

U.S. Department of Health and Human Services
Office of the National Coordinator for Health Information
Technology

Notice of Funding Opportunity
Enhancing the Logical Observation Identifiers Names and Codes
(LOINC®) Standard to Support U.S. Interoperability

Application Due Date: July 05, 2023

Anticipated Award Date: August 08, 2023

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Executive Summary

As the nation continues to enhance its interoperability and with the increased expectations set forth by the 21st Century Cures Act of 2016 (Cures Act),¹ there is an industry-wide need to ensure that health information can be used in an interoperable manner across the care continuum. The purpose of this Notice of Funding Opportunity (NOFO) is to: update existing and create new Logical Observation Identifiers Names and Codes (LOINC®) terminology standards to improve interoperability; upgrade the underlying technical infrastructure used by health information technology (health IT) implementers and users to more easily use LOINC; and to position the LOINC terminology standard to support the continued evolution of the U.S. Core Data for Interoperability² (USCDI). This funding opportunity is in the form of a cooperative agreement and is for the development and advancement of interoperable health information technology, as authorized under the Consolidated Appropriations Act, 2023.³

LOINC is an open source, universal code system for identifying laboratory and clinical observations produced and copyrighted by the Regenstrief Institute (Regenstrief). LOINC is used in conjunction with many other standards published by standards development organizations (SDOs), such as Health Level 7 International (HL7®), Integrating the Healthcare Enterprise (IHE), SNOMED International, and Radiological Society of North America (RSNA®). LOINC provides for semantic interoperability and has been identified by HL7® as the preferred code system for laboratory test names in transactions between health care facilities, laboratories, laboratory testing devices, and public health authorities. LOINC has also been adopted by the Department of Health and Human Services (HHS) and incorporated by reference as part of the Office of the National Coordinator for Health Information Technology (ONC)'s 2015 Edition certification criteria⁴ (see 45 CFR 170.299(p)). LOINC® is a required applicable standard for multiple USCDI data elements and is also referenced in the annual ONC Interoperability Standards Advisory (ISA).⁵

The LOINC team at Regenstrief maintains the LOINC database and supporting documentation, processes submissions and edits to the content, develops and curates accessory content (descriptions, hierarchies, other attributes, etc.), develops the web-based search tool (SearchLOINC) and the Regenstrief LOINC Mapping Assistant (RELMA®) mapping program (a tool that help users map their local terms or lab tests to universal LOINC concepts), and coordinates LOINC releases. In addition, Regenstrief continues to cultivate and support the LOINC community worldwide by increasing and updating LOINC content.

ONC is charged under Section 3000 of the Public Health Service Act with the advancement of health information technology (IT) and promotion of nationwide health information exchange to improve health care. This funding opportunity seeks to enable semantic

¹ <https://www.congress.gov/114/plaws/publ255/PLAW-114publ255.pdf>

² <https://www.healthit.gov/sites/default/files/draft-uscdi.pdf>

³ <https://www.congress.gov/117/bills/hr2617/BILLS-117hr2617enr.pdf>

⁴ 2015 Edition Health Information Technology (Health IT) Certification Criteria, 2015 Edition Base Electronic Health Record (EHR) Definition, and ONC Health IT Certification Program Modifications Final Rule, 80 FR 62601 (Oct. 16, 2015)

⁵ <https://www.healthit.gov/isa/>

interoperability for the exchange of health information through creation and curation of LOINC content, foster improvements to the public technical tooling that enables users to interact with and implement the LOINC code system, and position LOINC to support the continued evolution of the USCDI.

Under this sole source cooperative agreement, Regenstrief should work collaboratively with ONC to establish priorities, update underlying technical infrastructure, identify gaps in LOINC content and services, and accelerate

Regenstrief's ability to support the LOINC community by applying requested changes to existing content and increasing the number of LOINC concepts available for use.

A. Program Description/Purpose

Background Information

This funding opportunity is in the form of a cooperative agreement and is for the development and advancement of interoperable health IT as authorized under the Consolidated Appropriations Act, 2023. The intended outcome is to allow EHR systems to recognize and aggregate health data from multiple organizations, enabling clinicians and consumers to access clinical data when and where they need it in a standardized manner.

When a computer system receives electronic health information from another system, it needs to be able to process the information without time-consuming human intervention. This can only occur if the sending system has used consistent data format and terminology that is known to – and expected by – the receiving system. Given the vast number of systems that exchange electronic health information, expecting each to negotiate agreed-upon exchange formats and terminology is impractical.

SDOs develop and maintain the technical standards and implementation specifications that provide implementation instructions to developers. Regenstrief is the exclusive standards development organization (SDO) with the ability, authority, and intellectual property rights to develop and maintain LOINC. Regenstrief's LOINC team solely governs the processes by which the concepts and accompanying implementation guidance are issued and updated. Regenstrief maintains the LOINC website, which is the only authoritative source for public access to the latest versions of the LOINC standard. Regenstrief also provides a public terminology server to enable systems to access LOINC within technical workflows. LOINC technical infrastructure, which supports the creation and curation of LOINC content, enables Regenstrief to respond to public feedback and publish new releases of LOINC twice per year.

It is ONC's intent to broadly coordinate with the health IT industry to improve and advance the technical standards and specifications required for interoperability. As a result, this cooperative agreement with Regenstrief, given its authoritative role as the steward for LOINC, will advance interoperable health IT through development and enhancements of LOINC content and technical tools. Regenstrief can work closely with ONC to identify and prioritize these tasks.

This funding opportunity reflects ONC's intention to work directly with Regenstrief to upgrade LOINC technical infrastructure, expedite improvements in accessing content, and bridge gaps between LOINC and HL7® FHIR®. Additionally, the cooperative agreement will advance the production deployment of [FHIR Terminology Services for LOINC](#), support LOINC content developers as they develop new content that supports USCDI, and update tools maintained by Regenstrief for LOINC implementers, including SearchLOINC and RELMA. All the tools and content developed under the cooperative agreement must be publicly accessible.

Structure and Approach

ONC has identified the following objectives for this cooperative agreement. The recipient must accomplish these objectives under the cooperative agreement. ONC has also identified a list of activities that the recipient can consider in order to meet the objectives.

Objective 1: Technical Infrastructure Updates to Support Expanding Health Information Exchange Needs

Because of advancements of technology, updates to regulations, and recognition of the benefit to health outcomes, the health information exchange ecosystem continues to grow and evolve. This objective is for the recipient to perform necessary software enhancements to existing tools and services maintained by Regenstrief to support LOINC terminology needs for the evolving health information exchange ecosystem and to responsively meet the needs of the interoperability community through user-friendly tools.

Regenstrief's existing LOINC technical infrastructure should continue to evolve in order to support the community's rapid adoption of new health IT standards including FHIR implementation guides and FHIR-based terminology services. Additionally, LOINC content grows in response to submissions from submitters, and the LOINC team facilitates the submission process with tooling built on the LOINC technical infrastructure. These LOINC submission tools should also continue to advance to provide a transparent and efficient process for LOINC content requests.

Objective 2: Developing LOINC® Content in Support of USCDI and Improving Content Use

This objective is for the recipient to increase the use of the LOINC® standard in healthcare information exchange by expanding LOINC content for the USCDI data elements that have LOINC identified as the applicable vocabulary standard and providing user-centric tools for users to interact with LOINC concepts.

As the owner and overall steward of the LOINC terminology standard, Regenstrief, via its LOINC team, maintains and provides the LOINC content and tools via a public website.⁶ Part of this objective is for Regenstrief to expand the number of existing LOINC concepts to support the interoperability needs of ONC certified health IT. ONC can provide Regenstrief input on the implementation plan and concepts that will be developed and updated to align with USCDI.

⁶ www.loinc.org

Activities that that the recipient can consider in order to achieve the objectives of the cooperative agreement.

- ***Environmental Scan Report***

Regenstrief could conduct an environmental scan to identify the needs and enhancements necessary to support the objectives above. The scan could include feedback from LOINC implementers and standards developers that use LOINC.

- ***Implementation Plan***

Regenstrief could prepare an implementation plan for how it will achieve the objectives of this cooperative agreement. An implementation plan could describe how project staff will meet the objectives and deliverables as described in this funding opportunity, including additional gaps or areas identified for improvement as determined by the environmental scan. An implementation plan could also include proposed tasks, deliverables, timelines, resources, risks and a risk mitigation strategy. An implementation plan could also address how LOINC content creation will continue to support new and updated data elements and data classes for new versions of USCDI.

