



OFFICE OF THE ASSISTANT SECRETARY FOR HEALTH

FY2020 FOA Technical Assistance Webinar: Reducing Cardiac Arrest Disparities Through Data Registries

MP-CPI-20-003

July 22, 2020



Reducing Cardiac Arrest Disparities Through Data Registries

Webinar Outline

- I. Overview of the Funding Opportunity Announcement (FOA)
- II. Grants and Acquisitions Management
 - A. Competitive Application Requirements
- III. Question and Answer Session



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Mission of the HHS Office of Minority Health

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.



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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



Executive Summary

The U.S. Department of Health and Human Services (HHS) Office of Minority Health (OMH) announces the availability of funds for Fiscal Year (FY) 2020 grant awards under the authority of Section 1707 of the Public Health Service Act (42 U.S.C. § 300u-6). The purpose of the initiative is to demonstrate if participation in an out-of-hospital cardiac arrest (OHCA) registry using standard data collection tools and data infrastructure supports the: (1) identification of racial/ethnic minority and/or disadvantaged populations experiencing cardiac arrest; and (2) implementation of evidence-informed interventions to improve cardiac arrest survival rates.



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Reducing Cardiac Arrest Disparities Through Data Registries Goals (FOA pg. 7)

The primary goals of the initiative are to:

- 1) implement state/territorial/tribal-level processes for contributing to an OHCA data registry, to include data collection on a) emergency cardiac care by emergency management services (EMS) and b) outcomes through hospital discharge;
- 2) describe the state/territorial/tribal epidemiology of cardiac arrest by race and ethnicity and other related factors using data from the OHCA registry, and;
- 3) implement evidence-informed interventions to improve cardiac arrest survival rates based on the epidemiology of cardiac arrest.



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Target Population

The target population is racial/ethnic minority and/or disadvantaged populations experiencing cardiac arrest.



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Program Description (FOA pgs. 9-13)

OMH expects the recipient to:

- a) Implement state/territorial/tribal-level processes for contributing to an OHCA data registry, to include data collection on a) emergency cardiac care by EMS and b) outcomes through hospital discharge
- b) Participate in OHCA registry and describe the state/territorial/tribal epidemiology of cardiac arrest by race and ethnicity and other related factors using OHCA registry data
- c) Implement evidence-informed interventions to improve cardiac arrest survival rates based on the epidemiology of cardiac arrest
- d) Implement a process and outcomes evaluation and develop a plan to sustain evidence-informed interventions that significantly improve health outcomes of individuals who experience OHCA



Data Registry Processes Expectations (FOA pgs. 9-10)

OMH expects the recipient to:

- a) **Implement state/territorial/tribal-level processes for contributing to an OHCA data registry, to include data collection on a) emergency cardiac care by EMS and b) outcomes through hospital discharge**
 - demonstrate readiness to implement the OHCA data registry by providing evidence of existing key infrastructure and EMS data collection experience;
 - have an experienced individual responsible for collecting and managing EMS data who for this FOA will refer to as the Data Coordinator



Collaborative Partnership Expectations (FOA pg. 10)

- Represent a collaborative partnership, including representation from each of the following:
 - (1) state/territorial/tribal health agencies;
 - (2) state/territorial/tribal emergency management service (EMS) agencies/organizations, and;
 - (3) hospitals/health care organizations.
- Other partners could include, but are not limited to: institutions of higher education, EMS professional associations and non-profit public health entities



OHCA Registry Participation Expectations (FOA pgs. 10-11)

OMH expects the recipient to:

- b) Participate in OHCA registry and describe the state/territorial/tribal epidemiology of cardiac arrest by race and ethnicity and other related factors using data from the OHCA registry;
- encouraged to work with existing OHCA registries across the United States
 - implement a standardized data collection infrastructure capable of receiving data from multiple sources (e.g., 911 dispatch centers, EMS providers and receiving hospitals) and including a reporting mechanism (to include annual reports)
 - coordinate OHCA data collection and entry by the partners into an OHCA registry, and;
 - develop and implement a protocol to analyze registry data to identify areas of elevated disease burden in need of interventions to improve health outcomes



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OHCA Registry Participation Expectations (FOA pgs. 10-11)

OHCA registry system should have the following standard features:

- A secure web database with restricted access for authorized users
- A protocol for ensuring access for authorized users that must include EMS professionals, hospital/healthcare organization staff, state/territorial/tribal/local governmental agency staff, and 911 dispatchers
- Capability of linking to multiple data sources to create a single de-identified registry for OHCA events
- Data management system that is fully HIPAA compliant to protect confidentiality
- Standardized race and ethnicity data collection consistent with HHS implementation guidance for reporting race and ethnicity



OHCA Registry Participation Expectations (FOA pgs. 10-11)

OHCA registry system should have the following standard features (continued):

- Ability for all authorized users to access data for comparison against benchmarks
- Reporting capability at the state/territorial/tribal/local levels
- Longitudinal tracking of performance indicators
- Capacity for public health organizations to identify areas of elevated disease burden using data mapping in order to improve quality of care
- Platform for assessing intervention implementation based on identification of service gaps and/or disparities



