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Department of Health and Human Services

Centers for Medicare & Medicaid Services

Office of Research, Development, and Information

Invitation to Apply for
FY 2009 Congressional Earmarks

Funding Opportunity Number
HHS-2009-CMS-CEA-0007
CFDA No. 93.779

Electronic Application Due Date: May 26, 2009

Mailed Application Due Date: May 28, 2009

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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 2009 Congressional Earmarks

ANNOUNCEMENT TYPE: Initial

FUNDING OPPORTUNITY NO.: HHS-2009-CMS-CEA -0007

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

DATES:

Date of Issue	April 10, 2009
Electronic Application Due Date	May 26, 2009
Mailed Application Due Date	May 28, 2009
Award Announcement	August 3 2009
Grant Period	August 3, 2009 – January 30, 2011 (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: \$4,542,000
- Number of Awards: Eighteen (18)
- Award Ceiling: \$666,000
- Award Floor: \$95,000
- Anticipated Award Date: August 3, 2009
- Period of Performance: August 3, 2009 through January 30, 2011 (18 months)

III. Eligibility Information

1. Eligible Applicants

For Restricted Applicants Only: NON-COMPETITIVE FUNDING 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:

- Bedford Ride, Bedford, VA
- Bi-State Primary Care Association, Concord, NH (2)
- Bi-State Primary Care Association, Montpelier, VT
- Bucks County Health Improvement Partnership, Langhorne, PA
- City of Milwaukee, Milwaukee, WI

- Health Improvement Partnership of Santa Cruz County, Scotts Valley, CA
- Hope Through Housing Foundation, Rancho Cucamonga, CA
- Hospice Foundation of America, Washington, DC
- MAGNET, Inc., Cleveland, OH
- Maryland Disability Law Center, Baltimore, MD
- Maternity Care Coalition, Philadelphia, PA
- Medical Foundation of Chattanooga, Chattanooga, TN
- Medicare Chronic Care Practice Research Network, Sioux Falls, SD
- Medicare Rights Center, New York, NY
- Miami Jewish Home and Hospital for the Aged, Miami, FL
- Patient Advocate Foundation, Newport News, VA
- University of Pittsburgh Medical Center, Pittsburgh, PA

If you currently have an existing CMS Earmark grant and are designated to receive additional funds in FY 2009, these funds will be awarded as continuation funds on the existing grant project.

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 (1%) 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 unless listed as a designated organization.

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 Fred Filberg, 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 frederick.filberg@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 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-2009-CMS-CEA-0007**.

3. Submission Dates and Times

All grant applications must be submitted electronically and are due by May 26, 2009. Applications received through <http://www.grants.gov> until 11:59 p.m. Eastern Standard time on May 26, 2009 will be considered “on time.” All applications will receive an automatic time stamp upon submission.

Due to the expected high volume of electronic applications being submitted through Grants.gov for fiscal year 2009, the applicant must submit the application electronically through grants.gov **AND** mail an original, two copies, and a CD of the complete application to the CMS Grants Management Specialist listed below:

Fred Filberg, Grants Management Specialist
Centers for Medicare & Medicaid Services
Office of Acquisition and Grants Management
Mailstop: C2-21-15 Central Building
7500 Security Boulevard
Baltimore, MD 21244-1850

4. Intergovernmental Review

Applications for these grants are not 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/>

You are required to submit the approved Indirect Cost Rate Agreement used in calculating the budget if applicable. If your organization does not have an established Indirect Cost Rate Agreement, indirect costs are limited to ten (10) percent of the total amount awarded. Please see example below:

Budget Category	Amount
Personnel & Fringe	\$41,000
Travel	\$0
Equipment	\$5,000
Supplies	\$1,500
Contractual	\$35,000
Other	\$3,000
Total Direct Costs	\$85,500
Total Indirect Costs (10%)	\$9,500
Total Costs	\$95,000

6. Other Submission Requirements

Electronic Applications

The deadline for all applications to be submitted through <http://www.grants.gov> is **May 26, 2009**. 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.

Dun and Bradstreet Number

On October 1, 2003, applicants were required to have a Dun and Bradstreet (DUNS) number to apply for a grant or cooperative agreement from the Federal Government. The DUNS number is a nine-digit identification number, which uniquely identifies business entities. Obtaining a DUNS number is easy and there is no charge. To obtain a DUNS number, access the following Website: www.dunandbradstreet.com or call 1-866-705-5711. This number should be entered in the block with the applicant's name and address on the cover page of the application (Item 5 on the Form SF-424, Application for Federal Assistance), with the annotation "DUNS" followed by the DUNS number that identified the applicant. The name and address in the application should be exactly as given for the DUNS number.

7. Central Contract Registration (CCR)

The applicant must also register in the Central Contractor Registration (CCR) database in order to be able to submit the application. Information about CCR is available at <http://www.ccr.gov>. The central contractor registration process is a separate process from submitting an application. Applicants are encouraged to register early. In some cases, the registration process can take approximately two weeks to be completed. Therefore, registration should be completed in sufficient time to ensure that it does not impair your ability to meet required submission deadlines. You will be able to submit your application online anytime after you receive your E-Authorization.

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. Please include the approved Indirect Cost Rate Agreement used in calculating the budget, if applicable.

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 August 3, 2009.

3. Anticipated Announcement and Award Dates

The applicant will receive written notification of the award decision on or before August 3, 2009.

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 your organizational 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 Form 272 to the Payment Management System (PMS). It is the Grantee’s responsibility to reconcile final reports with CMS and PMS. Before final FSR submission, 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 Federal Transactions Report (PMS Form 272) 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:

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

Administrative questions should be directed to Fred Filberg via email only at Frederick.Filberg@cms.hhs.gov . Questions submitted telephonically will not be honored.

Questions regarding the Earmark Grant Program 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, technical difficulties with completing the application, and password retrieval, please contact Grants.gov directly at 1-800-518-4726 or support@grants.gov.