- ***Technical Infrastructure Activities***

Regenstrief could consider the following activities to update technical infrastructure, consistent with Objective 1:

- Implement LOINC technical tooling improvements to support rapid content development and publication.
- Upgrade LOINC's technical infrastructure to improve the ease of use for those requesting updates to existing LOINC terms and new LOINC concepts, including the ability to leverage application programming interfaces (APIs) such as FHIR, and upgrades to RELMA as needed, to meet the needs of the health IT community.
- Continue to deploy and enhance FHIR-based terminology services to align with FHIR Release 4 and Release 5.

- ***LOINC Content Activities***

- Regenstrief could consider the following activities to update LOINC content, consistent with Objective 2:

- Regenstrief could create new or update existing LOINC content available to users based on findings from the report, which includes input from interested parties. Additional content needs may be reassessed and updated on a biannual basis in alignment with the LOINC release cycle.
- Regenstrief could enhance the usability of publicly available LOINC resources to improve users' ability to search for LOINC concepts.

- ***Creation of Technical Artifacts***

Regenstrief could create technical artifacts, which could include:

- A user guide (or enhancements to existing LOINC User Guide regarding LOINC content with USCDI)

- Software design documents
 - Software code published in an open-source code repository used by Regenstrief
 - Test scripts and procedures
 - A deployment architecture document
 - An installation document
- ***Summary of Activities***
 Regenstrief could create a publicly available summary of activities that describe for the interoperability community the enhancements to LOINC tooling that support expanding health information exchange needs and development of LOINC content in alignment with the evolution of USCDI. This could include environmental scan findings, a summary of an implementation plan, a review of technical upgrades and impacts of the upgrades on the LOINC community, lessons learned, and recommendations for future activities that would further support known interoperability needs of the LOINC community.

B. Funding Opportunity Award Information

Key Award Parameters

Title: *Enhancing the LOINC® Standard to support U.S. Interoperability*

Federal Funding Agency: Department of Health and Human Services
 Office of the National Coordinator for Health Information Technology

Announcement Type: *Cooperative Agreement* - A cooperative agreement is a support mechanism used when there will be substantial Federal involvement.

Application Type: *New*

Funding Opportunity Number: NAP-AX-23-001

Catalog of Federal Domestic Assistance (CFDA) Number: 93.346

Eligible Applicants: This is a non-competitive funding opportunity and is restricted to the organization designated below. Organizations not designated as such are not eligible to apply for this opportunity, and therefore should not submit an application. Applications submitted by organizations not designated below will not be considered.

Designated Organization: Regenstrief Institute

1. Sole Source Justification

Regenstrief Institute (Regenstrief) is a non-profit medical research organization, associated with Indiana University, and is the exclusive standards development organization (SDO) with the ability, authority, and intellectual property rights to develop and maintain the Logical Observation Identifiers Names and Codes (LOINC®), an open-source common terminology for laboratory and clinical observations. As a result, Regenstrief is the only organization that can successfully achieve the objectives articulated in this funding opportunity. As the field of medicine continues to evolve, new implementation guides are developed, or novel requirements emerge (e.g., COVID-19), there is an ongoing need for Regenstrief to provide new concepts in a timely manner. The objectives of this funding opportunity can only be achieved by Regenstrief, given its authoritative role as the steward for LOINC. Regenstrief's involvement is both fundamental and always necessary to publish an update to LOINC concepts and associated LOINC infrastructure components. This funding opportunity announcement seeks to establish a formal collaboration with Regenstrief through a sole source cooperative agreement to upgrade Regenstrief's existing underlying technical infrastructure, update existing and develop new LOINC concepts to advance interoperable health IT, and to support the continued evolution of the USCDI through the development and maintenance of LOINC. This project will facilitate coordination with the health IT industry to improve and advance the technical standards and specifications required for interoperability.

This work is integral to supporting the health IT community in its next phase of interoperable exchange. The period of performance for this award is 5 years. Pending the availability of funds, subsequent years will focus on additional concept development (including revisions), testing, quality assurance, and publication work that aligns with ONC's priorities and federal regulations relating to the interoperable exchange of electronic health data.

SDOs develop and maintain health IT technical standards as well as any accompanying implementation specifications that provide implementation instructions for developers. Regenstrief is the single organization responsible for the development and maintenance of the LOINC concepts and solely governs the processes by which the concepts and accompanying implementation guidance are issued and updated. Thus, Regenstrief's involvement is both fundamental and necessary to publish an update to LOINC concepts, implementation guidance, and associated LOINC infrastructure components.

Legislative Authority: Consolidated Appropriations Act, 2023.

Approximate Amount of Available Funding (inclusive of direct and indirect costs) : \$500,000

Anticipated Number of Awards: 1

Approximately Amount of Each Award: \$500,000

Project Period: August 08, 2023-August 07, 2028

Budget Period(s): August 08, 2023-August 07, 2024

Funding of future non-competing continuation awards is conditioned on the availability of funds, satisfactory progress by the recipient, and an awarding office determination that continued funding of the award is in the best interest of the Government.

Cost-Sharing Requirements: There are no cost sharing requirements associated with this award.

Program Income:

There are four potential ways in which ONC may require that a recipient apply program income as specified in the Notice of Grant Award (NGA): 1) **deduct** it from total allowable project/program costs to determine the net allowable costs on which the Federal share of costs is based; 2) **add** it to funds otherwise available for the project, generally resulting in an increase to the total approved budget; 3) use it to meet a **matching or cost sharing** requirement; or 4) a **combination** of these alternatives.

For the purpose of this award, ONC requires the additional cost alternative of program income, which allows for the program income to further eligible project or program objectives. Costs paid by program income generally are subject to the applicable cost principles and other Federal requirements and must be disbursed for project purposes **before** requesting additional payments of Federal funds from the Payment Management System. In the event program income generated during the period of performance remains at the end of the award, the additional income is considered part of the award funding and must be returned to ONC.

Intergovernmental Review: This program is excluded from Executive Order 12372

Key Dates

Milestone	Date
NOFO Released	<i>June 06, 2023</i>
Applications Due	<i>July 05, 2023</i>
Anticipated Award Date	<i>August 08, 2023</i>
Anticipated Project Start Date	<i>August 08, 2023</i>

Roles and Responsibilities Under a Cooperative Agreement

The funding instrument used for this program will be the cooperative agreement, an assistance mechanism in which substantial ONC programmatic involvement is anticipated during the project period-of-performance. Under the cooperative agreement, ONC's purpose is to support and stimulate Regenstrief's activities by involvement in, and otherwise working jointly with, Regenstrief in a partnership role; it is not to assume direction, primary responsibility, or a dominant role in the activities. Consistent with this premise, the dominant role and primary responsibility resides with Regenstrief for the project.

In a cooperative agreement, ONC staff is substantially involved with the project activities, above and beyond routine grant monitoring. ONC activities for this project include:

- Providing tactical guidance and feedback during project execution;
- Providing substantive input and policy direction as appropriate, in the development, deployment, and augmentation of FHIR-based terminology services. ONC may also ask for testing demonstrations of these services throughout this cooperative agreement;
- Providing substantive input and policy direction as appropriate, in the prioritization of LOINC concepts that Regenstrief develops, updates, or both, and makes available for public use. ONC may also ask for testing demonstrations of these throughout this cooperative agreement;
- Releasing funds based on achievement of performance goals/project milestones;
- Agency review and approval of substantive provisions of proposed subawards or contracts;
- Agency review, assessment, and final approval of priorities and deliverables as identified by Regenstrief;
- Engaging with leadership of the recipient's organization to ensure successful execution of the cooperative agreement;
- Ending an activity if performance specifications are not met.

Informational Session

An informational session will not be conducted.

Notice of Intent

A notice of intent is not required for this award.

C. Eligibility Information

See Section B, Funding Opportunity Award Information, for eligibility, cost-sharing, and other key award information.

D. Application and Submission Information

Application Package

The following documents comprise, as applicable, the application package. Additional information regarding each of these documents is further provided.

- Project Abstract
- Project Narrative
- Form SF-424, Application for Federal Assistance
- Form SF-424A, Budget Information for Non-Construction Programs
- Form SF-424B, Assurances for Non-Construction Programs
- Form SF-LLL, Disclosure of Lobbying Activities
- Budget Narrative
- Letters of Commitment
- Proof of Non-Profit Status (if applicable)
- Indirect Cost Agreement(s) – including recipient, sub-recipient, and contractors agreements (if applicable)

Appendix A, Tips for Writing a Strong Application, can be used as a resource.

The Project Narrative and Budget Narrative sections of the application must be double-spaced, on 8-1/2" X 11" plain white paper with 1" margins on all sides and use either Cambria or Times New Roman font size of not less than 11-point. Smaller font sizes may be used to fill in the Standard Forms, exhibits, and figures, though all text in forms, exhibits, and figures must not be smaller than 8-point font.