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Evidence-Informed Intervention Expectations (FOA pg. 12)

OMH expects the recipient to:

c) Implement evidence-informed interventions to improve cardiac arrest survival rates based on the epidemiology of cardiac arrest

➤ OMH expects funded projects to implement one or more of the following evidence-informed interventions in areas of elevated disease burden:

- Standardization of telecommunicator Cardiopulmonary Resuscitation (CPR)
- Increasing rates of CPR training in communities disproportionately impacted by OHCA
- High performance CPR training for first responders
- Improving automated external defibrillator (AED) accessibility/utilization



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Evaluation Expectations (FOA pgs. 12-13)

OMH expects the recipient to:

- d) Implement a process and outcomes evaluation and develop a plan to sustain evidence-informed interventions that significantly improve health outcomes of individuals who experience OHCA**

OMH expects project outcomes to address:

- The extent to which the project resulted in representative OHCA data from multiple sources (e.g., 911 dispatch centers, EMS providers and receiving hospitals);
- Whether OHCA registry data identifies disparities, including racial and ethnic health disparities and areas of elevated disease burden, for which evidence-informed interventions can be designed and implemented to address; and



Sustainability Expectations (FOA pg. 13)

- By the end of Year 1, OMH expects award recipients to develop a sustainability plan to support continued implementation of the OHCA registry and evidence-informed interventions after funding ends .
- Applicants may submit preliminary sustainability plans with intent to update over the period of the grant to address the requirements and goals of the Reducing Cardiac Arrest Disparities Through Data Registries Initiative.
- The sustainability plan should include:
 - Key activities, milestones, responsible staff, and resources for implementing the project activities;
 - Engagement of key stakeholders/partners in the development of the sustainability plan, and;
 - A scalable model for using OHCA registry data to implement evidence-based interventions in at-risk communities.



Award Information

- Estimated Federal Funds Available: \$250,000
- Anticipated Number of Awards: up to 5
- Award Ceiling (Federal Funds including indirect costs): \$70,000 per budget period
- Award Floor (Federal Funds including indirect costs): \$50,000
- Anticipated Start Date: September 30, 2020
- Estimated Period of Performance: Up to 2 years
- Anticipated Initial Budget Period Length: 12 months
- Type of Award: Grant



Application Review Criteria (FOA pgs. 44-49)

- a) Problem Statement (15 points)
- b) Goals, Objectives and Outcomes (10 points)
- c) Proposed Intervention (30 points)
- d) Populations Served and Organizations (5 points)
- e) Evaluation Plan (10 points)
- f) Organizational Capacity (25 points)
- g) Budget (5 points)





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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.



Eligible Applicants (FOA pg. 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)
- 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 non-profit institutions of higher education
- U.S. Territories



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Cost Sharing or Matching

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



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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 1 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 Office of Grants 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. 67- 68)

- 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](https://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.**



System for Award Management (SAM)

- You are required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for Federal awards through Grants.gov. If you do not currently have a DUNS number, please contact Grants.gov to create a temporary DUNS number if you are unable to complete the SAM registration process prior to submitting your application.
- Your organization must register online in the System for Award Management (SAM). Under normal operating procedures Grants.gov will reject submissions from applicants with nonexistent or expired SAM Registrations.
- Because of the public health emergency with COVID-19, the requirement for SAM registration **at the time of submission** has been waived. Grants.gov will temporarily allow submissions without a current SAM registration. **A completed registration in SAM may be required prior to receiving any award based on your application.**



Funding Restrictions

- Allowable, allocable, reasonable, and necessary costs may be charged to an award as 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



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

- 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/GAM deems your application eligible.
- Project Narrative must be double-spaced, on the equivalent of 8.5” X 11” page size with 1” margins on all sides and font size not less than 12 points.
- Application meets the Application Responsiveness Criteria.



Application Disqualification Criteria – 2 (FOA pg. 19)

Your Federal funds including indirect costs does not exceed the maximum indicated in Award Ceiling.	\$70,000
Your Federal funds request including indirect costs is not below the minimum indicated in Award Floor.	\$50,000
Project narrative does not exceed	50 pages
Total Application, including Project Narrative plus appendices does not exceed	75 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:
 - OGM staff for administrative & business compliance.
 - Program Office staff for programmatic compliance.



Funding Decisions

- The Deputy Assistant Secretary for Minority Health will provide recommendations for funding will be made to the Grants Management Officer to conduct risk analysis.



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.



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 OGM and the Program Office



Funding Process - 2

- 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 - 3

- 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



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Reducing Cardiac Arrest Disparities Through Data Registries FOA Inquiries

Programmatic Requirements

Office of Minority Health

Contact Name: Ramon Bonzon

Email: ramon.bonzon@hhs.gov

Administrative and Budgetary Requirements

HHS/OASH/Office of Grants Management Grants

Management Specialist

Contact Name: Roscoe Brunson

Email: Roscoe.Brunson@hhs.gov



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