U.S. Department of Health and Human Services

Office of the National Coordinator for Health Information Technology (ONC)

Notice of Funding Opportunity
-
Strengthening the Technical Advancement & Readiness of Public Health via Health Information Exchange Program

(The STAR HIE Program)

Application Due Date: 09/01/2020

Anticipated Award Date: 09/30/2020

Table of Contents

Executive Summary

This Notice of Funding Opportunity (NOFO) is designed to strengthen and accelerate innovative uses of health information via health information exchanges (HIEs) within states, communities, and regions to support public health agencies' abilities to advance data-driven prevention of, response to, and recovery from public health events, including disasters and pandemics such as Coronavirus Disease 2019 (COVID-19). Funding will be focused toward strengthening existing HIE infrastructure so that public health agencies are able to better access, share, and use health information.

This competitive NOFO is limited to only United States-based health information exchange (HIE) entities. This includes non-profit HIEs or for-profit HIEs. However, under 45 C.F.R. 75.216(b), no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. The Office of the National Coordinator for Health Information Technology (ONC) anticipates that up to five (5) awards will be made in the form of cooperative agreements. The number of awards could change based on additional availability of funds. The cooperative agreement will focus on improving HIE services in support of public health. The total funding available under this NOFO is $2,500,000. Applications will be approved for up to a two-year (2) period of performance.

Entities may enter into multi-organizational and/or regional agreements to apply to this NOFO. However, one singular entity must be the applicant; act as the responsible agent; submit the application on behalf of all partners, who must provide written documentation affirming the applicant's role as their agent; and maintain accountability for the proper use of federal funds. ONC hopes to distribute funding throughout the country. ONC does not intend to award duplicative service areas.

A. Program Description/Purpose of the Funding Opportunity

Background

The U.S. Department of Health and Human Services (HHS) is committed to advancing the secure, interoperable exchange of health information which is critical to enhancing the health and well-being of all Americans.

In March 2020, the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) (Pub. L. No. 116-136, March 27, 2020) was enacted. The CARES Act responds to the COVID-19 (i.e., coronavirus disease 2019) outbreak and its impact on the economy, public health, state and local governments, individuals, and businesses. The cooperative agreements under this notice of funding opportunity will be funded through funding from the CARES Act.

The Office of the National Coordinator for Health Information Technology (ONC) is the principal Federal entity charged with the coordination of nationwide efforts to implement and use the most advanced health IT and the electronic exchange of health information. ONC has two primary objectives 1) advance the development and use of health IT capabilities and 2) establish transparent expectations for data sharing. These two objectives work to successfully connect health care and health data through interoperable health IT.

Purpose

This NOFO provides an opportunity to strengthen and expand the ability of health information exchanges (HIEs) to support public health agencies in communities and states. There is a clear need for new data and new approaches for public health programs, including approaches made possible by modern computing. For example, case investigation and contact tracing can be augmented by new data and new approaches to better identify the sources of a disease and help prevent additional outbreaks.

Pandemics like Coronavirus Disease 2019 (COVID-19) stress our information infrastructure and can be best addressed when there are efficient modes to make information available where and when it is needed most. A key challenge that has emerged with the current COVID-19 response is around public health agencies' access to clinical data (e.g., information on comorbidities, hospital admission/discharge, and/or detailed treatment information) and demographic information on patients who have tested positive for the disease.

The extensive amount of clinical data held by HIEs is often not accessible by public health agencies nor are the insights HIEs can provide regarding trends and a community's longitudinal health. Better aligning HIEs with public health agencies can bring more and better data to bear on public health events, including the COVID-19 pandemic. Specifically, the rich data held by HIEs can support better knowledge generation around the epidemiology of diseases like COVID-19. For example, HIEs can support answering such questions as:

- What are reinfection rates for COVID-19 within the community?
- What is the average time between a positive COVID-19 test until a negative COVID-19 test?
- What is the average time between a positive COVID-19 test until tested immunity?
- How do various patient characteristics correlate with COVID-19, including race, sex, ethnicity, and comorbidities?

This program seeks to respond to the needs facing public health agencies by leveraging the unique abilities and characteristics of HIEs. These include, for example, the following:

- HIEs serve as hubs for rich data from a multitude of sources.
- HIEs are often state, local, or regional entities, with a strong understanding of and experience with local health care environments, including policies dictating data use for public health agencies.
- HIEs facilitate competition within the healthcare system by acting as trusted third parties who work with otherwise competitive healthcare entities.
- HIEs either actively support public health agencies or have the ability to do so (e.g., activities such as supporting public health reporting, improving data quality, and other data services).
- Currently, there are approximately 100 HIE organizations in the United States.[1] HIEs cover about 99% of the U.S. population, according to the national trade association of HIEs.[2]

This program will build upon previous and existing Federal investments in HIEs. It also will leverage work done by the industry to advance HIE services for the benefit of public health. The result of this would be improved linkages between public health agencies and the services that health information

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[1] Adler-Milstein, Julia; Sunny C. Lin; and Ashish K. Jha. "The Number Of Health Information Exchange Efforts Is Declining, Leaving The Viability Of Broad Clinical Data Exchange Uncertain." Health Affairs 2016 35:7, 1278-1285. Retrieved from https://www.healthaffairs.org/action/showCitFormats?doi=10.1377%2Fhlthaff.2015.1439 on June 16, 2020.

[2] Kendrick, David. "Health Information Exchange Organization impact." January 28, 2020. Presentation at ONC 2020 Annual Meeting. https://www.healthit.gov/sites/default/files/page/2020-02/DavidKendrickSHIEC.pdf. Retrieved on June 16, 2020.

exchanges are well situated to provide. These services include, but are not limited to, establishing or updating:

- Services that benefit public health registries,
- Connectivity services that benefit a public health agency, and/or
- Data services that benefit a public health agency.

The program has the following objectives:

1. **Build innovative health information exchange services that benefit public health agencies.**
   Applicants must propose activities that would benefit public health agencies. This requirement is included in the NOFO because of the unique opportunity that HIEs present with regard to supporting public health agencies. The outcome of achieving this objective will be that public health agencies are more capable of responding to public health events, including pandemics such as COVID-19

2. **Improve the health information exchange services available to support communities disproportionately impacted by the COVID-19 pandemic.**
   Applicants must describe how they would deploy services or functionalities to enable, enhance, or increase the use of health information exchange among relevant entities, including providers who care for vulnerable or at-risk populations. Applicants must describe how their activities under the cooperative agreement address communities disproportionately impacted by the COVID-19 pandemic, including as it relates to the stratifying factors of age, race, ethnicity, disability and sex. The outcome of achieving this objective will be to increase public health understanding of how COVID-19 has disproportionately impacted various communities and increase the capability of public health agencies and the healthcare system respond to that impact.

Program Approach

ONC expects to fund five (5) cooperative agreement awards for up to a two-year period of performance. The program will be funded at $2,500,000 with funding contingent upon availability of funds, satisfactory completion of milestones, and a determination that continued funding is in the best interest of the federal government and the public. ONC plans to award these five awards in the amount of up to $500,000 each.

During the period of performance, year one will include planning, development, and rapid implementation. Year two will focus on continued implementation and expansion.

Program Activities

This NOFO seeks to strengthen the health information exchange services available to public health agencies. Applicants must propose activities that benefit a public health agency.[3]

[3] For the purposes of this NOFO the term public health agency is specifically an agency or authority of the United States government, a State, a territory, a political subdivision of a State or territory, or Indian tribe that is responsible for public health matters as part of its official mandate. This definition is derived from the definition of public health authority as defined in 45 CFR 164.501. The definition of public health agency as used in this NOFO excludes contractors or persons or entities to whom the public health agency has granted authority.

Public health agencies are vital to support healthy and resilient communities. It is important that public health agencies have access to timely and accurate data in order to make decisions on how, when, and where to implement services in order to improve community health outcomes.