Project Abstract

Applicants shall include a one-page abstract that is no more than 500 words. This abstract is often distributed to the public and Congress and represents a high-level summary of the project. As a result, applicant should prepare a clear, accurate, concise abstract that can be understood without reference to other parts of the application and that provides a description of the proposed project, including: the project's goal(s), objectives, overall approach, anticipated outcomes, products, and duration.

The applicant shall place the following information at the top of the Project Abstract (this information is not included in the 500-word maximum):

- Project Title
- Applicant Name
- Physical Address
- Contact Name
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

Project Narrative

The project narrative provides the most substantive information regarding the proposed project in a clear and concise manner. To that end, the project narrative should address the elements articulated in the Program Description/Purpose and Structure and Approach sections of this NOFO. The project narrative should also align with the Performance Goals/Program Milestones and Merit Review Evaluation criteria presented in this NOFO (e.g., organizational experience, past performance).

The Project Narrative must be double-spaced, formatted to 8 ½” x 11” (letter-size) pages, 1” or larger margins on all sides, and a font size of not less than 11-point. The maximum length allowed for the Project Narrative is 30 pages. A Project Narrative that exceeds the 30-page limit will not be accepted. Resumes of Key Personnel, if requested, are not counted as part of the Project Narrative and are not included in the 30-page limit.

Form SF-424, Application for Federal Assistance

Appendix B provides line-by-line instructions to complete the form. Please note that the SF-424 is used for a wide variety of Federal grant programs, and Federal agencies have the discretion to require some or all of the information on these forms. Accordingly, when completing the form, please use the instructions in Appendix B in lieu of the standard instructions attached to SF-424.

Form SF-424A, Budget Information for Non-Construction Programs

Appendix C provides line-by-line instructions to complete the form. Please note that the SF-424A is used for a wide variety of Federal grant programs, and Federal agencies have the discretion to require some or all of the information on these forms. Accordingly, when completing the form, please use the instructions in Appendix C in lieu of the standard instructions attached to SF-424A. All direct and indirect costs must be allowable, allocable, reasonable, and necessary.

Form SF-424B, Assurances for Non-Construction Programs

This form contains laws and other assurances applicants must comply with under the discretionary funds programs administered by the Office of the National Coordinator for Health Information Technology. Please note that a duly authorized representative of the applicant organization must certify that the organization is in compliance with these assurances.

Form SF-LLL, Disclosure of Lobbying Activities

This form contains the name and address of lobbying registrants. Please note that a duly authorized representative of the applicant organization must sign the disclosure form. Failure to complete and sign the form may result in civil penalties ranging from \$10,000 to \$100,000.

Budget Narrative

The budget narrative describes how the proposed budget, as articulated in the SF-424A, aligns with the applicant’s project narrative. That is to ensure that costs are realistic (not artificially too low) and reasonable (not inflated) in view of programmatic requirements. Appendix D provides a template to complete the budget narrative populated with *sample* information.

When more than 33% of a project's total budget falls under a contractual expense, a detailed budget narrative/justification must be provided for each sub-contractor or sub-recipient. Applicants requesting funding for multi-year grant programs are required to provide a combined multi-year budget narrative/justification, as well as a detailed budget narrative/justification for each year of potential grant funding. A separate budget narrative/justification is also required for each potential year of grant funding requested.

The full Budget Narrative/Justification should be included in the application immediately following the SF 424 forms. The Budget Narrative must be double-spaced, formatted to 8 ½" x 11" (letter-size) pages, 1" or larger margins on all sides, and a font size of not less than 11-point.

The duration of this award is for a maximum of 5 years. The budget and justification must reflect the costs for the initial 12- month budget period.

The budget proposal must include:

1. An explanation of how the proposed budget supports the proposed Project and is reasonable to meet the Project's needs;
2. How proposed costs support Project activities; and
3. A description of how the proposed expenditures align with Project Plan.

Please see the Budget Detail in Appendix B for instructions for completing the SF424, and Appendices C through E for instructions for completing the SF424A, Budget Narrative, Justification, and other required forms. A non-competing continuation application is a financial assistance request (in the form of an application or performance/progress report) for a subsequent budget period within a previously approved project period for which a recipient does not have to compete with other applicants. Approval of this application will allow the recipient to continue implementing their project plan and to receive its next 12-month increment of funding. Non-competing continuation applications should be submitted no later than 90 days before the end of the current budget period (i.e., if the budget period will end on August 31, submit the non-competing continuation application by May 10). Exact due dates will be laid out in the terms and conditions that accompany each recipient's Notice of Grant Award.

Continued funding throughout the 5-year project period will be contingent on timely submission of the non-competing continuation application, strong performance during the previous budget period(s), funding availability, and the recipient's ability to continue meeting all eligibility requirements laid out in this NOFO. Due to their non-competitive nature, continuation applications will not be reviewed or scored by an Objective Review Committee. Instead, all continuation applications will be reviewed by ONC staff. Strong performance during the previous budget period(s) will be evaluated by looking at a) the recipient's ability to meet their performance metrics, b) the quality and timeliness of its report submissions, c) the recipient's compliance with the terms and conditions provided with their Notice of Award including compliance with all applicable statutory and regulatory requirements, and d) the recipient's ability to communicate with and respond in a timely manner to requests from its project officer throughout the project period.

Proof of Non-Profit Status

Non-profit applicants must submit proof of non-profit status. Any of the following constitutes acceptable proof of such status:

- A copy of a currently valid IRS tax exemption certificate.
- A statement from a state taxing body, state attorney general, or other appropriate state official certifying that the applicant organization has a non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.

Indirect Cost Agreement(s)

Applicants that have included indirect costs in their budgets must include a copy of the current indirect cost rate agreement approved by the Department of Health and Human Services or another federal agency. This is optional for applicants that have not included indirect costs in their budgets. Further, if any sub-contractors or sub-recipients are requesting indirect costs, copies of their indirect cost agreements must also be included with the application.

Subject to the exceptions in 45 CFR 75.414(f), nonfederal Entities (NFE) that have never received a negotiated indirect cost rate can charge a de minimis rate of 10% of modified total direct costs (MTDC). Please see 45 CFR 75.414(f) for further guidance.

Application Submission Instructions

1) Applicants must access the electronic application for this program via <http://www.grants.gov>. Applicants can search the downloadable application page by the Notice of Funding Opportunity Number NAP-AX-23-001 or CFDA number 93.346.

Applicants will be able to download a copy of the application packet and complete it off-line. In order to complete the application, an organization shall have a Unique Entity Identifier (UEI). A UEI can be obtained via registering at <http://SAM.gov> and typically takes 7 to 10 business days. Please plan accordingly.

2) Completed applications are uploaded into Grants.gov. APPLICATIONS WILL NOT BE ACCEPTED THROUGH ANY OTHER WEBSITE, AND WILL NOT BE ACCEPTED THROUGH PAPER MAIL, COURIER, OR DELIVERY SERVICE.

To upload applications into Grants.gov:

- a) An applicant must be registered in the System for Award Management (SAM), at sam.gov, which requires having a UEI. The SAM registration process takes approximately 7 days so please

plan accordingly. If the applicant has already registered with SAM but has not renewed their registration in the last 12 months, the applicant will need to renew their registration.

The following website depicts the SAM registration process:

<http://www.grants.gov/web/grants/applicants/organization-registration.html>

b) An applicant must be registered in Grants.gov which can take several days. To that end, applicants are strongly encouraged to register and test Grants.gov logins and passwords well in advance of the application deadline date. For assistance with www.grants.gov, please contact them at support@Grants.gov or 1-800-518-4726. Resources are available 24 hours a day/7 days a week.

A depiction of the Grants.gov application process can be found at
<http://www.grants.gov/web/grants/applicants/apply-for-grants.html>

- 3) After electronically submitting the application, Grants.gov will generate an email a tracking number and date of receipt verification confirming that the application was received, the date and time the application was received, and a tracking number. This notification does not ensure that the application could be opened and read -- only that the application was received.

The deadline for the submission of applications under this Funding Opportunity is 12:00 P.M. Eastern Standard Time July 05, 2023. Applications that fail to meet the application deadline will not be reviewed and will receive no further consideration.

Restrictions on Oral Conversations

This funding announcement is subject to restrictions on oral conversations during the period of time commencing with the submission of a formal application by an individual or entity and ending with the award of the competitive funds. Federal officials may not participate in oral communications initiated by any person or entity concerning a pending application for a competitive grant or other competitive form of federal financial assistance, whether or not the initiating party is a federally registered lobbyist.

