate partnerships with minority-serving institutions (MSIs), in particular medical schools at Hispanic-serving institutions (HSIs) and medical schools at Historically Black Colleges and Universities (HBCUs), to support workforce diversity and encourage a focus on racial and ethnic health disparities.

CAN I SELECT HEALTH TOPICS THAT ARE NOT ON THE TWO LISTS IN THE FOA?

For this project, OMH expects the applicant to select one topic from each of the two topic areas listed in the FOA, as these are the priorities for the U.S. Department of Health and Human Services for which health disparities are experienced by racial/ethnic minority and disadvantaged populations.

ELIGIBILITY

WHO IS ELIGIBLE TO APPLY FOR THIS FOA?

Please refer to Section E in the FOA for the list of eligible applicants.

APPLICATION AND SUBMISSION

HOW CAN AN ORGANIZATION VERIFY THAT ITS SAM REGISTRATION IS CURRENT AND ACCURATE?

SAM registration status can be viewed at www.sam.gov.

SHOULD APPLICANTS ADDRESS COVID-19 OPERATIONAL OR CONTINGENCY PLANS IN THE PROJECT NARRATIVE CONTENT OR APPENDICES OF THE APPLICATION?

Applicants should address in the project narrative any operational conditions that are expected at the estimated time of the project start and throughout the project.

THE FOA SAYS AN APPLICANT SHOULD INCLUDE SMART OBJECTIVES. WHAT DOES THAT MEAN?

SMART stands for specific, measurable, achievable, realistic, and time-bound. SMART is a useful way of strengthening objectives and activities for evaluation.

DO APPLICANTS HAVE TO SUBMIT A MEMORANDUMS OF AGREEMENT (MOA) AND LETTERS OF COMMITMENT (LOC)?

Please refer to FOA pages 34-35 for MOA and LOC requirements. If the applicant is unable to submit MOAs because of COVID-19 impacts, the applicant should submit an unsigned MOA(s). MOAs may be required prior to or within a set time of the start of an awarded project.

IS MATCHING FUNDING REQUIRED?

No, but obtaining other resources and aligning ongoing efforts to promote sustainability is highly encouraged.

CAN AN APPLICANT APPLY IF IT MISSED THE TECHNICAL ASSISTANCE WEBINAR?

Yes, interested organizations are still able to apply if they missed the Technical Assistance Webinar. Attendance at the technical assistance webinar is not an eligibility criterion.

WHAT DO YOU MEAN BY SUSTAINABILITY PLAN?

OMH expects the applicant to provide a description of efforts to sustain and support continued implementation of evidence-informed intervention(s) that have demonstrated effectiveness. OMH expects the recipient to develop a sustainability plan within one year following the award. OMH expects successful projects (i.e., projects demonstrating significant difference in key outcomes) to begin implementing the sustainability plan in the first quarter of year two.

SHOULD THE PROJECT NARRATIVE SECTION OF THE APPLICATION INCLUDE CITATIONS AND REFERENCES?

Yes, applicants are expected to include citations and references. The references cited list may be included as part of your appendices. Applicants should use a standard citation method and be consistent throughout the application for ease of reading.

IS AN INSTITUTIONAL REVIEW BOARD APPROVAL REQUIRED FOR THIS OPPORTUNITY?

Recipients must comply with all HHS regulations, including those governing protection of human subjects. You may find more information online at http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.html

IS COST-SHARING OR MATCHING FUNDING REQUIRED?

No.

SHOULD A DETAILED BUDGET WITH BUDGET NARRATIVE BE SUBMITTED FOR THE TOTAL PROJECT PERIOD OR JUST FOR THE FIRST YEAR?

Applicants need to submit only a detailed budget with a budget narrative for the first year.

WHERE DO I FIND FORMS: SF424, SF424A, SF-424B, SF-LLL?

Forms are available on Grants.gov. They are included with the application materials for the opportunity..

WHAT IS THE REQUIRED ORDER FOR THE PROJECT NARRATIVE?

Please refer to the Application Content section in the FOA, beginning on page 18.

IS THERE A PAGE LIMIT FOR THE APPLICATION?

Yes. The total application, including the Project Narrative plus Appendices, must not exceed 80 pages, except for items noted in the FOA (see page 16).