HIEs are uniquely capable of providing connectivity as well as providing various services that can improve the volume or quality of data transmitted to or on behalf of public health agencies. During times of a public health emergency, public health agencies are often stretched to capacity and having the support of community partners, such as HIEs, to share and improve appropriate access to or use of timely and accurate data is critical.

A core competency of HIEs is the ability to connect a wide range of health care entities, including public health information systems, to one another to support the appropriate sharing of health information. ONC's experience has shown that increasing connectivity has compounding beneficial effects, particularly when it is standards-based. This includes increased data for related, existing services, or even the creation of entirely novel services.

HIEs often function as data service providers, such as by enhancing data that is already available. HIEs perform such functions by leveraging their wide range of capabilities, which include such functions as identity management or provider directories. One particularly powerful aspect of HIEs is their ability to create a longitudinal record of a patient, and use that for enhancing treatment, care coordination, public health monitoring or enhancing quality of care.

All proposed activities are expected to take into account applicable law, including—for example—existing applicable public health, state, tribal, local, and/or territorial laws and policies.

The activities proposed within applications to this NOFO must include investments in health information technology (health IT). Health IT refers to the use of information and communication technologies in caring for patients, tracking diseases and protecting public health, conducting research, and improving the health of individuals and populations. For example, health IT would include software that enables a public health entity to properly match a patient to data in a system by comparing the initials, name, date of birth, or address to the name associated with the data. As another example, award recipients may buy or build the software systems required for connecting demographic information to a patient and identifying disparities within populations or cohorts. Along these lines, the cooperative agreement may also cover necessary testing and monitoring of technical capabilities to ensure ongoing successful implementation.

Applications may also include associated legal, policy, or governance activities. To be clear, these activities are not required. However, if they are proposed, these non-technical activities are expected to be in relation to and required for the successful implementation of providing technical services. For example, applicants may cover the costs of legal services required to design appropriate data use agreements, service-level agreements, or other applicable legal costs, if such agreements or legal costs are necessary for the technical service(s) being created. Along these lines, applicants may also propose ongoing monitoring costs to ensure compliance with the associated legal requirements of the proposed activities, if such costs are necessary to ensure the success of the technical service.

Applications may also include other related activities necessary for increasing public health interoperability. To be clear, these other related activities are not required. However, if such activities are proposed they are expected to be in relation to and required for the successful implementation of providing technical services. For example, proposals may include onboarding costs, workflow design and consultation, or change management activities for connected entities to successfully implement a technical service. There may be education, outreach, or marketing costs that would be necessary. Such education, outreach, or marketing must be necessary for the successful implementation of the technical service.

All applicants must include a letter of support or commitment from applicable state, tribal, local, or territorial (STLT) public health agency(ies). The letter should describe the public health agency(ies) level of involvement in the applicant's proposed activities.

Applications should describe how the approach considers health IT standards and/or has conformance to health IT standards.[4] Where there are standards for such services, applicants should be using them or proposing to improve or expand on them.

Examples of activities that benefit public health agencies include, but are not limited to:

1. Establishing or updating services that benefit public health registries. (The Promoting Interoperability Public Health Task Force[5] defines a public health registry "…as one that is administered by, or on behalf of, a local, state, territorial, or national public health agency and which collects data for public health purposes."[6])
    a. Initiate activities that support increasing electronic reporting to public health registries, improving case investigation tasks, gathering data for situational awareness, and advancing other public health emergency preparedness and response functions.
    b. Establish provider connectivity via HIEs to a public health registry (or data hubs) such as the Association of Public Health Laboratories (APHL) Informatics Messaging Services (AIMS) platform.
    c. Improve provider access to state immunization information systems (IIS), such as for non-traditional vaccination providers (e.g., Emergency Medical Services (EMS), Long Term and Post Acute Care (LTPAC), others who may give adult immunizations), in anticipation of future mass vaccination efforts.
    d. Support bidirectional exchange of immunization data, history of disease, vaccine forecast, including evidence of immunity to an Immunization Information System (IIS).
    e. Implement approaches which leverage existing federal investments (e.g., The Executive Office of Health and Human Services (HHS) Immunization Gateway via Association of Public Health Laboratories (APHL)).
2. Establishing or updating connectivity services that benefit a public health agency.
    a. Facilitate exchange of electronic laboratory reporting of notifiable diseases to public health agencies.

[4] For additional information on health IT standards, visit www.healthIT.gov and www.healthIT.gov/ISA.

[5] The Public Health Promoting Interoperability Task Force is a collaboration between the Centers for Disease Control and Prevention (CDC), national non-profit public health associations, and public health practitioners from around the country.

[6] Public Health Promoting Interoperability Task Force. "Public Health Agency Readiness for Promoting Interoperability Programs, 2019 Onward. Guidance and Recommendations." Version 3.9 (Updated 7/25/2019) Retrieved from https://www.cdc.gov/ehrmeaningfuluse/docs/Promoting_Interoperability_Public_Health_Task_Force_Guidance-Version-3.9_508.pdf June 16, 2020.

    b. Support submission of electronic case reporting, in alignment with applicable standards/requirements. For example, this could include support for an electronic case reporting translation engine and related activities.
    c. Support submission of syndromic surveillance data, in alignment with current public health standards/requirements.
    d. Facilitate exchange of data to other public health registries (e.g., immunization, cancer registries, etc.).
    e. Facilitate access to clinical records during disasters.
3. Establishing or updating data services that benefit a public health agency.
    a. Advance services that enable public health agencies to enhance demographic information for patient lab results.
    b. Create mechanisms to reduce or eliminate duplicative data flows for public health.
    c. De-identification and/or anonymization solutions for public health.
    d. Build individual data access services for public health systems. For example, a health information exchange may connect to an immunization information system (IIS) to allow individuals to query for their immunization data via an HIE patient portal.
    e. Provide support for contract tracing and case investigation. For example, augment clinical information for public health agencies to improve timely COVID-19 case investigation capabilities.
    f. Create dashboards in collaboration with public health agencies.

Milestones and Performance Activities

Funding will be released pursuant to milestones established by each award. Upon successful completion of Milestones 0, 1 & 2 subsequent funding will then be released for Milestones 4, 5 and 6. Recipients are expected to work with ONC to establish reporting mechanisms to track and monitor progress towards milestones (qualitative and quantitative). Recipients are also expected to work with ONC to refine performance activities throughout the period of performance where applicable. Where appropriate, there will be standardized milestones and activities to ensure comparability and tracking across recipients. However, there may also be customized performance activities, created in consultation with the recipient, to demonstrate progress toward and completion of the milestone. Example performance activities are described in the chart below.

<u>Milestones</u>

Milestone 0: Program Support and Engagement Funding

This funding is provided upon award and may be used to meet initial programmatic needs to include the following :

- Travel to and from ONC meetings where applicable.
- Development of processes for ongoing program monitoring activities (bi-weekly calls with ONC, monthly reports, and quarterly and annual progress reports).
- Development of a draft Program Monitoring Plan that should reflect and be consistent with the project narrative and budget and should cover all years of the period of performance. The plan should identify important milestones and each major task or action step needed to reach those milestones. For each major task or action step, the work

plan should identify timeframes involved, including start- and end-dates. Learning and collaboration efforts (participating in workgroups).

- Identifying and documenting of initial challenges and bright spots.
- Establishing evaluation processes.
- Establishing financial and programmatic reporting requirements.
- Establish reporting mechanisms to track and monitor progress towards outcomes (qualitative and quantitative).
- Developing resources to conduct initial outreach, education, and/or implementation.
- Within six (6) months of receiving the Notice of Grant Award (NGA), recipients must submit to ONC a Memorandum of Understanding (MOU), Memorandum of Agreement (MOA), or Notarized Agreement from the STLT public health agency(ies) and/or emergency management agency(ies) (e.g., public health preparedness program), that are necessary for achieving the goals of program. The initiation of work on this MOU/MOA is expected to begin under Milestone 0.