This restriction applies unless:

- The communication is purely logistical
- The communication is made at a widely attended gathering
- The communication is to or from a federal agency official and another federal Government employee
- The communication is to or from a federal agency official and an elected chief executive of a state, local, or tribal government, or to or from a federal agency official and the Presiding Officer or Majority Leader in each chamber of a state legislature
- The communication is initiated by the federal agency official

E. Application Review Information

Screening Review

The applicant must meet the following screening criteria in order for the application to be sent forward for merit review:

- The applicant meets the eligibility criteria.
- The application is received by the required deadline through <http://www.grants.gov>.
- The application contains all required components (e.g., Project Abstract, Project Narrative, SF-424, etc.).
- The application meets the formatting and length requirements. The Project Narrative must not exceed 30 pages. The Project Abstract do not count as part of the Project Narrative length limitation.
- Appendices and attachments are not used as a mechanism to exceed page limits of the Project Narrative.

Merit Review

An independent review panel, of at least three individuals, will evaluate applications that meet the screening criteria identified above. These reviewers will be experts in their field from academic institutions, non-profit organizations, and local and Federal government agencies. Reviewers will review, evaluate, and score applications, in accordance with the criteria identified below:

- *Understanding the Requirement (30 Points)*
- *Technical Approach (40 Points)*
- *Staffing Qualifications (15 Points)*
- *Reasonableness of the Budget Narrative (15 Points)*

Understanding the Requirements (30 Points)

The applicant demonstrates knowledge and understanding to update LOINC technical tools to support expanding health information exchange, develop LOINC content for USCDI data elements to indicate LOINC as the applicable standard, and improve the use of LOINC.

(Not To Exceed 4 pages)

Technical Approach (40 Points)

The applicant identifies solutions to overcome known gaps both in their underlying technical infrastructure and in LOINC concepts and other support services as detailed above in this NOFO. Its proposes a strategy efficiently and effectively implement these solutions. The applicant's approach is succinct and logical in format and demonstrates methods consistent with the objectives to be accomplished. The applicant must propose a clear and detailed actionable plan which includes specific list of activities to achieve the objectives specified in the NOFO.

(Not To Exceed 20 pages)

Staffing Qualifications (15 Points)

The applicant must demonstrate and provide evidence of the following:

- a. Experience identifying, assessing, determining, and implementing improvements necessary to effectively and efficiently upgrade their underlying technical infrastructure.
- b. Experienced and knowledgeable technical experts to develop new and update existing LOINC concepts.
- c. Knowledge of HL7 FHIR and the standards development process, as well as the ability to successfully engage with SDOs for purposes of advancing interoperable health IT using LOINC.
- d. Experienced and knowledgeable technical experts to develop new and update existing FHIR-based terminology services.
- e. The ability to successfully manage projects of similar size, on time, and within the proposed budget.

Reasonableness of the Budget Narrative (15 Points)

The applicant must provide a detailed breakdown on how it plans to spend the allotted resources to complete the objectives detailed in the NOFO. (Not To Exceed 2 pages)

Pre-Award Risk Assessment

ONC is required to conduct a risk assessment to assess the risk posed by a potential recipient prior to issuing an award. In doing so, ONC will take into account the applicant's financial stability, quality of management systems, history of performance, reports and findings from audits, and the applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities. To facilitate this assessment, ONC may review information available in systems, such as the Excluded Parties List System, review documentation, such as previous audits, and/or desk reviews or site visits conducted from previous awards. ONC may elect not to fund applicants with management or financial instability that directly relates to the organization's ability to implement statutory, regulatory or other requirements (45 CFR § 75.205.)

For any Federal award issued under a Notice of Funding Opportunity (NOFO), if the HHS awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold on any Federal award under a notice of funding opportunity may include, over the period of performance (see § 75.2 Simplified Acquisition Threshold), this section shall also inform applicants: i. That the HHS awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, 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.

ONC is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), www.fapiis.gov/, before making any award in excess of the simplified acquisition threshold over the period of performance. An applicant may review and comment on any information about itself that a federal awarding agency has previously entered into FAPIIS. ONC will consider any comments by the applicant, in addition to other information in FAPIIS, 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 applicants, as described in 45 CFR § 75.205(a)(2) HHS awarding agency review of risk posed by applicants.

F. Federal Award Administration Information

Award Decisions

The final award decision will be made by the National Coordinator for Health Information Technology taking into consideration several factors such as the results of the merit review process, results of the pre-award risk assessment, compliance with programmatic and grants management requirements; the reasonableness of the estimated costs, available funding, geographical dispersion, program priorities; and the likelihood that the proposed project will result in the benefits expected.

Notice of Grant Award

The recipient will receive a letter of notification acknowledging that an award was funded, but that letter does not provide authorization for the applicant to begin performance and expend funds associated with the award.

Following this notice, successful applicants will receive a Notice of Grant Award (NGA). The NGA will include, at a minimum, the following:

- Legal name and address of the organization or institutions to whom ONC has issued an award
- Award number assigned by ONC
- Project period, specifying the amount of time ONC intends to support the project without requiring re-competition for funds
- Total amount of financial assistance approved by ONC during the project period
- Budget period, specifying the increments in which the project will be funded, subject to the availability of funds
- Applicable award terms and conditions
- Performance goals, indicators, milestones, or expected outcomes (such as outputs, or services performed or public impacts of any of these) with an expected timeline for accomplishment

The Authorized Representative will receive the NGA electronically from ONC. The recipient accepts the award by drawing down funds. By accepting an ONC award, the recipient assumes legal, financial, administrative, and programmatic responsibility for administering the award in accordance with the terms and conditions of the award, as well as applicable laws, rules, regulations, and Executive Orders governing HHS assistance awards, all of which are to be incorporated into the award by reference. Failure to comply with these requirements may result in suspension or termination of the awards and/or ONC's recovery of award funds.

Non-Discrimination Legal Requirements for Recipients of Federal Financial Assistance

Applicants who 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 the applicant agrees, as a condition of receiving the grant, to administer the 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. 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 the legal obligation to take reasonable steps to ensure meaningful access to the 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 the 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 the 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>.

Terms and Conditions

Incorporated by Reference: Administrative and National Policy Requirements

Awards issued under this announcement are subject to 45 CFR Part 75 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards currently in effect or implemented during the period of the award, other Department regulations and policies in effect at the time of award, and applicable statutory provisions. The Code of Federal Regulations (CFR) is available at www.ecfr.gov. Funded organizations are responsible for ensuring that their activities comply with all applicable federal regulations.

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ONC grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. 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 that are specified in the Notice of Award (NOA). The HHS GPS is available at <https://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf> Specific terms and conditions are further delineated below due to their importance in terms of integrity, achieving programmatic objectives, and/or sound financial stewardship of federal funds.

Non-Discrimination Legal Requirements for Recipients of Federal Financial Assistance

Per Executive Order (E.O.) 13985 entitled Advancing Racial Equity and Support for Underserved Communities Through the Federal Government (Jan. 20, 2021), Applicant will administer the project in compliance with federal civil rights laws that prohibit discrimination on the basis of race, color, national origin, disability, age, and comply with applicable conscience protections. Applicant will comply with applicable laws that prohibit discrimination on the basis of sex, which includes discrimination on the basis of gender identity, sexual orientation, and pregnancy. Compliance with these laws require taking reasonable steps to provide meaningful access to persons with limited English proficiency and providing programs that are accessible to and usable by persons with disabilities. 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>.

Specific terms and conditions, incorporated by reference above, are further delineated below due to their importance in terms of integrity, achieving programmatic objectives, and sound financial stewardship of federal funds.

Performance Reporting

ONC Program Progress Reports (PPR) are due quarterly. The PPR will address to the extent applicable:

- degree to which performance goals were attained (actual performance versus targeted performance)
- data source and validation method for performance measures
- opportunities to address performance deficiencies
- accomplishments
- next steps
- challenges/barriers
- recommendations to address challenges and barriers

ONC will provide specific guidance regarding the content and format of the PPR before the reports are due.

Financial Reporting

Expenditures must be reported, on a semi-annual basis, using the SF-425, Federal Financial Report (FFR). Reports are due to HHS no later than April 30 of each year the award is active for funds expended between October and March, and no later than October 31 for funds expended between April and September. The semi-annual FFR will be submitted using the Payment Management System (PMS). ONC will not accept reports sent directly to the ONC Grants mailbox.

Federal Funding and Accountability and Transparency Act of 2006

The Federal Funding Accountability and Transparency Act of 2006 (Transparency Act), includes a requirement for recipients of Federal grants to report information about first-tier sub-awards and executive compensation under Federal assistance awards issued in FY2011 or later. All recipients of

ONC grants and cooperative agreements are required to report to the Federal Subaward Reporting System (FSRS) available at www.fsrs.gov on all sub-awards over \$25,000.

