Department of Health and Human Services

Centers for Medicare & Medicaid Services

Office of Research, Development, and Information

Invitation to Apply for
FY 2008 Congressional Earmarks

Funding Opportunity Number
HHS-2008-CMS-CEA-0008
CFDA No. 93.779

Application Deadline Date: April 16, 2008

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Part One

OVERVIEW INFORMATION:

AGENCY NAME: Department of Health and Human Services
Centers for Medicare & Medicaid Services
Office of Research, Development, and Information

FUNDING OPPORTUNITIES TITLE: FY 2008 Congressional Earmarks

ANNOUNCEMENT TYPE: Initial

FUNDING OPPORTUNITY NO.: HHS-2008-CMS-CEA-0008

CATALOG OF FEDERAL DOMESTIC ASSISTANCE NO. (CFDA): 93.779

DATES:

Date of Issue	March 3, 2008
Application Deadline Date	April 16, 2008
Award Announcement	July 1, 2008
Grant Period	July 1, 2008 – Dec. 31, 2009 (18 months)

Part Two

I. FUNDING OPPORTUNITY DESCRIPTION

Earmarks are funds provided by Congress for projects or programs where the congressional direction (in bill or report language) allows for the merit-based or competitive allocation process to be bypassed, specifies the location or recipient, or otherwise curtails the ability of the Administration to control critical aspects of the funds allocation process.

II. AWARD INFORMATION

- Total Amount of Funding: $4,919,528
- Number of Awards: Sixteen (16)
- Anticipated Award Date: July 1, 2008
- Period of Performance: July 1, 2008 through December 31, 2009 (18 months)

III. Eligibility Information

1. Eligible Applicants

For Restricted Applicants ONLY For NON-COMPETITIVE opportunity

IMPORTANT NOTE: This announcement is restricted to a limited number of organizations that have been identified and specifically designated by Congress. This announcement is ONLY for the purpose of obtaining formal applications for this specific funding opportunity from the eligible organizations identified below. Eligible organizations will also receive official notification directly from the Centers for Medicare and Medicaid Services.

Organizations not designated as such for this opportunity are NOT eligible to apply, and therefore, should not submit an application. Applications submitted by organizations not on the list of pre-identified named applicants (listed below) will not be considered.

Designated Organizations:
- Access Health, Inc., Muskegon, MI
- Bedford Ride, Bedford, VA
- Bi-State Primary Care Association, Concord, NH
- Department of Health, City and County of San Francisco, CA
- Detroit Primary Care Access Project, Detroit, MI
- Health Access Program, Waterbury, CT
- Gadsden County, Quincy, FL

- Jefferson Area Board of Aging, Charlottesville, VA
- Medicare Chronic Care Practice Research Network, Sioux Falls, SD
- Iowa Community Integration Project, Mosaic, DesMoines, IA
- Orange County's Primary Care Access Network, Orlando, FL
- Piedmont Hospital, Atlanta GA
- Thurston-Mason County Medical Society, Olympia, WA
- University of Mississippi, University, MS
- University of North Carolina School of Pharmacy, Chapel Hill, NC
- Valley Hospice, Inc., Steubenville, OH

2. Cost Sharing or Matching

The Centers for Medicare and Medicaid Services' (CMS) grant authority under section 1110 of the Social Security Act requires cost-sharing by applicants. To comply with this requirement, CMS is requiring that applicants provide cost-sharing equal to at least one percent of the amount of the award. This cost-sharing requirement may be satisfied through in-kind contributions.

3. Other
Not applicable**.**

4. Foreign and International Organizations
Foreign and International Organizations are not eligible to apply.

5. Faith-Based Organizations
Faith-Based Organizations are not eligible to apply.

IV. Application and Submission Information

1. Address to Request Applications

Standard application forms and related instructions are available online at http://www.grants.gov/agencies/forms_repository_information.jsp or http://www.cms.hhs.gov/GrantOpportunities

Standard application forms are also available from Nicole Nicholson, Centers for Medicare & Medicaid Services, Office of Acquisition and Grants Management, C2-21-15 Central Building, 7500 Security Boulevard, Baltimore, MD 21244-1850, by e-mail at Nicole.Nicholson@cms.hhs.gov.