Milestone 1. Completed Final Program Monitoring Plan

Within three (3) months of receiving the Notice of Grant Award (NGA), recipients are expected to complete a Final Program Monitoring Plan.

The Final Program Monitoring Plan should reflect and be consistent with the project narrative and budget and should cover all years of the period of performance. The plan should identify milestones and each major task or action step needed to reach those milestones. For each major task or action step, the plan should identify timeframes involved, including start and end dates.

If a technical solution build out is required for the activities under the proposal, then the plan is expected to include, but not be limited to, a timeline and testing plan. Additional system testing processes and procedures may also need to be included. The Final Program Monitoring Plan is expected to describe how the program will be deployed and managed, as well as the stakeholders involved.

Milestone 2. Documentation of Engagement with Public Health Agency/Authority (and Health Information Exchange(s))

Within six (6) months of receiving the Notice of Grant Award (NGA), recipients must submit to ONC a Memorandum of Understanding (MOU), Memorandum of Agreement (MOA), or Notarized Agreement from the STLT public health authority(ies)/agency(ies) that are necessary for achieving the goals of program. Note that the public entities described here may be broader than strictly governmental agencies. ONC and recipients will work collaboratively on defining the appropriate agency(ies)/authority(ies) for which documentation of engagement is required.

This documentation ensures that recipients are actively and adequately engaging appropriate public health officials on all efforts throughout the period of performance. Specifically, this means that if proposed functionality requires a technical interface with a public health agency, then the MOU (or MOA or Notarized Agreement) must describe the shared understanding that such a technical interface will be created within the period of performance.

Milestone 3. Implementation Experience Collaboration

The purpose of this milestone is to create mechanisms to ensure that recipients are successful. ONC's experience with similar programs has shown that recipients gain significant benefit from networking, experience/information sharing, and/or collaborating with other recipients via in-person or virtual events and activities. This has also included through such activities as communities of practice, specific group meetings, and other cross-recipient collaboration opportunities. ONC will require recipient participation in such collaboration activities and seek technical assistance support via their external consulting networks. Such activities may occur at the ONC Annual Meeting or similar federal meetings. ONC believes that participation in such activities will be helpful for recipients at all steps within the period of performance.

Milestone 4. Achievement of Primary Performance Activity (e.g., "Go Live")
This milestone will demarcate, for the purposes of effective cooperative agreement collaboration, the initial creation of new HIE services. In most cases, this will be the first live data exchange enabled by the program (often called "Go Live"). However, the primary performance goal may be customized in consultation with the recipient and depending on the proposed activities. For example, if the recipient seeks to create mechanism to reduce or eliminate duplicative data flows, the successful achievement of the primary performance goal may be to turn off a data exchange activity.

The activities to achieve this milestone will include all potential work described in the Performance Activities section above. The activities for this milestone will commence upon successful completion of Milestone 1 and Milestone 2. Recipients will then be expected to report on the major tasks and action steps within the Program Monitoring plan as a means of demonstrating progress toward the achievement of the milestone. Activities within this milestone could include testing and potentially pilots, provided they provide a path to production.

These major tasks and action steps will be devised in keeping with project management best practices. Furthermore, agile development processes and robust approaches (e.g., test-driven development) are strongly encouraged.

ONC seeks to ensure nationwide improvement of data quality for public health purposes. Therefore, where applicable, we encourage recipients to consider using the ONC C-CDA Scorecard to demonstrate baseline measurements of data quality and to improve C-CDA content quality. Improved data quality should support enhanced ability to run longitudinal assessments, population stratification and other services that correspond to ensuring providers can more readily find solutions during a public health event, including COVID-19.

Milestone 5. Operations and Maintenance
This milestone ensures that after an entity (e.g., a provider or laboratory) has subscribed or enrolled for services under this program, actual exchange of health information is continuously enabled and actively used.

This Milestone will include activities to expand the volume or quality of connections or service offerings. For example, it would include deployment of marketing materials to facilitate customer interest or improvements to onboarding processes. This includes ongoing stakeholder outreach efforts. It would also include technical and policy monitoring of connections, and optimization activities requiring technical or policy refinements.

Milestone 6. Completed Sustainability Plan
ONC expects recipients complete a sustainability plan to ensure the ongoing success and replicability of efforts to strengthen and expand the ability of HIEs to support public health agencies. Recipients are encouraged to consult with partners/stakeholders in the development of the plan.

B. Funding Opportunity Award Information

Key Award Parameters

Title: Strengthening the Technical Advancement and Readiness of Public Health via Health Information Exchange Program (STAR HIE Program)

Federal Funding Agency**:** Department of Health and Human Services (HHS)
The Office of the National Coordinator for Health Information Technology (ONC)

Announcement Type: Cooperative Agreement

Application Type: New

Funding Opportunity Number: COVID-C3-20-002

Catalog of Federal Domestic Assistance (CFDA) Number: 93.462

Eligible Applicants: This is a limited competition. It is limited to United States-based health information exchange (HIE) entities. This includes non-profit HIEs or for-profit HIEs. However, under 45 C.F.R. 75.216(b), no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Entities may enter into multi-organizational and/or regional agreements to apply to this NOFO.

Legislative Authority: Coronavirus Aid, Relief, and Economic Security Act (CARES Act) (Pub. L. No. 116-136, March 27, 2020), and Section 3011 of the Public Health Service Act (PHSA).

Approximate Amount of Available Funding (inclusive of direct and indirect costs): $2,500,000

Anticipated Number of Awards: 5

Approximate Amount of Each Award: $500,000

Project Period: 09/30/2020 to 09/30/2022

Budget Period: 09/30/2020 to 09/30/2022

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 interests of the Government.

ONC reserves the right to make additional awards under this announcement, consistent with Agency policy, if additional funding becomes available after the original selections are made. Any additional selections for awards are expected to be made no later than 12 months after the original selection decision. ONC hopes to distribute funding throughout the country. ONC does not intend to award duplicative service areas.

The two-year cooperative agreements created by this award will be made to HIE entities.

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 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.

If program income is generated, ONC recipients must us the additive method. 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. In the event program income 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:

Applications for this Cooperative Agreement are not subject to review by states under Executive Order 12372, “Intergovernmental Review of Federal Programs” (45 CFR 100). Please check box “C” on item 19 of the SF 424 (Application for Federal Assistance) as Review by State Executive Order 12372, does not apply to this Cooperative Agreement.

ONC’s Match Requirement: There are no match requirements for this program.

Intergovernmental Review:

Applications for this Cooperative Agreement are not subject to review by states under Executive Order 12372, “Intergovernmental Review of Federal Programs” (45 CFR 100). Please check box “C” on item 19 of the SF 424 (Application for Federal Assistance) as Review by State Executive Order 12372, does not apply to this Cooperative Agreement.

Key Dates

Milestone	Date
NOFO Released	08/12/2020
Informational Session	08/19/2020
Notice of Intent Due	08/21/2020
Applications Due	09/01/2020
Anticipated Award Date	09/30/2020
Anticipated Project Start Date	09/30/2020

Roles and Responsibilities Under a Cooperative Agreement

The funding instrument used for this program will be a Cooperative Agreement, an assistance mechanism, in which substantial ONC programmatic involvement is anticipated during the project period. Under the Cooperative Agreement, the ONC purpose is to support and stimulate the recipient's activities by involvement in, and otherwise working jointly with, each recipient in a partnership role; it is not to assume direction, prime responsibility, or a dominant role in the activities. Consistent with this premise, the dominant role and prime responsibility resides with the recipient for the project as a whole. For example, ONC expects to provide limited technical assistance in support of recipient activities. To facilitate appropriate involvement, during the period of this Cooperative Agreement, ONC and the recipient will be in contact at least monthly and more frequently when appropriate.