Federal Awardee Performance and Integrity Information System (FAPIIS)

As of January 1, 2016, recipients of Federal grants and cooperative agreements are subject to new mandatory disclosure requirements. Recipients that have Federal contracts, grants, and cooperative agreement awards with a cumulative total value greater than \$10,000,000 must disclose in FAPIIS, semi-annually, any information about criminal, civil, and administrative proceedings for the most recent five-year period in connection with the award or performance of a grant, cooperative, agreement, or procurement contract from the Federal Government. All information posted in FAPIIS on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.

Funding Restrictions

Funds cannot be used for the following purposes:

- To supplant or replace current public or private funding
- To supplant ongoing or usual activities of any organization involved in the project
- To purchase or improve land, or to purchase, construct, or make permanent improvements to any building
- To reimburse pre-award costs

Conflict of Interest

The term “organizational conflict of interest” means that the applicant, including its chief executives, directors, consultants, sub-recipients, or any other personnel that are substantially involved in the performance of this assistance agreement, has interests which:

- May diminish its capacity to give impartial, technically sound, objective assistance and advice in performing this task;
- May otherwise result in a biased work product under this assistance agreement; or
- May result in an unfair competitive advantage to itself or others.

In accordance with 45 CFR 75.112, all applicants and non-federal entities must disclose, in writing, any potential conflict of interest (COI) that they have with the awarding agency or any passthrough entity. The applicant shall notify the ONC grants management officer (GMO) when it believes an actual or potential COI may exist.

If, after award, a recipient discovers a COI, with respect to the assistance agreement, it shall make an immediate and full disclosure in writing to the ONC GMO. The disclosure shall include identification of the actual or potential conflict, the manner in which it arose, and a description of the action the recipient has taken, or proposes to take, to avoid, eliminate, or neutralize the conflict.

In the event the recipient was aware of an organizational COI, prior to award of the assistance agreement, and did not disclose the conflict to the GMO, or becomes aware of an organizational COI after award of this assistance agreement and does not disclose the COI within 10 days of becoming

aware of such conflict, the Government may terminate the assistance agreement and the recipient shall not be entitled to reimbursement of any costs incurred in performing the assistance agreement.

The rights and remedies of the Government, under this term and condition, shall not be exclusive and are in addition to any other rights and remedies provided to the Government under law, regulation, or any other available enforcement mechanism.

Non-Disclosure Requirements

The federal award may require the recipient to have access to information relating to any and all aspects of grants management operations that may be of a technical, legal, sensitive and/or confidential nature and which may be the sole property of the U.S. Government. To mitigate risks associated with such access, the recipient shall ensure that all its personnel, including chief executives, directors, consultants, sub recipients, or any other personnel substantially involved in the performance of this award sign a non-disclosure agreement prior to the commencement of any work on the award.

In addition, recipients shall put in place appropriate procedures for the protection of such information and shall be liable to the Government for any misuse or unauthorized disclosure of such information by its personnel.

The rights and remedies of the Government, under this term and condition, shall not be exclusive and are in addition to any other rights and remedies provided to the Government under law, regulation, or any other available enforcement mechanism.

Mandatory Disclosures

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 Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371 including suspension or debarment.

Health IT Coordination Requirements

Title XIII of the HITECH Act provides for the advancement of health information technology and health information exchange through the use of standards and implementation specifications, and through health information technology certification criteria established by the Secretary. For grants or cooperative agreements where funding will be used to implement, acquire, upgrade, or utilize health information technology for activities involving health care providers in ambulatory or hospital settings (as such health care providers are defined as eligible under Sections 4101, 4102 and 4201 of the HITECH Act), the recipient must implement, acquire, upgrade, or utilize health information technology certified under the ONC Health IT Certification Program if certified technology can support the activity and such technology has been certified to the standards and implementation specifications adopted under section 3004 of the Public Health Service Act. For all grants or cooperative agreement activities involving the adoption or use of health information technology standards and systems, or the interoperability (as defined 45 C.F.R. 170.102) of health information technology, the recipient must implement, acquire, upgrade, or utilize

health information technology that meets standards and implementation specifications adopted under section 3004 of the Public Health Service Act (PHSA) (identified in 45 CFR Part 170, Subpart B “Standards and Implementation Specifications for Health Information Technology” (170.200-170.299)) if standards and implementation specifications in 45 CFR Part 170, Subpart B can support the activity. If standards and implementation specifications adopted under Section 3004 of the Public Health Service Act cannot support the activity, the recipient should implement, acquire, update, or utilize technology that meets non-proprietary standards and implementation specifications that are developed by consensus-based standards development organizations. This may include standards identified in the ONC Interoperability Standards Advisory (Link: <https://www.healthit.gov/isa/>).

Intangible Property and Copyrights

Intangible property, as defined in OMB’s, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards means property having no physical existence, such as trademarks, copyrights, patents and patent applications and property, such as loans, notes and other debt instruments, lease agreements, stock, and other instruments of property, ownership (whether the property is tangible or intangible).

- (a) Title to intangible property (see §75.2 Intangible property) acquired under a Federal award vests upon acquisition in the non-Federal entity. The non-Federal entity must use that property for the originally-authorized purpose, and must not encumber the property without approval of the HHS awarding agency. When no longer needed for the originally authorized purpose, disposition of the intangible property must occur in accordance with the provisions in §75.320(e).
- (b) 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 HHS 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.
- (c) 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.
- (d) 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
- (e) Freedom of Information Act (FOIA). (1) In response to a Freedom of Information Act (FOIA) request for research data relating to published research findings produced under a Federal award that were used by the Federal Government in developing an agency action that has the force and effect of law, the HHS awarding agency must request, and the non-Federal entity must provide, within a reasonable time, the research data so that they can be made available to the public through the procedures established under the FOIA. If the HHS awarding agency obtains the research data solely in response to a FOIA request, the HHS awarding agency may charge the requester a reasonable fee equaling the full incremental cost of obtaining the research data. This fee should reflect costs incurred by

the Federal agency and the non-Federal entity. This fee is in addition to any fees the HHS awarding agency may assess under the FOIA (5 U.S.C. 552(a)(4)(A)).

(2) Published research findings means when:

- (i) Research findings are published in a peer-reviewed scientific or technical journal; or
- (ii) A Federal agency publicly and officially cites the research findings in support of an agency action that has the force and effect of law. “Used by the Federal Government in developing an agency action that has the force and effect of law” is defined as when an agency publicly and officially cites the research findings in support of an agency action that has the force and effect of law.

(3) Research data means the recorded factual material commonly accepted in the scientific community as necessary to validate research findings, but not any of the following: Preliminary analyses, drafts of scientific papers, plans for future research, peer reviews, or communications with colleagues. This “recorded” material excludes physical objects (e.g., laboratory samples). Research data also do not include:

- (i) Trade secrets, commercial information, materials necessary to be held confidential by a researcher until they are published, or similar information which is protected under law; and
- (ii) Personnel and medical information and similar information the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, such as information that could be used to identify a particular person in a research study.

(f) The requirements set forth in paragraph (e)(1) of this section do not apply to commercial organizations

For any work owned by a third party that was licensed by the recipient under this award, recipient will assure that said license also reserves for the Government 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.

Records Retention

Pursuant to 45 CFR 75.361, recipients generally must retain financial and programmatic records, supporting documents, statistical records, and all other non-Federal entity records that are pertinent to a Federal award for a period of three years from the date the final FFR is submitted. For awards where the FFR is submitted at the end of the competitive segment, the 3-year retention period will be calculated from the date the final FFR, for the entire competitive segment, is submitted.

45 CFR 75.361 provides exceptions and qualifications to the three-year retention requirement. For example, if any litigation, claim, or audit is started before the expiration of the three-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. This section also specifies the retention period for other types of grant-related records, including indirect cost proposals and property records. See 45 CFR 75.361 for record retention and 45 CFR 75.364 for access to records requirements under Federal awards.

Modifications

Modifications and/or amendments to the cooperative agreement must be effective upon the mutual agreement of both parties, except where ONC is authorized under the Terms and Conditions of award, 45 CFR Part 75, or other applicable regulation or statute to make unilateral amendments.

Audit Requirements

HHS's Uniform Administrative Requirements, Cost Principles, and Audit Requirements, Subpart F, Audit Requirements (45 CFR 75.501) sets forth standards for obtaining consistency and uniformity among Federal agencies for the audit of non-Federal entities expending Federal awards. In general, 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. Subpart F provides further guidance including the manner in which expenditures are determined, the distinction between a single audit and a program-specific audit, frequency of audits, and roles and responsibilities in the conduct of audits.