2. Content and Form of Application Submission

The following standard forms (application package) are required in order to submit your application electronically:

>
> **SF-424**: Application for Federal Assistance
>
> **SF-424A**: Budget Information (please complete Section B only)
>
> **SF-424B**: Assurances-Non-Construction Programs
>
> **SF-LLL**: Disclosure of Lobbying Activities
> http://www.cms.hhs.gov/GrantOpportunities/Downloads/01_sflll.pdf
>
> **Additional Assurances**
> http://apply.grants.gov/forms/sample/SSA_AdditionalAssurances-V1.0.pdf
>
> **Key Contacts**: Please include all contact information for pertinent persons that will be working on the grant, including Fiscal Office contacts.
>
> **Project and Budget Narratives** – Please see Section V – *Application Review Information: Criteria.* Please note that there are no federal forms for the project and budget narratives. You will create the documents and upload from your hard-drive onto Grants.gov when you are ready for submission.

Copies of these forms may be obtained directly as stated in Section 1 above and are available on the Grants.gov website under Funding Opportunity Number **HHS-2008-CMS-CEA-0008.**

3. Submission Dates and Times

All grant applications must be submitted electronically and are due by April 16, 2008. Applications received through http://www.grants.gov until 11:59 p.m. Eastern Standard time on April 16, 2008 will be considered "on time." All applications will receive an automatic time stamp upon submission.

Please note when submitting your application electronically, you are required to *mail* a signed SF 424 (Application for Federal Assistance) to Nicole Nicholson, Centers for Medicare & Medicaid Services, Office of Acquisition and Grants Management, C2-21-15 Central Building, 7500 Security Boulevard, Baltimore, MD 21244-1850. The mailed SF 424 form may be received at the Centers for Medicare & Medicaid Services within two (2) business days of the application closing date**.**

In the event that the electronic submission of the application has failed through www.grants.gov, please mail an original and two copies of the application to Nicole Nicholson. Please include a copy of the failed submission notice from www.grants.gov with the paper application as evidence of attempted submission.

- Application Deadline – April 16, 2008
- Announcement of Awards – July 1, 2008

4. Intergovernmental Review

Applications for these grants are <u>not</u> subject to review by States under Executive Order 12372, "Intergovernmental Review of Federal Programs" (45 CFR 100).

5. Funding Restrictions

The provisions of the Office of Management and Budget (OMB) Circulars, Federal Acquisition Regulation (FAR), and Code of Federal Regulations (CFR) govern the allowable costs under this solicitation according to organization type.

OMB Circular A-122**:** Cost Principles for Non-Profit Organizations
http://www.whitehouse.gov/omb/circulars/a122/a122.html

OMB Circular A-21: Cost Principles for Educational Institutions
http://www.whitehouse.gov/omb/circulars/a021/a021.html

45 CFR 74 Appendix E - Cost Principles for Hospitals
http://ecfr.gpoaccess.gov/

FAR 31.2 (48 CFR 31.2): Contract Cost Principles (applicable to grants awarded to Commercial Organizations)
http://www.arnet.gov/far/

6. Other Submission Requirements

Electronic Applications

The deadline for all applications to be submitted through http://www.grants.gov is **April 16, 2008**. For information on how to get started with Grants.gov, please visit http://www.grants.gov/applicants/get_registered.jsp. **We strongly recommend** that you **do not** wait until the application deadline date to begin the application process through Grants.gov. We recommend you **visit Grants.gov at least 30 days prior to filing your application** in order to fully understand the process and requirements. We encourage applicants to submit well before the closing date.

GRANTS.GOV REGISTRATION IN BRIEF:

STEP 1: Obtain DUNS Number
Same day. Your organization will need to obtain a DUNS Number. If your organization does not have one, you will need to go to the Dun & Bradstreet website at http://fedgov.dnb.com/webform to obtain the number.