Specific tasks and activities that may be shared between the recipient and ONC include, but are not limited to:

- Participating in the selection of key personnel;
- Releasing funds based on achievement of performance activities/project milestones;
- Agency review and approval of substantive provisions of proposed sub awards or contracts;
- Recipients are also expected to work with ONC to refine performance activities throughout the period of performance where applicable;
- Selecting meeting/panel members;
- Participating in communities of practice;
- Providing tactical guidance and feedback during project execution;
- 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;
- Technical Assistance – this includes federal guidance on the evolution of interoperability and exchange in accordance with current and future ONC regulatory efforts, the ONC HIT Certification Program, 21st Century Cures Act, Federal Health IT Strategic Plan, Trusted Exchange Framework and Common Agreement, or other programs established by the Secretary;

- Monitoring – ONC Project Officers in conjunction with the ONC Procurement and Grants Division will monitor, on a regular basis, progress of each recipient. This monitoring may be by phone, document review, on-site visit, other meeting and by other appropriate means, such as reviewing program progress reports and Federal Financial Reports (FFR 425);
- Coordination – To facilitate compliance with the terms of the cooperative agreement and to more effectively support recipients , ONC will actively coordinate with critical stakeholders. Release of Funds Approval – ONC Project Officers will be responsible for requesting authorization for the release of funds for their assigned projects;
- Monitoring & Evaluation – ONC Project Officers in conjunction with the ONC Procurement and Grants Division and the Technical Strategy and Analysis Division will monitor, on a regular basis, progress of each recipient. This monitoring may be by phone, document review, on-site visit, and by other appropriate means, such as reviewing program progress reports.
- As part of the cooperative agreement, recipient attendance is required, as applicable, at ONC Annual Meetings, workshops, and public webinars.

Informational Session

ONC will conduct an informational session, via a webinar, to:

- Discuss the background, purpose, scope, terms and conditions and other provisions in the NOFO
- Explain the eligibility and application requirements
- Describe the application review process
- Provide an opportunity for interested parties to ask questions

Further details about the informational session – including the date, time, and instructions for joining – are available at *https://www.zoomgov.com/webinar/register/WN__kvUMUWlSJuHJQI-oEFllg*.

To ensure that ONC addresses all comments and questions regarding this announcement during the information session, please submit any comments and questions, via email, to *STARHIENOFO@hhs.gov* no later than three days prior to the call.

Notice of Intent

Although not required, applicants are strongly encouraged to submit a non-binding e-mail notice of intent to apply for this funding opportunity. This notice of intent will assist ONC in planning for the application review process.

The notice of intent is requested by 11:59 P.M. Eastern Standard Time on **August 21, 2020** and should be sent to *STARHIENOFO@hhs.gov.* The notice should identify the name of the applicant organization, the city and state in which the applicant organization is located, and the Notice of Funding Opportunity title and number.

C. Eligibility Criteria

The funding opportunity is a limited competition. It is limited to U.S.-based HIE entities. This includes non-profit or for-profit HIE entities. However, recipients are not able to make a profit on activities funded by the cooperative agreement per federal requirements.

Applicants must provide an attestation that the applicant is a Health Information Exchange or Health Information Network as defined in 45 CFR171.102.[7]

Entities may enter into multi-organizational and/or regional agreements to apply to this NOFO. However, one singular entity must be the applicant; act as the responsible agent; submit the application on behalf of all entities involved, who must provide written documentation affirming the applicant's role as their agent; and maintain accountability for the proper use of federal funds.

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 Support or Commitment
- 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

Recipients 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

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[7] The definition of Health Information Exchange or Health Information Network as defined in 45 CFR171.102 is as follows:

> Health information network or health information exchange means an individual or entity that determines, controls, or has the discretion to administer any requirement, policy, or agreement that permits, enables, or requires the use of any technology or services for access, exchange, or use of electronic health information:
>
> > (1) Among more than two unaffiliated individuals or entities (other than the individual or entity to which this definition might apply) that are enabled to exchange with each other; and
> >
> > (2) That is for a treatment, payment, or health care operations purpose, as such terms are defined in 45 CFR 164.501 regardless of whether such individuals or entities are subject to the requirements of 45 CFR parts 160 and 164.

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 must address the elements articulated in the Program Description/Purpose sections of this NOFO. The project narrative must also factor in and align with the Performance activities/Program Milestones and Merit Review Evaluation criteria presented in this NOFO (e.g. organizational experience, past performance, etc.).

Successful applications are expected to provide a complete description and justification of how the applicant will use funds based on the following objectives:

- Build innovative health information exchange services that benefit public health agencies.. Improve the health information exchange services available to support communities disproportionately impacted by the COVID-19 pandemic.

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 Times New Roman or Cambria font size of not less than 11 point. The maximum length allowed for the Project Narrative is *[25]* pages. A Project Narrative that exceeds the *[25]* page limit will not be reviewed past the requested number of pages. Resumes of Key Personnel, if requested, are not counted as part of the Project Narrative and are not included in the *[25]* page limit.

The project narrative must follow the outline provided below and include the information required under each section. These components will be counted as part of the page limit. The suggested lengths of the sections, given below, are guidelines to help recipients create a balanced document, and not mandatory restrictions.

- Section 1: Purpose and Impact – 1 page
- Section 2: Approach, Work Plan, and Program Activities – 10 pages
- Section 3: Organizational and Technical Capabilities – 4 pages
- Section 4: Collaborator Involvement and Partnerships – 5 pages
- Section 5: Budget, Level of Effort, and Justification – 4 pages
- Section 6: Sustainability and/or Replicability of Proposed Project – 1 page

Section 1: Purpose and Impact

This section must demonstrate an understanding of health information exchange and public health data needs, requirements, and capacities.

It must reflect requirements in Section A of the NOFO, "Program Description/Purpose of the Funding Opportunity," particularly the sections "Background" and "Purpose."

This section must set out an important, coherent, issue or set of issues related to the project's purpose, and an overall approach and strategy for how to address the issue or issues. This section must also include:

- A discussion and understanding of the project theme along with an explanation of why the project theme is a priority for HIE infrastructure and a public health agency(ies). Clearly identify the problem and how the proposed solution will solve the problem.
- A description of the specific geographic area and populations targeted by this project and the impact that it will have, including the estimated number of target participants or the populations they serve (e.g., providers, individuals, labs, and other stakeholders). This description must

describe specific vulnerable or at-risk populations, particularly those communities disproportionately impacted by the COVID-19 pandemic.

Section 2: Approach, Work Plan, and Program Activities
This section must set out the approach, work plan, and program activities. It must reflect requirements in Section A of the NOFO, "Program Description/Purpose of the Funding Opportunity," particularly the sections "Program Activities" and "Milestones and Performance activities."

This section must demonstrate the applicant's ability to bring together all resources, including leveraging others existing infrastructure and capabilities required to perform the proposed work within a two-year time frame.

This section must also include:

- A clear description of the project approach and activities and how they will provides a solution to addressing a particular problem in line with the NOFO's purpose.
    - Applications must specify how proposed work addresses the requirements of the "Program Activities" section of this NOFO. Applications should specify those aspects of the "Program Activities" section that are encouraged.
- The project description must describe the technical activities required to achieve a successful project. Where applicable, it must also describe the policy and legal activities, and other related necessary activities (e.g., education, outreach, etc.)
    - This could also include governance activities that will support the applicants planned efforts.
- Description of how the proposal considers health IT standards and/or has conformance to health IT standards. Where there are standards for such services, applicants should be using them or proposing to improve or expand on them.
- Description of the infrastructure/technology is "live" or in the real world and used by other participants, and will be employed in this project.
- A program work plan that reflects and is consistent with the budget and sustainability plan, covering all years of the program period.
    - The work plan should identify important milestones and each major task or action step needed to reach those milestones. It should identify timeframes involved, including start and end dates for each major task or action step.
    - The work plan should explain the timeline in a way that fully demonstrates the project's feasibility and includes clear benchmarks and performance metrics to achieve the program goals.
    - The work plan should reflect and be consistent with the entire project narrative, the budget, and covers the entire period of performance.
- Description of how the project will coordinate with, not duplicate, but build upon existing efforts. Description of how the project will leverage existing federal investments.
- A clear delineation of the roles and responsibilities of project staff, consultants and collaborating organizations. This would specify who would have day-to-day responsibility for key tasks such as:
    - Leadership of the project.
    - Project monitoring of tasks.
    - Technical and policy work.