Steven's Amendment

When issuing statements, press releases, publications, requests for proposals, bid solicitations and other documents --such as tool-kits, resource guides, websites, and presentations (hereafter "statements") --describing the projects or programs funded in whole or in part with HHS Federal funds, all recipients receiving Federal funds included in this Act, including but not limited to State and local governments and recipients of Federal research grants, shall clearly state—

1. the percentage and dollar amount of the total costs of the program or project funded with Federal money; and,
2. percentage and dollar amount of the total costs of the program or project that will be funded by non-governmental sources.

When issuing statements resulting from activities supported by HHS financial assistance, the recipient entity must include an acknowledgement of federal assistance using the following acknowledgement and disclaimer on all products produced by ONC grant funds:

"This program is/was supported by the Office of the National Coordinator for Health Information Technology (ONC) of the U.S. Department of Health and Human Services (HHS) under grant number and title for grant amount (specify grant number, title, total award amount and percentage financed with nongovernmental sources). This information or content and conclusions are those of the author and should not be construed as the official position or policy of, nor should any endorsements be inferred by ONC, HHS or the U.S. Government."

Recipients are required to use this language when issuing statements, press releases, requests for proposals, bid solicitations, and other ONC supported publications and forums describing programs or programs funded in whole or in part with ONC funding. Examples of ONC supported publications include, but are not limited to, manuals, toolkits, resource guides, case studies and issues briefs.

508 Compliance

ONC requires its recipients to ensure that any material meant for public release by way of ONC funding is in compliance with Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 794d) accessible to people with disabilities.

G. Points of Contact

ONC Grants Management Officer

Carmel Halloun
330 C Street, S.W.
Washington, D.C. 20201
oncgrants@hhs.gov

ONC Grants Management Specialist

Cynthia Perry 330 C
Street, S.W. Washington,
D.C. 20201
oncgrants@hhs.gov

ONC Project Officer

Anmer Ayala
330 C Street, S.W.
Washington, D.C. 20201
Anmer.Ayala@hhs.gov

ONC E-Mail Address

In addition, a separate ONC e-mail address has been established for this cooperative agreement to which all comments and inquiries can be directed. The e-mail address is ONC.Techlab@hhs.gov.

DUN and Bradstreet <http://www.dnb.com/>

800.234.3867

System for Award Management (SAM) Customer Support <https://www.sam.gov>

Federal Service Desk -- www.fsd.gov
866-606-8220

Grants.Gov Customer Support

Questions regarding Grants.gov registration and submission, downloading or navigating forms
Contact Center Phone: 800-518-4726
Email: support@grants.gov

HHS Office of the Inspector General

The HHS Office of the Inspector General (OIG) maintains a toll-free number (1-800-HHS-TIPS or 1800-447-8477) for receiving information concerning fraud, waste, or abuse under grants and cooperative agreements. Information also may be submitted by e-mail to hhtips@oig.hhs.gov or by mail to Office of the Inspector General, Department of Health and Human Services, Attn: HOTLINE, 330 Independence Ave., SW, Washington, DC 20201. Such information is treated as sensitive and complainants may decline to give their names if they choose to remain anonymous.

Tips for Writing a Strong Application

Include DUNS Number. You must include a DUNS Number to have your application reviewed. To obtain a DUNS number, access <http://www.dunandbradstreet.com> or call 1-866-705-5711. Please include the DUNS number in item 8c on the application face page.

Keep your audience in mind. Reviewers will use only the information contained in the application to assess the application. Be sure the application and responses to the program requirements and expectations are complete and clearly written. Do not assume that reviewers are familiar with the lead recipient organization. Keep the review criteria in mind when writing the application.

Prepare early. Start preparing the application early. Allow plenty of time to gather required information from various sources.

Follow the instructions in this guidance carefully. Place all information in the order requested in the guidance. If the information is not placed in the requested order, you may receive a lower score.

Be brief, concise, and clear. Make your points understandable. Provide accurate and honest information, including candid accounts of problems and realistic plans to address them. If any required information or data is omitted, explain why. Make sure the information provided in each table, chart, attachment, etc., is consistent with the proposal narrative and information in other tables.

Be organized and logical. Many applications fail to receive a high score because the reviewers cannot follow the thought process of the lead recipient or because parts of the application do not fit together.

Be careful in the use of attachments. Do not use the attachments for information that is required in the body of the application. Be sure to cross-reference all tables and attachments to the appropriate text in the application.

Carefully proofread the application. Misspellings and grammatical errors will impede reviewers in understanding the application. Be sure that page limits are followed. Limit the use of abbreviations and acronyms, and define each one at its first use and periodically throughout application. Make sure you submit your application in final form, without markups.

Print out and carefully review an electronic application to ensure accuracy and completion. When submitting electronically, print out the application before submitting it to ensure appropriate formatting and adherence to page limit requirements. Check to ensure that all attachments are included before sending the application forward.

Ensure that all information is submitted at the same time. We will not consider additional information and/or materials submitted after your initial submission, nor will we accept e-mailed applications or supplemental materials once your application has been received.

Instructions - SF-424, Application for Federal Assistance

This is a standard form required for use as a cover sheet for submission of pre-applications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the federal agency (agency). Required fields on the form are identified with an asterisk (*) and are also specified as "Required" in the instructions below.

Item	Field Name	Information
1.	Type of Submission:	(Required) Select one type of submission in accordance with agency instructions. • Pre-application • Application • Changed/Corrected Application - Check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this form to submit changes after the closing date.
2.	Type of Application:	(Required) Select one type of application in accordance with agency instructions. • New - An application that is being submitted to an agency for the first time. • Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals. • Revision - Any change in the federal government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided. A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration E. Other (specify)
3.	Date Received:	Leave this field blank. This date will be assigned by the Federal agency.
4.	Applicant Identifier:	Enter the entity identifier assigned by the Federal agency, if any, or the applicant's control number if applicable.
5a.	Federal Entity Identifier:	Enter the number assigned to your organization by the federal agency, if any.

Item	Field Name	Information
5b.	Federal Award Identifier:	For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned federal award identifier number. If a changed/corrected application, enter the federal identifier in accordance with agency instructions.
6.	Date Received by State:	Leave this field blank. This date will be assigned by the state, if applicable.
7.	State Application Identifier:	Leave this field blank. This identifier will be assigned by the state, if applicable.
8.	Applicant Information:	Enter the following in accordance with agency instructions:
8a.	Legal Name:	(Required) Enter the legal name of applicant that will undertake the assistance activity. This is the organization that has registered with the Central Contractor Registry (CCR). Information on registering with CCR may be obtained by visiting www.Grants.gov .
8b.	Employer/Taxpayer Number (EIN/TIN):	(Required) Enter the employer or taxpayer identification number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.
8c.	Organizational DUNS:	(Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting www.Grants.gov .
8d.	Address:	Enter address: Street 1 (Required); city (Required); County/Parish, State (Required if country is US), Province, Country (Required), 9digit zip/postal code (Required if country US).
8e.	Organizational Unit:	Enter the name of the primary organizational unit, department or division that will undertake the assistance activity.
8f.	Name and contact information of person to be contacted on matters involving this application:	Enter the first and last name (Required); prefix, middle name, suffix, title. Enter organizational affiliation if affiliated with an organization other than that in 7.a. Telephone number and email (Required); fax number.

Item	Field Name	Information
9.	Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions.	A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing M. Nonprofit N. Private Institution of Higher Education O. Individual P. For-Profit Organization (Other than Small Business) Q. Small Business R. Hispanic-serving Institution S. Historically Black Colleges and Universities (HBCUs) T. Tribally Controlled Colleges and Universities (TCCUs) U. Alaska Native and Native Hawaiian Serving Institutions V. Non-US Entity W. Other (specify)
10.	Name Of Federal Agency:	(Required) Enter the name of the federal agency from which assistance is being requested with this application.
11.	Catalog Of Federal Domestic Assistance Number/Title:	Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
12.	Funding Opportunity Number/Title:	(Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.
13.	Competition Identification Number/Title:	Enter the competition identification number and title of the competition under which assistance is requested, if applicable.
14.	Areas Affected By Project:	This data element is intended for use only by programs for which the area(s) affected are likely to be different than the place(s) of performance reported on the SF-424 Project/Performance Site Location(s) Form. Add attachment to enter additional areas, if needed.