ARE RESUMES/CVS INCLUDED IN THE PROJECT NARRATIVE PAGE LIMIT?

No, additional attachments that contain resumes/CVs or organizational charts are not a part of the narrative page limit. They are counted as part of the overall application page limit.

IS THE BUDGET INCLUDED AS PART OF THE PROJECT NARRATIVE PAGE LIMIT?

No.

ARE APPLICANTS REQUIRED TO SUBMIT DETAILED BUDGETS FOR SUB-AWARDEES AS PART OF THE APPLICATION?

No.

ARE LOBBYING RESTRICTIONS APPLICABLE TO THIS ANNOUNCEMENT?

Yes, submit required certification and disclosure forms (i.e., SF-LLL).

HOW MANY LOGIC MODELS SHOULD I INCLUDE IN THE APPLICATION?

Applicants should submit a logic model for each previously or currently implemented intervention they are proposing to modify. Applicants should also submit a logic model for each modified intervention they are proposing to implement and test for the purposes of this initiative.

APPLICATION REVIEWING AND SCORING

WHAT IS THE REVIEW PROCESS FOR THIS COMPETITION?

Please refer to the Application Review Information section in the FOA, pages 45-51.

HOW WILL APPLICANTS BE SCORED?

All eligible applications will be assessed according to the criteria outlined on pages 45-49 of the FOA.

1. Problem Statement (10 points)
2. Organizational Capability and Collaboration (15 points)
3. Goals, Objectives and Outcomes (10 points)
4. Project Plan (30 points)
5. Evaluation Plan (20 points)

6. Project Sustainability (10 points)
7. Budget (5 points)

For the complete list of weighted criteria, please refer to Application Review Information section in the FOA, pages 45-51.

IS PREFERENCE (OR MORE POINTS) GIVEN TO ORGANIZATIONS OR ENTITIES THAT HAVE A TRACK RECORD WITH FOAS?

Applications are scored according to the weighted criteria described above.

AWARDS AND FUNDING

HOW MANY APPLICANTIONS WILL OMH AWARD?

OMH anticipates awarding up to 26 grants.

WHEN WILL AN ANNOUNCEMENT BE MADE ABOUT SELECTED APPLICANTS?

Award recipients should be notified between September 15 and 30, 2020.

IS THE AWARD AMOUNT LISTED FOR ONE YEAR OR TWO YEARS?

The award ceiling and floor amounts are listed per budget period (12 months). The project period may be up to two years, although OMH may recommend a third year of funding. Please note that due to timing of award issuance or other administrative factors, funding for all approved budget periods beyond the first is generally level with the initial award amount and is contingent upon the availability of funds, satisfactory progress of the project, adequate stewardship of Federal funds, and the best interests of the Government.

WHEN DOES THE PROJECT START?

The anticipated start date is September 30, 2020.

WOULD THE GRANT AWARD PAYMENT BE STRUCTURED AS AN ADVANCE PAYMENT, REIMBURSEMENT OR DRAWDOWN? WHAT FREQUENCY WOULD THIS PAYMENT OCCUR?

If awarded, all awarded funding is physically placed within the federal payment management system for requested drawdown on an as needed basis. Your own organization determines the

frequency and quarterly reporting the amounts draw is required quarterly within the federal payment management system.

WHAT IS THE RELATIONSHIP BETWEEN BUDGET PERIOD, PERIOD OF PERFORMANCE, AND THE PROJECT PERIOD?

Budget period is the amount of time that a given authorized amount of funding may be used to support project activities. OASH typically awards budget periods of up to one year. Subsequent years of funding may be possible through the non-competing continuation application process if a grant initiative is expected to require more than a year.

Period of performance is the aggregate amount of time for the authorized budget periods in a given project.

Project period is the anticipated maximum time for which the award is anticipated to receive funding. Funding is not guaranteed for the full project period. Funding throughout the project is contingent on satisfactory performance and availability of funds. Projects may end prior to the initial project period end date for a variety of reasons described in 45 CFR part 75.

IS FUNDING FOR THE SECOND YEAR OF THE PROJECT PERIOD GUARANTEED?

Funding for all approved budget periods beyond the first is generally level with the initial award amount and is contingent upon the availability of funds, satisfactory progress of the project, adequate stewardship of Federal funds, and the best interests of the Government.