    - Conducting outreach efforts for: recruitment, education, enrollment/onboarding, technical assistance provision, etc.
- Approach to project management that is focused on data collection and reporting.
- Demonstrate the types of reporting or tracking mechanisms that exist or will be developed to report on project progress and outcomes for sharing with ONC and other appropriate stakeholders.

Section 3: Organizational and Technical Capabilities

This section must clearly demonstrate that the organizational and personnel capabilities of the applicant support its ability to implement the project. This section must include:

- The organization's overall capabilities relevant to the proposed project(s).
    - Description of current policies that demonstrate strong understanding of and experience with state, tribal, local, and/or territorial healthcare environments, including policies dictating data use for public health.
    - Description of how the entity currently connects disparate health care entities in a way that could benefit the project (e.g., serve as a neutral, trusted third party between competitive entities).
- Technical Capabilities
    - The health IT standards currently being used by the applicant.
    - Description of what infrastructure/technology it currently has "live" and can be leveraged for the project.
    - Description of how the entity currently, actively supports STLT public health agencies or emergency management agencies.
    - Description of the entity's existing capabilities to provide longitudinal patient-level clinical information from a variety of sources.
- A description of qualified key staff, including:
    - Leadership.
    - A project manager.
    - A staff person with grants/financial expertise.
    - Staff with technical expertise and experience, including relevant standards knowledge and experience.
    - Staff with legal expertise and experience, particularly around data sharing/use agreements and public health data use.
      (Note that resumes may be included as attachments and will not count towards the page maximum for the project narrative.)
- The capabilities of the applicant not included in other portions of the project narrative, such as any current or previous relevant experience and/or the record of the project team in conducting the proposed activities.
- Where applicable, description of applicant's experience and capabilities to create new modifications or upgrades to existing technical or policy infrastructure to accomplish programmatic goals.

Section 4: Collaborator Involvement, Partnerships, and Sub-recipients

- Description of the applicant's experience and ability to successfully collaborate with partner organizations.
- Description of existing partnerships with all relevant entities.
- Description of planned efforts to partner with STLT public health agency(ies). Letters of support/commitment from such entities are required.

- Description of planned efforts to partner with other relevant public and/or private stakeholders. For example, laboratories, Medicaid agencies, providers (e.g., ambulatory providers, hospitals, behavioral health providers), Federally Qualified Health Centers (FQHC), or others. Letters of support are encouraged.
- Description of how the approach will involve collaboration with those that represent underserved, vulnerable, at-risk, or racial and ethnic minorities and relevant health care entities.
- This section should discuss how the applicant will use an open, transparent process to engage stakeholders.
- Description of how the applicant plans to leverage vendors, if applicable, particularly if the applicant plans to enter into a sub-award relationship with a vendor.
- Description of how the applicant, if entering into any sub-award relationship as the prime recipient, addresses the subrecipient arrangements for meeting the programmatic, administrative, financial, and reporting requirements of the grant, including those necessary to ensure compliance with all applicable Federal regulations and policies.
- Description of relevant multi-organizational or regional agreements, particularly for data sharing.

Section 5: Budget, Level of Effort, and Justification
This section must provide the proposed levels of effort of the project manager, key personnel, and consultants and describe how they are adequate and appropriate to advance the project in accordance with the timelines.

- An explanation of how the proposed budget supports the proposed project and is reasonable to meet the project's needs and is as cost-efficient as possible.
- An outline of the proposed costs that support all project activities and how they support them.
- A description of how the proposed expenditures align with the project plan at a high level. (No expenditures are allowed until the start date listed on the Notice of Grant Award for the approved projects.)

Section 6: Sustainability and Knowledge Dissemination

- Potential strategies the organization may employ to sustain a plan to ensure the success of the project beyond the period of performance of the project timeframe.
- This section must fully describe the ways in which the project could be applicable to and/or relevant to other communities, states, and/or territories.
- Explain how lessons learned, challenges, successes, outcomes will be shared (e.g., via news articles, journals, presentations, communities of practice, traditional and non-traditional media outlets, etc.) with state, tribal, local, territorial, as well as national stakeholders.

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 recipients 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. Recipients 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 Times New Roman or Cambria font size of not less than 11 point.

Letters of Commitment or Support

Applicants must include letters of support or commitment from essential collaborators. Essential collaborators include STLT public health agency(ies). Any organization that is specifically named to have a significant role in carrying out the project should be considered an essential collaborator such as interstate, intrastate, and regional partners.

Applicants are encouraged to include letters of support or commitment confirming support for the project (should it be funded) made by other collaborating organizations and agencies.

Letters of support that express commitments will be looked upon more favorably then letters of support. Letters that demonstrate a higher level of commitment will be considered with a higher degree of favorability. At a minimum, the letter must explain the support for or commitment to the project.
See Appendix E for an example letter.

These letters should not be considered as part of the page limit. Signed letters should be scanned and included as attachments.

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)

Recipients 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 recipients 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. Cost allocation plans are not accepted.

Other Document(s)

Appendix B: Key Staff and Key Partner Resumes/CVs

Include key staff and key partner staff resumes or CVs. Include only those resumes and CVs for individuals referenced under "Program Narrative" in Section 4.B.II above. These are not included in the page limit.

Application Submission Instructions

1) You must access the electronic application for this program via http://www.grants.gov. You can search the downloadable application page by the Notice of Funding Opportunity Number COVID-C3-20-002 or CFDA number 93.462.

2) Recipients will be able to download a copy of the application packet and complete it off-line. In order to complete the application, an organization must have a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number. A DUNS number can be obtained via http://fedgov.dnb.com/webform and typically takes 1 to 2 business days. Please plan accordingly.

3) 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.

In order 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 DUNS number. The SAM registration process takes 7 to 10 business days so please plan accordingly. If you have already registered with SAM, but have not renewed your registration in the last 12 months, you will need to renew your registration.
b) Please note that entities registering in SAM must submit a notarized letter appointing their authorized Entity Administrator. This will not impact the registration approval process, but is required as part of your registration. For additional information, read SAM's updated FAQs to learn more about changes to the notarized letter review process and other system improvements.

   The following website depicts the SAM registration process:
   https://www.grants.gov/web/grants/applicants/organization-registration.html

c) An applicant must be registered in Grants.gov which can take several days. To that end, recipients 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 l
   https://www.grants.gov/web/grants/applicants/apply-for-grants.html

4) After electronically submitting your 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 your application could be opened and read -- only that the application was received.