Item	Field Name	Information
15.	Descriptive Title of Applicant's Project:	(Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For pre-applications, attach a summary description of the project.
16.	Congressional Districts Of:	15a. (Required) Enter the applicant's congressional district. 15b. Enter all district(s) affected by the program or project. Enter in the format: 2 characters state abbreviation - 3 characters district number, e.g., CA005 for California 5th district, CA-012 for California 12 district, NC103 for North Carolina's 103 district. If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. If nationwide, i.e. all districts within all states are affected, enter US-all. If the program/project is outside the US, enter 00-000. This optional data element is intended for use only by programs for which the area(s) affected are likely to be different than place(s) of performance reported on the SF-424 Project/Performance Site Location(s) Form. Attach an additional list of program/project congressional districts, if needed.
17.	Proposed Project Start and End Dates:	(Required) Enter the proposed start date and end date of the project.
18.	Estimated Funding:	(Required) Enter the amount requested, or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. Applicants should review matching principles contained in 2 CFR 200.306 before completing Item 18. All budget information entered under item 18 should cover the upcoming budget period. For sub-item 18a, enter the federal funds being requested. Sub-items 18b-18e is considered matching funds. The dollar amounts entered in sub-items 18b-18f must total at least <i>[cite percentage or fraction]</i> of the amount of federal funds being requested (the amount in 18a). For sub-item 18f, enter only the amount, if any, which is will be used as part of the required match. There are two types of match: 1) non-federal cash and 2) non-federal in-kind. In general, costs borne by the applicant and cash contributions of any and all third parties involved in the project, including sub-recipients, contractors and consultants, are considered matching funds. Generally, most contributions from subcontractors or sub-recipients (third parties) will be non-federal in-kind matching funds. Volunteered time and use of facilities to hold meetings or conduct project activities may be considered in-kind (third party) donations. Examples of non-federal cash match include budgetary funds provided from the applicant agency's budget for costs associated with the project.

Item	Field Name	Information
<i>ONC's Match Requirement – (Sample Language)</i> <i>Under this program, the applicant's match requirement is \$1 for every \$3 Federal dollars. In other words, for every three (3) dollars received in Federal funding, the applicant must contribute at least one (1) dollar in non-Federal resources toward the project's total cost. This "three-to-one" ratio is reflected in the following formula which you can use to calculate your minimum required match:</i> <i><u>Federal Funds Request/3</u> = Minimum Match Requirement</i> <i>For example, if you request \$100,000 in Federal funds, then your <u>minimum</u> match requirement is \$100,000/3 or \$33,333. In this example the project's total cost would be \$133,333.</i> <i>If the required non-Federal share is not met by a funded project, ONC will disallow any unmatched Federal dollars.</i> Indirect charges may only be requested if: (1) the applicant has a current indirect cost rate agreement approved by the Department of Health and Human Services or another federal agency; or (2) the applicant is a state or local government agency. State governments should enter the amount of indirect costs determined in accordance with HHS requirements. If indirect costs are to be included in the application, a copy of the approved indirect cost agreement must be included with the application. Further, if any sub-contractors or sub-recipients are requesting indirect costs, copies of their indirect cost agreements must also be included with the application.		
19.	Is Application Subject to Review by State Under Executive Order 12372 Process?	(Required) Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State.
20.	Is the Applicant Delinquent on any Federal Debt?	(Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of federal debt include; but, may not be limited to: delinquent audit disallowances, loans and taxes. If yes, include an explanation in an attachment.
21.	Authorized Representative:	To be signed and dated by the authorized representative of the applicant organization. Enter the first and last name (Required); prefix, middle name, suffix. Enter title, telephone number, email (Required); and fax number. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain federal agencies may require that this authorization be submitted as part of the application.)

Instructions - SF-424A, Budget Information for Non-Construction Programs

Standard Form 424A is designed to accommodate applications for multiple grant programs; thus, for purposes of this program, many of the budget item columns and rows are not applicable. You should only consider and respond to the budget items for which guidance is provided below. Unless otherwise indicated, the SF 424A should reflect a two year budget.

Section A Budget Summary

Line 5: Leave columns (c) and (d) blank. Enter TOTAL federal costs in column (e) and total nonfederal costs (including third party in-kind contributions and any program income to be used as part of the recipient match) in column (f). Enter the sum of columns (e) and (f) in column (g).

Section B Budget Categories

Column 3: Enter the breakdown of how you plan to use the federal funds being requested by object class category (see instructions for each object class category below).

Column 4: Enter the breakdown of how you plan to use the non-federal share by object class category.

Column 5: Enter the total funds required for the project (sum of Columns 3 and 4) by object class category.

Separate Budget Narrative/Justification Requirement

You must submit a separate Budget Narrative/Justification as part of your application. When more than 33% of a project's total budget falls under a contractual expense, a detailed budget narrative/justification must be provided for each sub-contractor or sub-recipient. Applicants requesting funding for multi-year grant programs are required to provide a combined multi-year budget narrative/justification, as well as a detailed budget narrative/justification for each year of potential grant funding. A separate budget narrative/justification is also required for each potential year of grant funding requested.

In your Budget Narrative/Justification, you should include a breakdown of the budgetary costs for all of the object class categories noted in Section B, across three columns: federal; non-federal cash; and nonfederal in-kind. Cost breakdowns, or justifications, are required for any cost of \$1,000 or more. The Budget Narratives/Justifications should fully explain and justify the costs in each of the major budget items for each of the object class categories, as described below. Non-federal cash as well as, subcontractor or sub-recipient (third party) in-kind contributions designated as match must be clearly identified and explained in the Budget Narrative/Justification. The full Budget Narrative/Justification should be included in the application immediately following the SF 424 forms.

Line 6a: Personnel: Enter total costs of salaries and wages of applicant/recipient staff. Do not include the cost of consultants. Consultant costs should be included under 6h, Other. In the Budget

Narrative/Justification: Identify the project director, if known. Specify the key staff, their titles, brief summary of project related duties, and the percent of their time commitments to the project in the Budget Narrative/Justification.

Some Points to Consider:

- ◆Is the basis for determining each employee's compensation described (annual salary and % time devoted)?
- ◆Is each position identified by title/responsibility?
- ◆Are time commitments and the amount of compensation stated and reasonable?
- ◆Are salary increases anticipated during the grant period and are they justified (COLA, etc.)?
- ◆Are any personnel costs unallowable?
 - o Dual Compensation
 - o Federal Employee

Line 6b: Fringe Benefits: Enter the total costs of fringe benefits unless treated as part of an approved indirect cost rate. In the Justification: Provide a breakdown of amounts and percentages that comprise fringe benefit costs, such as health insurance, FICA, retirement insurance, etc.

Some Points to Consider:

- ◆Is the amount specified as a separate line item?
- ◆Is each type of benefit indicated separately or does the organization have an approved fringe benefit rate?
- ◆Are fringe increases contemplated during the grant period?
- ◆Are any fringe costs unallowable?

Line 6c: Travel: Enter total costs of out-of-town travel (travel requiring per diem) for staff of the project. Do not enter costs for consultant's travel - this should be included in line 6h. In the Justification: Include the total number of trips, destinations, purpose, and length of stay, subsistence allowances and transportation costs (including mileage rates).

Line 6d: Equipment: Enter the total costs of all equipment to be acquired by the project. For all recipients, "equipment" is nonexpendable tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. If the item does not meet the \$5,000 threshold, include it in your budget under Supplies, line 6e. In the Justification: Equipment to be purchased with federal funds must be justified as necessary for the conduct of the project. The equipment must be used for project-related functions; the equipment, or a reasonable facsimile, must not be otherwise available to the applicant or its sub recipients. The justification also must contain plans for the use or disposal of the equipment after the project ends.

Some Points to Consider:

- ◆Are equipment items specified by unit and cost?
- ◆Is the request reasonable and allowable under the project?
- ◆Does the organization have a procurement policy in place?
- ◆Is a lease vs. purchase study necessary (vehicles, large items of equipment)?
- ◆Are purchases distinguishable from rentals?

Line 6e: Supplies: Enter the total costs of all tangible expendable personal property (supplies) other than those included on line 6d. In the Justification: Provide general description of types of items included.

Some Points to Consider:

- ◆Are supplies listed separately?
 - o Office o Training o Research
 - o Other types of supplies
- ◆How was cost determined?
- ◆Is the basis for the cost reasonable? Monthly estimates are sufficient ◆Are costs consistently treated?

Line 6f: Contractual: Enter the total costs of all contracts, including (1) procurement contracts (except those, which belong on other lines such as equipment, supplies, etc.). Also include any contracts with organizations for the provision of technical assistance. Do not include payments to individuals or consultants on this line. In the Budget Narrative/Justification attach a list of contractors indicating the name of the organization, the purpose of the contract, and the estimated dollar amount. If the name of the contractor, scope of work, and estimated costs are not available or have not been negotiated, indicate when this information will be available. Whenever the applicant/recipient intends to delegate more than 33% of a project's total budget to the contractual line item, the applicant/recipient must provide a completed copy of Section B of the SF 424A Budget Categories for each sub-contractor or sub-recipient, and separate Budget Narrative/Justification for each sub-contractor or sub-recipient for each year of potential grant funding.