STEP 2: Register with CCR
Two days or up to one to two weeks. Ensure that your organization is registered with the Central Contractor Registry (CCR) at http://www.ccr.gov. If your organization is not, an authorizing official of your organization must register. You will not be able to move on to Step 3 until this step is completed.

STEP 3: Obtain Username & Password
Same day. Create a username and password with Operational Research Consultants (ORC), the Grants.gov credential service provider. You will need to use your organization's DUNS Number to access the ORC website at http://apply07.grants.gov/apply/OrcRegister.

STEP 4: Grants.gov Registration
Same day. Register with Grants.gov to open an account using the username and password you received from Operational Research Consultants (ORC) at https://apply07.grants.gov/apply/GrantsgovRegister.

STEP 5: AOR Authorization
Time depends on responsiveness of your E-Biz POC. The E-Business Point of Contact (E-Biz POC) at your organization must respond to the registration email from Grants.gov and login at Grants.gov to authorize you as an Authorized Organization Representative (AOR). Please note that there can be more than one AOR for your organization. In some cases the E-Biz POC is also the AOR for an organization as well.

STEP 6: TRACK AOR STATUS
At any time, you can track your AOR status at the Applicant home page of Grants.gov in "Quick Links" by logging in with your username and password. Login as an Applicant here (enter your username & password you obtained in Step 4): https://apply07.grants.gov/apply/ApplicantLoginGetID

APPLY FOR THE GRANT IN BRIEF

STEP 1: **DOWNLOAD A GRANT APPLICATION**
Download the Grant Application Package using the Funding Opportunity Number (FON) **HHS-2008-CMS-CEA-0008**. Downloading a grant application package allows you to save it to your hard-drive, complete it offline and route it through your organization for review before submitting. In order to view the downloaded application package, you will need to install the PureEdge Viewer (Windows EXE File) and Adobe Reader.

STEP 2: COMPLETE THE GRANT APPLICATION PACKAGE
Once you have finished Step 1, complete the grant application offline. Save changes to your application as you go. Grants.gov does NOT automatically save changes. The package cannot be submitted until all required fields have been completed.

STEP 3: SUMBIT THE COMPLETED GRANT APPLICATION PACKAGE
The "submit" button located at the top of the application package cover page will not be active until you have completed all required forms, attached all required documents, and saved your application package. After you have clicked the "Sign and Submit" button on the summary page, your application package will automatically be uploaded to Grants.gov. A confirmation screen will appear once the upload is complete. A Grants.gov tracking number will be provided at the bottom of this screen, as well as the submission's official date and time. Record the tracking number so that you may refer to it should you need to contact Grants.gov for support at the following:

- Email at support@grants.gov
- Telephone the Grants.gov Contact Center Phone: 1-800-518-4726. The Contact Center hours of operation are Monday-Friday, 7 a.m. to 9 p.m., Eastern Time.

When contacting Grants.gov, the following information will help expedite your inquiry:

> **- Funding Opportunity Number (FON)**
> **- Name of Agency You Are Applying To**
> **- Specific Area of Concern**

7. Central Contract Registration (CCR)

The CCR is a web-enabled government wide application that collects, validates, stores, and disseminates business information about the federal government's trading partners in support of the contract award, grants, and the electronic payment processes.

When your organization registers with CCR, you must designate an E-Business Point of Contact (E-Biz POC). This person will be given a special password called a Trading Partner Identification Number (TPIN). This TPIN gives the E-Biz POC authority to designate which staff members from your organization are allowed to submit applications electronically through Grants.gov. Staff members from your organization designated to submit applications are called Authorized Organization Representatives (AOR).

If you have further questions about creating, updating or renewing your CCR registration, please visit the CCR Frequently Asked Questions page or contact the CCR Help Desk at 888-227-2423.