The deadline for the submission of applications under this Funding Opportunity is 5:00 P.M. Eastern Standard Time on [09/01/2020]. 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, territorial, 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

Applications that do not meet the following screening criteria may be eliminated and may not be sent forward for merit review:

- Applicants' proposed projects must benefit public health agencies, such as the COVID-19 prevention, response, and recovery efforts.
- The application proposes a viable project that addresses the purpose of the NOFO and includes activities as described in the Program Activities section of the NOFO.
- The applicant meets the eligibility criteria, including required HIE/HIN attestation. Applicants must provide an attestation that the applicant is a Health Information Exchange or Health Information Network as defined in 45 CFR 171.102.[8]
- For non-profit applicants, proof of non-profit status is included.
- Applicants for this funding opportunity are required to include a letter of support or commitment from respective STLT public health agency(ies). The letter should describe their level of involvement in the program.
- 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 *[25]* pages. The Project Abstract and resumes 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, private and non-profit organizations, and state, tribal, local, territorial, and Federal government agencies. Panelists will review, evaluate, and score applications, in accordance with the criteria identified below:

Applicants are scored by assigning a maximum of 100 points across six (6) criteria:

- Understanding of Purpose and Impact - 10 points
- l Approach, Work Plan, and Program Activities - 25 points
- Organizational and Technical Capabilities - 30 points
- Collaboration, Partnerships, and Sub-recipient Management (Sub-recipients) - 20 points

[8] The definition of Health Information Exchange or Health Information Network as defined in 45 CFR171.102 is as follows:

> Health information network or health information exchange means an individual or entity that determines, controls, or has the discretion to administer any requirement, policy, or agreement that permits, enables, or requires the use of any technology or services for access, exchange, or use of electronic health information:
>
> (1) Among more than two unaffiliated individuals or entities (other than the individual or entity to which this definition might apply) that are enabled to exchange with each other; and
>
> (2) That is for a treatment, payment, or health care operations purpose, as such terms are defined in 45 CFR 164.501 regardless of whether such individuals or entities are subject to the requirements of 45 CFR parts 160 and 164.

- Budget Narrative and Justification - 10 points
- Sustainability and Knowledge Dissemination - 5 points

Understanding of Purpose and Impact (10 points)

- How well does the application address the purpose and objectives of this NOFO?
- Applicants understanding that their project should accelerate the interoperability of health information technology in order to advance data-driven prevention, response, and recovery to public health events, including disasters or pandemics such as COVID-19.
- The extent to which the applicant has demonstrated a coherent understanding of how improvements to HIE capabilities will benefit a public health agency(ies).
- The extent to which the applicant demonstrates understanding of how the project, expected outcomes, and results will strengthen and support the existing HIE infrastructure, and therefore will benefit a public health agency(ies).
- The extent to which the applicant understands and describes how the project will translate into improved health outcomes, particularly for communities disproportionately impacted by public health events, including disasters or pandemics such as COVID-19.

Approach, Work Plan, and Program Activities (25 points)

Applicants will be scored based on the strength of responsiveness to the requirements described in Section A of the NOFO, "Program Description/Purpose of the Funding Opportunity," particularly the sections "Program Activities" and "Milestones and Performance activities."

Reviewers should score applicant's ability to bring together all resources, including leveraging others existing infrastructure and capabilities required to perform the proposed work within a two-year time frame.

This section will be scored based on:

- Strength of the description of the project approach and activities and how they will provides a solution to addressing a particular problem in line with the NOFO's purpose.
    - Did the application specify how proposed work addresses the requirements of the "Program Activities" section of this NOFO? Did it address those aspects of the "Program Activities" section that are encouraged?
- Strength of description of technical activities, policy and legal activities, and other related necessary activities (e.g., education, outreach, etc.) required to achieve a successful project.
    - Strength to which governance activities support the applicants planned efforts.
- Strength of and the extent to which the project will use health IT standards.
- Strength of approach with regard to it considers health IT standards and/or has conformance to health IT standards.
    - Where there are standards for such services, applicants should be using them or proposing to improve or expand on them.
- Strength of infrastructure/technology that is "live" or in the real world and used by other participants, and will be employed in this project.
- Strength of the work plan.
    - Does it reflect and is it consistent with the entire narrative, the budget and sustainability plan, and covers all years of the program period?

    - Does it identify important milestones and each major task or action step needed to reach those milestones? It should identify timeframes involved, including start and end dates for each major task or action step.
    - Does it explain the timeline in a way that fully demonstrates the project's feasibility and includes clear benchmarks and performance metrics to achieve the program goals?
- Strength of description of how the project will coordinate with, not duplicate, existing efforts, and how well the project will leverage existing federal investments.
- How well does the proposal provide a clear delineation of the roles and responsibilities of project staff, consultants and collaborating organizations? This would specify who would have day-to-day responsibility for key tasks such as:
    - Leadership of the project.
    - Project monitoring of tasks.
    - Technical and policy work.
    - Conducting outreach efforts for: recruitment, education, enrollment/onboarding, technical assistance provision, etc.
- How sound is the approach to project management and is it is focused on data collection and reporting?
- Does the proposal demonstrate the types of reporting or tracking mechanisms that exist or will be developed to report on project progress and outcomes for sharing with ONC and other appropriate stakeholders?

Organizational and Technical Capabilities (30 points)

Applicants will be scored based on the capabilities of the organization.

- How strong are the organization's overall capabilities relevant to the project theme? How strong are the following:
    - Description of current policies that demonstrate strong understanding of and experience with state, tribal, local, and/or territorial healthcare environments, including policies dictating data use for public health.
    - Description of how the entity currently connects disparate health care entities in a way that could benefit the project (e.g., serve as a neutral, trusted third party between competitive entities).
    - Description of the applicant's experience and ability to successfully collaborate with partner organizations.
- How strong are the technical capabilities of the applicant, including the following:
    - The health IT standards currently being used by the applicant.
    - Description of what infrastructure/technology it currently has "live" and can be leveraged for the project.
    - Description of how the entity currently, actively supports state, tribal, local, and/or territorial public health agencies, where applicable.
    - Description of the entity's existing capabilities to provide longitudinal patient-level clinical information from a variety of sources.
- How qualified are key staff, including:
    - Leadership.
    - A project manager.
    - A staff person with grants/financial expertise.
    - Staff with technical expertise and experience, including relevant standards knowledge and experience.

    - Staff with legal expertise and experience, particularly around data sharing/use agreements and public health data use.
      (Note that resumes may be included as attachments and will not count towards the page maximum for the project narrative.)
- How strong are other capabilities of the applicant not included in other portions of the project narrative, such as any current or previous relevant experience and/or the record of the project team in conducting the proposed activities?
- Where applicable, how strong is the description of the applicant's experience and capabilities to create new modifications or upgrades to existing technical or policy infrastructure to accomplish programmatic goals?

Collaborator Involvement and Partnerships (20 points)

- The strength and extent to which the applicant has experience and ability to successfully collaborate with partner organizations.
- The strength and extent to which applicant demonstrates existing partnerships with all relevant entities.
- The strength of applicant's planned efforts to partner with STLT public health agency(ies). Consideration must be given to the strength of letters of support/commitment from such entities.
- The strength and extent to which applicants describes planned efforts to partner with other relevant public and/or private stakeholders. For example, laboratories, Medicaid agencies, providers (e.g., ambulatory providers, hospitals, behavioral health providers), Federally Qualified Health Centers (FQHC), or others.
- Strength of how the approach will involve collaboration with those that represent underserved, vulnerable, at-risk, or racial and ethnic minorities and relevant health care entities.
- Strength of description of how the applicant will use an open, transparent process to engage stakeholders.
- Strength of description of how the applicant plans to leverage vendors, if applicable, particularly if the applicant plans to enter into a sub-award relationship with a vendor.
- The strength and extent to which the applicant, if entering into any sub-award relationship as the prime recipient, addresses the subrecipient arrangements for meeting the programmatic, administrative, financial, and reporting requirements of the grant, including those necessary to ensure compliance with all applicable Federal regulations and policies.
- Where applicable, the strength and extent to which the applicant has entered into multi-organizational or regional agreements, particularly for data sharing. The strength and extent to which the applicant describes ongoing program monitoring activities for such agreements.

Budget, Level of Effort, and Justification (10 points)

- Extent to which the proposed levels of effort of the project director, key personnel, sub-recipients, and consultants are adequate and appropriate to advance the project in accordance with timelines.
- Extent to which the budget is justified with respect to the adequacy and reasonableness of resources requested, and the amount of the budget allocated to administration is minimized while still allowing coherent management of an integrated project.
- Extent to which applicant provides adequate justification to support costs included in budget.