Some Points to Consider:

- ◆Is the type of each service to be rendered described?
- ◆For Consultants/Individuals o Is an hourly,
 - daily or weekly base rate given?
 - o Are rates allowable, justified, reasonable and comparable to market?
- ◆Is the total amount for any contract in excess of \$150,000?
 - o Is procurement method described?
 - o If the contract is not competitively bid, has a sole source justification been provided?

Note: The competitive process must be used if goods and services will be provided through a contract (e.g., vendor or consultant). All costs associated with contracts should be included in this category. Sub awards are made to entities carrying out part of the program effort, goals and objectives. Sub awards are to be listed individually in the "Other" cost category.

Line 6g: Construction: Leave blank since construction is not an allowable cost under this program.

Line 6h: Other: Enter the total of all other costs. Such costs, where applicable, may include, but are not limited to: insurance, medical and dental costs (i.e. for project volunteers this is different from personnel fringe benefits); non-contractual fees and travel paid directly to individual consultants; local transportation (all travel which does not require per diem is considered local travel); postage; space and equipment rentals/lease; printing and publication; computer use; training and staff development costs (i.e. registration fees). If a cost does not clearly fit under another category, and it qualifies as an

allowable cost, then rest assured this is where it belongs. In the Justification: Provide a reasonable explanation for items in this category. For individual consultants, explain the nature of services provided and the relation to activities in the project. Describe the types of activities for staff development costs.

Some Points to Consider:

- ◆Are items listed by major type (space rental, printing, phone, maintenance, etc.)?
- ◆Are all costs justified, reasonable and allowable?
- ◆Is there a reasonable basis for costs?
- ◆List each sub award and amount of award
- ◆Provide description of activities to be performed
- ◆Describe method used to select the sub award and type of agreement to be awarded
- ◆Provide a separate budget and budget narrative for each sub award

Note: Costs for contractual arrangements (vendors, consultants) should be budgeted in the “Contractual” cost category.

Line 6i: Total Direct Charges: Show the totals of Lines 6a through 6h.

Line 6j: Indirect Charges: Enter the total amount of indirect charges (costs), if any. If no indirect costs are requested, enter “none.” Indirect charges may be requested if: (1) the applicant has a current indirect cost rate agreement approved by the Department of Health and Human Services or another federal agency; or (2) the applicant is a state or local government agency.

Budget Narrative/Justification: State governments should enter the amount of indirect costs determined in accordance with HHS requirements. An applicant that will charge indirect costs to the grant must enclose a copy of the current indirect cost rate agreement. If any sub-contractors or sub-recipients are requesting indirect costs, copies of their indirect cost agreements must also be included with the application.

If the applicant organization is in the process of initially developing or renegotiating a rate, it should immediately upon notification that an award will be made, develop a tentative indirect cost rate proposal based on its most recently completed fiscal year in accordance with the principles set forth in the cognizant agency’s guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. It should be noted that when an indirect cost rate is requested, those costs included in the indirect cost pool should not also be charged as direct costs to the grant. Also, if the applicant is requesting a rate which is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

Line 6k: Total: Enter the total amounts of Lines 6i and 6j.

Line 7: Program Income: As appropriate, include the estimated amount of income, if any, you expect to be generated from this project. Program income must be used as additional program costs and cannot be used as match (non-federal resource).

Section C Non-Federal Resources - Not applicable

Section D Forecasted Cash Needs - Not applicable.

Section E Budget Estimate of Federal Funds Needed for Balance of the Project

Line 20: Section E is relevant for multi-year grant applications, where the project period is 24 months or longer. This section does not apply to grant awards where the project period is less than 17 months.

Section F Other Budget Information

Line 22: Indirect Charges: Enter the type of indirect rate (provisional, predetermined, final or fixed) to be in effect during the funding period, the base to which the rate is applied, and the total indirect costs. Include a copy of your current Indirect Cost Rate Agreement.

Line 23: Remarks: Provide any other comments deemed necessary.

Budget Narrative/Justification Template (with SAMPLE information)

Object Class Category	Federal Funds	Non-Federal Cash	Non-Federal In-Kind	TOTAL	Justification
Personnel Salary	\$40,000	\$5,000	N/A	\$45,000	♦Project Administrator Jane Doe = .3FTE @ \$50,000/year = \$15,000 \$10,000 = Federal funds and \$5,000 = non-federal cash
					♦Project Director John Smith = 1FTE @ \$30,000/year = \$30,000 Federal funds
					TOTAL: \$45,000
Fringe Benefits	\$12,600	0	0	\$12,600	Fringes benefit rate is 28% of salary as follows. All Federal Funds FICA (7.65%)= \$3,442 Health Insurance (12%) = \$5,400 Dental Insurance (5%) = \$2,250 Life Insurance (2%) = \$900 Workers Comp Insurance (.75%) = \$338 Unemployment Insurance (.6%) = \$270 TOTAL: \$12,600 (\$45,000 * 28%)

Object Class Category	Federal Funds	Non-Federal Cash	Non-Federal In-Kind	TOTAL	Justification
Travel	\$4,120	\$1,547	N/A	\$5,667	♦Travel to two annual recipient meetings: All Federal funds. Airfare: 2 people x 2 trips \$750/per round trip = \$3,000 Lodging: 2 nights per trip x 2 people x \$100/night x 2 trips = \$800 Per Diem: 2 days per trip x 2 people x \$40/day x 2 trips = \$320 Subtotal: \$4,120 ♦Out-of-town site visits. Non-federal cash. Car mileage: 3 trips x 2 people x 350 miles/trip x \$.365/mile = \$767 Lodging: 3 trips x 2 people x 1 night/trip x \$50/night = \$300 Per Diem: 3 trips x 2 people x 2days/trip x \$40/day = \$480 Subtotal: \$1,547 TOTAL: \$5,667
Equipment	0	0	0	0	No equipment requested
Supplies	\$1,340	\$2,160	N/A	\$3,500	♦Laptop computer for use in client intakes – Federal Funds = \$1,340 \$1,200 ♦Consumable supplies (paper, pens, etc.) – Non-federal cash \$100/mo x 12 months = ♦Copying – Non-federal cash \$80/mo x 12 months = \$960 TOTAL: \$3,500
Contractual	\$150,000	N/A	\$50,000	\$200,000	Contracts to A,B,C Contractor A to deliver supplies – Federal funds = \$75,000 Contractor B to print materials – Federal funds= \$75,000 Contractor C for logistical support– Non-Federal = \$50,000 TOTAL: \$200,000

Object Class Category	Federal Funds	Non-Federal Cash	Non-Federal In-Kind	TOTAL	Justification
Other	\$11,250	\$2,000	N/A	\$13,250	♦Subaward to ABC to conduct training – Federal funds = \$10,000 ♦Printing brochures – Federal funds (25,000 @ \$0.05 each) = \$1,250 ♦Registration fee for annual ABC conference – Non-federal cash = \$200 ♦Postage – Non-Federal Cash (\$150/mo x 12 months) = \$1,800 TOTAL \$3,250
Indirect Costs	\$12,000	\$1,000	\$1,000	\$14,000	♦Rent – Federal funds (\$1,000/mos. x 12 months) = \$12,000 ♦Utilities – Non-federal cash = \$1,000 ♦Administrative Support – Non-Federal In-Kind 100 hours x \$10/hour = \$1,000 TOTAL \$14,000
TOTALS	\$231,310	\$11,707	\$51,000	\$294,017	N/A

Letter of Commitment Template

Micky Tripathi, Ph.D., M.P.P.
National Coordinator for Health Information Technology
Department of Health and Human Services 330 C.
Street, 7th Floor, Office 7009A, S.W.
Washington, DC 20201

Date

Dear Dr. Tripathi,

(Name of organization/group submitting the letter) is very interested in addressing (insert the issue being addressed by the grant application) and (state why the issue is a concern).

(State knowledge of proposal, knowledge of agency submitting proposal, and encouragement of funding entity to provide resources to address issue identified above).

(State that the need to address the issue is significant and how other resources to address the need are insufficient to address or impact the need).

(Specifically state how your organization will support this project-through assistance with meeting matching requirements, board/commission participation, advocacy etc.).

(Describe your capacity and resources to produce required deliverables or services for the applicant)

(State how the organization will coordinate with appropriate partners to ensure efficient and effective use of grant funds).

(Conclude with general statement of confidence in and support for the organization seeking assistance, based on past experience with the applicant entity, reputation for effectiveness).

(Provide the following information for the point of contact in the supporting organization).

Name

Title

Agency

Division (if applicable)

State

Address

Phone

Fax Number

Email