V. APPLICATION REVIEW INFORMATION

1. Criteria

The following criteria will be used to evaluate all applications for inclusion in the program:

- Provide a narrative that describes the objectives of the grant.
- Provide a narrative that describes the benefits to be achieved by the project.
- Explain how the project is related to the Centers for Medicare and Medicaid Services (CMS) area of authority (as much as possible), i.e., how does the application fit with CMS's mission to serve its Medicare and Medicaid beneficiaries?
- Provide a work plan of how the project is to be carried out, including milestones and steps to accomplish the project objectives that are reasonable and feasible.
- Provide a budget and budget narrative that includes sufficient detail with justifications and explanations for the amount requested. The budget costs must be reasonable considering the anticipated results, and related to project objectives.

2. Review and Selection Process

The application will be assigned to one reviewer. A reviewer will conduct an independent review. The reviewer will forward comments and/or questions to the applicant for response. The applicant's response will be forwarded back to the reviewer whereby the reviewer will either recommend the application for award or request additional information. CMS will review the recommendations of the reviewer. CMS reserves the right to request that the applicant revise or otherwise modify certain sections of their proposals based on the recommendations of the reviewer. Final award will be made by CMS. It is anticipated that applicants will be notified of grant award on or before July 1, 2008.

3. Anticipated Announcement and Award Dates

The applicant will receive written notification of the award decision on or before July 1, 2008.

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices

Applicants will receive an award letter, terms and conditions and a Notice of Award (NOA) signed by the Grants Management Officer (GMO). The NOA will set forth the amount of the award and other pertinent information, along with a set of Terms and Conditions for fulfillment of the grant specifically applicable to the applicant. The NOA

is a legal document issued to notify the grantee that an award has been made and that funds may be requested from the HHS Payment Management System (PMS).

2. Administrative and National Policy Requirements

This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable to you based on your organization type and the purpose of this award. The HHS GPS are available for reference at http://www.hhs.gov/grantsnet/adminis/gpd/index.htm .

This award is also subject to the Cost Principals as provided under "Funding Restrictions".

3. Reporting

Financial Status Reports, SF-269a:
An original and two copies of the interim SF-269a must be mailed to the Office of Acquisition and Grants Management (OAGM). The frequency of the SF-269a report will be identified in the terms and conditions of the grant award. The **final** SF-269a submitted to this office must agree with the final expenditures reported on the PMS 272 to the Payment Management System (PMS). It is the Grantee's responsibility to reconcile final reports with CMS and PMS. Before FSR submission and all obligations must be liquidated. An original and two copies of the final SF-269a are due no later than 90 days after the project period end date. Use Standard Form 269a only (short form), which is available online at: http://www.whitehouse.gov/omb/grants/sf269a.pdf. Please note that interim SF-269a reports should not be marked as final. Please be prepared to provide the contact information of the person or office that will complete the Financial Status Reports (SF-269a) and the PMS SF-272 Report on the *Key Contacts Form*.

Progress Reports
Progress reports may be submitted electronically via email. The frequency of the Progress Report will be identified in the terms and conditions of the grant award. These reports will outline how grant funds were used, describe program progress, and describe any barriers and measurable outcomes.

VII. AGENCY CONTACTS

Questions regarding grants administration should be submitted to:

Nicole Nicholson
Centers for Medicare & Medicaid Services
Office of Acquisition and Grants Management
Mailstop: C2-21-15
7500 Security Boulevard
Baltimore, Maryland 21244-1850
E-mail: Nicole.nicholson@cms.hhs.gov

Administrative questions should be directed to Nicole Nicholson via <u>email only</u> at Nicole.Nicholson@cms.hhs.gov. Questions submitted telephonically will <u>not</u> be honored.

Questions regarding the earmark grant should be directed to:

Jeanne Wise
Centers for Medicare & Medicaid Services
Office of Research, Development, and Information
Mailstop: C3-20-02
7500 Security Boulevard
Baltimore, Maryland 21244-1850
Phone: (410) 786-6534
E-mail: jwise@cms.hhs.gov

VIII. OTHER INFORMATION

For assistance with the grants.gov online process including but not limited to the registration process, down loading the PureEdge Viewer, completing the application, and password retrieval, please contact Grants.gov at 1-800-518-4726.