Sustainability and/or Replicability of Proposed Project (5 points)

- Strength of description of:

- Potential strategies the organization may employ to sustain a plan to ensure the success of the project beyond the period of performance of the project timeframe.
- Ways in which the project could be applicable to and/or relevant to other communities, states and/or territories.
- How lessons learned, challenges, successes, outcomes will be shared (e.g., via news articles, journals, presentations, communities of practice, traditional and non-traditional media outlets, etc.) with STLT, as well as national stakeholders.

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 recipients with management or financial instability that directly relates to the organization's ability to implement statutory, regulatory or other requirement s (45 CFR Part 75.205.)

F. Federal Award Administration Information

Award Decisions

The final award decision will be made by the National Coordinator for Health Information Technology (National Coordinator) 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. All recipients will receive a summary of the objective review panel's assessment of the application's strengths, weaknesses, and score.

Notice of Award

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

Following this notice, successful recipients will receive a Notice of Award (NOA). The NOA 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 activities, 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 successful recipients' Authorized Representatives will receive the NOA 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.

Terms and Conditions

Incorporated by Reference

The NOA is subject to, by reference, the terms and conditions incorporated in the following documents:

- 45 CFR, Part 75—Uniform Administrative Requirements, Cost Principles, and Audit Requirements For HHS Awards
  http://www.ecfr.gov/cgi-bin/text-idx?SID=06a0b0411d1520fae5e2799030e64ebf&node=pt45.1.75&rgn=div5

- HHS Grants Policy Statement
  https://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf

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

Performance Reporting

ONC Program Progress Reports (PPR) are due semi-annually. The PPR will address, to the extent applicable:

- degree to which performance activities 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.

The FFR Cash Transaction Report, a subset of the SF-425, Federal Financial Report, is submitted via the Payment Management System (PMS) every calendar quarter for the life of the award. The report must be submitted within 30 days after the end of the quarter (January 31, April 30, July 31, and October 31).

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, semiannually, 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 advise in performing this tasks;
- 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 Section 75.112 of Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards, all recipients and non-federal entities must disclose, in writing, any potential conflict of interest (COI) that they have with the awarding agency and/or any other pass-through entities. The applicant shall notify the ONC grants management officer (GMO) when they believe an actual or potential COI may exist.

If, after award, an 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 proposed 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 ten (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 Section 75.113, Mandatory Disclosures, of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards. 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 Section 75.371 of the Uniform Requirements including suspension or debarment.

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. (Please note, for the purpose of this funding opportunity "work" can be considered as: writings, films, sound recordings, pictorial reproductions, drawings, designs, or other graphic representations, procedural manuals, forms, diagrams, work flow charts, equipment descriptions, data files, data processing or computer programs (software), statistical records, and other technical research data.)**

(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

Recipients generally must retain financial and programmatic records, supporting documents, statistical records, and all other records that are required by the terms of an award, or may reasonably be considered pertinent to a grant/cooperative agreement, 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 three-year retention period will be calculated from the date the final FFR, for the entire competitive segment, is submitted.

45 CFR Part 75.361 provides exceptions and qualifications to the three-year retention requirement. For example, if any litigation, claim, financial management review, 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 75.335for record retention and access requirements for contracts under grants/cooperative agreements.

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

OMB’s Uniform Administrative Requirements, Cost Principles, and Audit Requirements, Subpart F, Audit Requirements 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.

Enforcement Actions/Termination

Per 45 CFR 75.371, ONC will generally allow the recipient an opportunity to take appropriate corrective action before terminating a program. ONC may terminate the Cooperative Agreement if the recipient does not take appropriate corrective action. ONC may also terminate the award, without the option for corrective action, if the deficiency is so serious as to warrant immediate termination or if public health or welfare concerns require immediate action.
ONC or the recipient may mutually terminate a Cooperative Agreement, partially or totally, if the two parties agree upon the termination conditions, including the effective date and the portion to be terminated. If the recipient decides to terminate a portion of a Cooperative Agreement, ONC may determine that the remaining portion of the Cooperative Agreement will not accomplish the purposes for which the Cooperative Agreement was originally awarded. The recipient must contact the ONC representative should it decide to terminate all or part of its Cooperative Agreement as outlined in 45 CFR 75.372.

When an award is terminated or partially terminated, the recipient is still responsible for closing out the award per 45 CFR 75.381. The recipient is required to contact their assigned Grants Management Specialist to obtain closeout instructions. In the event of termination, the recipient will be required to continue supporting functions of the Cooperative Agreement throughout a 90 day closeout period. This support includes the transfer of all Work Products created under the Cooperative Agreement to ONC immediately upon completion/termination of award.

For the purpose of this program, if the recipient is terminated, the recipient agrees to the transfer of and future use by ONC and any successor recipient of any Work Products developed under this Cooperative Agreement.

Steven's Amendment

Statutory Requirement: Division H, Title V, Section 505 of Public Law 114-113, of the Consolidated Appropriations Act of 2016

When issuing statements, press releases, requests for applications, bid solicitations, and other documents describing projects or programs funded in whole or in part with Federal money, all 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 of the total costs of the program or project which will be financed with Federal money;

(2) the dollar amount of Federal funds for the project or program; and

(3) percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

Recipients are required to use the following acknowledgement and disclaimer on all products produced by ONC grant funds:
"This project 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 projects 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 developed 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
(202) 720-2919
ONCGrants@hhs.gov

ONC Grants Management Specialist
TBD
330 C Street, S.W.;
Washington, D.C. 20201

ONC Project Officer
Terah Tessier
330 C Street, S.W.; Suite 7010
Washington, D.C. 20201
(202) 256-4614
terah.tessier@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 *[STARHIENOFO@hhs.gov].*

DUN and Bradstreet (DUNS number must be active in SAM.gov)
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 1-800-447-8477) for receiving information concerning fraud, waste, or abuse under grants and cooperative agreements. Information also may be submitted by e-mail to hhstips@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.

Appendix A

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.

Appendix B

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, recipients 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.
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.

Item	Field Name	Information
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:
	a. 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.
	b. 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.
	c. 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.
	d. Address:	Enter address: Street 1 (Required); city (Required); County/Parish, State (Required if country is US), Province, Country (Required), 9-digit zip/postal code (Required if country US).
	e. Organizational Unit:	Enter the name of the primary organizational unit, department or division that will undertake the assistance activity.
	f. 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.
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)

Item	Field Name	Information
		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.
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., CA-005 for California 5th district, CA-012 for California 12 district, NC-103 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.		

<table>
<tr><th>Item</th><th>Field Name</th><th>Information</th></tr>
<tr><td colspan="3">Recipients 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 [cite percentage or fraction] 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 sub-contractors 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.

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.</td></tr>
<tr><td>19.</td><td>Is Application Subject to Review by State Under Executive Order 12372 Process?</td><td>(Required) Recipients 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.</td></tr>
<tr><td>20.</td><td>Is the Applicant Delinquent on any Federal Debt?</td><td>(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.</td></tr>
<tr><td>21.</td><td>Authorized Representative:</td><td>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.)</td></tr>
</table>

Appendix C

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. Recipients 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 non-federal 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, sub-contractor 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. This should include a budget narrative for the entire period of performance.

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?
  - Dual Compensation
  - 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.

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

<u>Line 6j: Indirect Charges:</u> 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. Recipients awaiting approval of their indirect cost applications 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.

<u>Line 6k: Total:</u> Enter the total amounts of Lines 6i and 6j.

<u>Line 7: Program Income:</u> 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.

SAMPLE BUDGET AND NARRATIVE JUSTIFICATION
FOR COMPLETING SF 424A:

A. Personnel:
An employee of the applying agency whose work is tied to the application

TABLE 1: FEDERAL REQUEST

Position	Name	Annual Salary/Rate	Level of Effort	Cost
Program Director	John Doe	$164,890	10%	$6,489
Project Coordinator	To be selected	$46,276	100%	$46,276
			TOTAL	$52,765

NARRATIVE JUSTIFICATION: Enter a description of the Personnel funds requested and how their use will support the purpose and goals of this proposal. Be sure to describe the role, responsibilities and unique qualifications of each position.

FEDERAL REQUEST (enter in Section B column 1 line 6a of form SF424A): **$52,765**

B. Fringe Benefits:
Fringe benefits may include contributions for social security, employee insurance, pension plans, etc. Only those benefits not included in an organization's indirect cost pool may be shown as direct costs.

List all components of fringe benefits rate

TABLE 2: FEDERAL REQUEST

Component	Rate	Wage	Cost
FICA	7.65%	$52,765	$4,037
Workers Compensation	2.5%	$52,765	$1,319
Insurance	10.5%	$52,765	$5,540
		TOTAL	$10,896

NARRATIVE JUSTIFICATION: Enter a description of the Fringe funds requested, how the rate was determined, and how their use will support the purpose and goals of this proposal.

FEDERAL REQUEST (enter in Section B column 1 line 6b of form SF424A)**: $10,896**

C. Travel:

Explain need for all travel other than that required by this application. The lowest available commercial fares for coach or equivalent accommodations must be used. Local travel policies prevail.

TABLE 3: FEDERAL REQUEST

Purpose of Travel	Location	Item	Rate	Cost
State HIE Leadership Training	Washington, DC	Airfare	$200/flight x 2 persons	$400

Purpose of Travel	Location	Item	Rate	Cost
		Hotel	$200/night x 2 persons x 3 nights	$1200
		Per Diem (meals)	$64/day x 2 persons x 3 days	$384
State HIE Forum	Chicago, IL	Airfare	$200/flight x 2 persons	$400
		Hotel	$140/night x 2 persons x 3 nights	$840
		Per Diem (meals)	$49/day x 2 persons x 4 days	$392
Sate Travel		Airfare	$200/flight x 2 persons	$400
		Hotel	$200/night x 2 persons x 2 nights	$800
		Per Diem (meals)	$64/day x 2 persons x 3 days	$384
Local Travel		Mileage	3,000 miles@.38/mile	$1,140
			TOTAL	$6,340

NARRATIVE JUSTIFICATION: Describe the purpose of travel and how costs were determined.

The grant requires travel of two members to attend the two-day State HIE Leadership Training in Washington, DC. also required to send two members to Chicago, IL for a two-day State HIE Forum. In addition to the required trainings, funds for local travel are needed to attend local meetings, project activities, and training events. Local travel rate is based on agency's personally owned vehicle (POV) reimbursement rate at 50 cent a mile.

FEDERAL REQUEST (enter in Section B column 1 line 6c of form SF424A): **$6,340**

D. Equipment:

Permanent equipment is defined as nonexpendable personal property having a useful life of more than one year and an acquisition cost of $5,000 or more.

If applicant agency defines "equipment" at lower rate then follow the applying agency's policy.

TABLE 4: FEDERAL REQUEST

Item(s)	Rate	Cost
None		0
	TOTAL	

NARRATIVE JUSTIFICATION: Enter a description of the Equipment and how its purchase will support the purpose and goals of this proposal.

FEDERAL REQUEST (enter in Section B column 1 line 6d of form SF424A): **$ 0**

E. Supplies: Materials costing less that $5,000 per unit and often having one-time use

TABLE 5: FEDERAL REQUEST

Item(s)	**Rate**	**Cost**
General office supplies	$50/mo. x 12 mo.	$600
Postage	$37/mo. x 8 mo.	$296
Laptop Computer	$900	$900
Printer	$300	$300
Projector	$900	$900
Copies	8000 copies x .10/copy	$800
Computer update (if needed)		$250
	TOTAL	$4,046

NARRATIVE JUSTIFICATION: Enter a description of the Supplies requested and how their purchase will support the purpose and goals of this proposal.

FEDERAL REQUEST (enter in Section B column 1 line 6e of form SF424A): **$4,046**

F. Contract:
The costs of project activities to be undertaken by a third-party contractor should be included in this category as a single line item charge. A complete itemization of the cost comprising the charge should be attached to the budget. If there is more than one contractor, each must be budgeted separately and must have an attached itemization.

A contract is generally the amount paid to non-employees for services or products. A consultant is a non-employee who provides advice and expertise in a specific program area.

TABLE 6: FEDERAL REQUEST

Name		**Cost**
1. To be selected	Environmental Strategy Consultation Rate is $150/day for 35 days = $5,250 Travel 500 miles @ .38/mile = $190	$5,440
2. To be selected	Media 1.5 minute Public Service Announcement (PSA)	$3,000
3. To be selected	Evaluation Report	$4,500
4. To be selected	Training for Staff members Trainers: rate is $300/day for 4 days = $1,200 Materials: approx. $5/person X 25 people = $125 Room Rental = $75 Travel for Trainers = Flight $300/person X 2 people = $600 Per Diem - $46/day x 4 days x 2 people = $368	$2,368
5. To be selected	Data Analysis	$1,800
6. To be selected	Responsible Server Training Trainer: rate $500/day	$500
7. To be selected	Television advertising to run ads 5x/week x $50/ad X 52 wks.	$13,000

Name		Cost
	TOTAL	$30,608

NARRATIVE JUSTIFICATION: Explain the need for each agreement and how their use will support the purpose and goals of this proposal. For those contracts already arranged, please provide the proposed categorical budgets. For those subcontracts that have not been arranged, please provide the expected Statement of Work, Period of Performance and how the proposed costs were estimated and the type of contract (bid, sole source…ect.)

FEDERAL REQUEST (enter in Section B column 1 line 6f of form SF424A): **$30,608**

G. Construction: NOT ALLOWED
On your SF424A, leave the following section blank: Section B columns 1&2 line 6g

H. Other: Expenses not covered in any of the previous budget categories

TABLE 7: FEDERAL REQUEST

Item	Rate	Cost
8. Rent	$500/mo x 12 mo.	$6,000
9. Telephone	$100/mo. x 12 mo.	$1,200
10. Student Surveys	$1/survey x 2784	$2,784
11. Brochures	.89/brochure X 1500 brochures	$1,335
12. Web Service	$100/mo x 12 mo	$1,200
	TOTAL	$15,819

NARRATIVE JUSTIFICATION: Explain the need for each item and how their use will support the purpose and goals of this proposal. Be sure to break down costs into cost/unit: i.e. cost/square foot and explain the use of each item requested.

FEDERAL REQUEST (enter in Section B column 1 line 6h of form SF424A): **$15,819**

TOTAL DIRECT COSTS:
FEDERAL REQUEST (enter in Section B column 1 line 6i of form SF424A): **$120,474**

TOTAL INDIRECT COSTS:
FEDERAL REQUEST (enter in Section B column 1 line 6j of form SF424A): **$4,526**

TOTAL PROJECT COSTS: Sum of Total Direct Costs and Indirect Costs
FEDERAL REQUEST (enter in Section B column 1 line 6k of form SF424A):**$125,000**

TABLE 8: BUDGET SUMMARY

Category	Federal Request	Total
Personnel	$52,765	$52,765
Fringe	$10,896	$10,896
Travel	$6,340	$6,340

Category	Federal Request	Total
Equipment	0	0
Supplies	$4,046	$4,046
Contractual	$30,608	$30,608
Other	$15,819	$15,819
Total Direct Costs*	$120,474	$120,474
Indirect Costs	$4,526	$4,526
Total Project Costs	$125,000	$125,000

Appendix E

Letter of Commitment Template

Jane Jones
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 Ms. Jones,
(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

Letter of Support Template

Donald W. Rucker, MD
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 Ms. Jones,

(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 program-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
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Agency
Division (if applicable)
State
Address
Phone
Fax Number
Email