U.S. Department of Health and Human Services

Office of the National Coordinator for Health Information Technology

Notice of Funding Opportunity
Public Health Informatics & Technology
Workforce Development Program
(The PHIT Workforce Development Program)

Assistance Listings (CFDA) Number
93.355

Application Due Date: 08/11/2021

Anticipated Award Date: 09/14/2021

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Table of Contents

G.   Contact Information

Executive Summary

The recent COVID-19 pandemic exacerbated pervasive health and socioeconomic inequities in the United States and exposed gaps in public health reporting and data analysis. These impacts were partly due to limited staff and technological infrastructure underfunding of the resources (people and technology) necessary to support public health at the state and local levels. Federal efforts to center an equity , in the COVID-19 response and future public health responses will be improved by better data including data regarding race and ethnicity, infection, hospitalization, and mortality rates, as well as underlying health and social vulnerabilities[1].

As part of its ongoing COVID-19 response efforts, the Biden-Harris Administration is investing federal funds through the American Rescue Plan Act of 2021 (ARPA)[2] to recruit, hire, and train public health workers to respond to the pandemic and prepare for future public health challenges. Specifically, the Secretary of the U.S. Department of Health and Human Services (HHS) will "carry out activities related to establishing, expanding, and sustaining a public health workforce...", ARPA § 2501(a), and funds may be used to support costs associated with training individuals "to serve as case investigators, contact tracers, social support specialists, community health workers, public health nurses, disease intervention specialists, epidemiologists, program managers, laboratory personnel, informaticians, communication and policy experts, and any other positions as may be required to prevent, prepare for, and respond to COVID–19." ARPA § 2501(b). Additionally, President Biden's Executive Order on Ensuring a Sustainable Public Health Workforce for COVID-19 and Other Biological Threats calls for creating and sustaining a public health workforce capable of adequately and equitably performing community-based testing.[3]

To help advance these efforts, the Office of the National Coordinator for Health Information Technology (ONC) has created the Public Health Informatics & Technology (PHIT) Workforce Development Program. This program aims to increase the number of public health professionals trained in informatics and technology, with an emphasis on improving public health reporting through modern standards and computing. ONC anticipates awarding $75 million to train individuals to help modernize the nation's public health data infrastructure, with a focus on recruiting participants from Historically Black Colleges and Universities (HBCUs), Tribal Colleges and Universities (TCUs), Hispanic Serving Institutions (HSIs), Asian American and Native American Pacific Islander-Serving Institutions (AANAPISIs) and other Minority serving institutions (MSIs[4]). Through an interdisciplinary approach to data science and managing public health information, the program will build capacity of HBCUs, TCUs, HSIs, AANAPISIs, and other MSIs, as well as other colleges and universities to educate and diversify the public health workforce of the future.

ONC will provide funding in the form of cooperative agreements under the PHIT Workforce Development Program to institutions of higher education, with a focus on engaging MSIs, to establish or expand public health informatics education programs, creating a diverse and inclusive health information technology (IT) workforce. HBCUs, HSIs, AANAPISIs and other MSIs often have strong science, technology, engineering, and mathematics (STEM) programs, comprised of untapped talent.[5] Over the last two years, ONC and other federal partners across the Department of

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[1] https://www.healthaffairs.org/do/10.1377/hblog20200716.620294/full/

[2] American Rescue Plan Act of 2021, Pub. L. No. 117-2, 135 Stat 4 (Mar. 11, 2021).

[3] https://www.whitehouse.gov/briefing-room/presidential-actions/2021/01/21/executive-order-establishing-the-covid-19-pandemic-testing-board-and-ensuring-a-sustainable-public-health-workforce-for-covid-19-and-other-biological-threats/

[4] A list of current MSIs is available at https://www.minorityhealth.hhs.gov/assets/PDF/2020_Minority_Serving_Institutions.pdf

[5] https://www.nap.edu/read/25257/chapter/1

Health and Human Services (HHS), including the Centers for Disease Control and Prevention (CDC), the National Institutes of Health (NIH), and the Health Resources and Services Administration (HRSA) have made a concerted effort to recruit top talent from HBCUs, TCUs, HSIs, AANAPISIs, and MSIs. Further investments in specifically developing health IT informatics curricula, career services mentorships, and related programs at these institutions and others will enrich the talent pipeline for future recruitment by state and local public health organizations, public health-focused non-profits, public health-focused private sector organizations, clinical care providers, and state, local or federal government entities.

Through a period of performance of four years, the PHIT Workforce Development Program will provide selected recipients with funding to expand their existing programs or develop a new program, through which the Program will train at least 4,000 individuals on public health informatics and technology to improve the nation's public health workforce. In order to meet the President's commitment to both address longstanding racial and ethnic inequities, and hire public health workers from the communities they serve, underrepresented minorities whose representation in the sciences and affiliated employment is smaller than their representation in the U.S. population will be recruited to participate in this program, which will be open to all individuals.[6]

A. Program Description

This notice of funding opportunity (NOFO) announces the opportunity to apply for funding under the Public Health Informatics & Technology (PHIT) Workforce Development Program. According to the Public Health Informatics Institute (PHII), public health informatics is defined as the effective use of information and information technology to improve population health outcomes.[7] The goal of the PHIT Workforce Development Program is to train at least 4,000 individuals in public health informatics and technology to expand the nation's public health workforce. Towards reducing longstanding health disparities and inequities, the program will prioritize recruiting underrepresented minorities from HBCUs, TCUs, HSIs, AANAPISIs, and MSIs. Finally, the curriculum should be culturally responsive and designed in a way that meets the needs of the local health care agencies and sets students up for success in the training program and beyond other colleges and universities to participate in this program, as well as other students and members of the community.

ONC will fund up to thirty (30) cooperative agreement awards for a four (4)-year period of performance. The program will be funded at $75,000,000 with additional funding contingent upon availability, satisfactory completion of milestones, and a determination that continued funding is in the best interest of the federal government and the public. Each individual award will not exceed $10,000,000.

Background

The PHIT Workforce Development Program is responsive to President Biden's [Executive Order](#) and calls for creating and sustaining a diverse public health workforce so that the nation can better respond to future public health and biological threats. According to a recent study conducted by the Yale Global Health Justice Partnership, significant investments are needed urgently and immediately to repair the underfunded public health infrastructure in the United States, which has been further eroded by the

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[6] National Science Foundation. https://ncses.nsf.gov/pubs/nsf19304/digest/about-this-report
[7] https://phii.org/defining-public-health-informatics

ongoing COVID-19 pandemic[8]. The availability of a skilled workforce is critical to facilitate the implementation and support of a modernized public health infrastructure. This skilled workforce is also needed to support public health systems and offices at the local, state, and federal levels. Unfortunately, the current public health workforce is not fully prepared to build and support a more robust public health infrastructure, with data and technology that allows us adequately respond to public health crises and address racial and ethnic health inequities, as well as large population health data sets to improve and support public health efforts. Studies on the many health workforce disciplines report that 30-70 percent lack adequate training and background to fully use and engage with digital technology and information.[9,10]

This new training program will build upon ONC's successful Health IT Workforce Development Program, in 2010, a $118.0M effort established under the Health Information Technology for Economic and Clinical Health Act (HITECH Act), that trained 20,000 people. Building on this experience, the PHIT Workforce Development program will help develop a diverse cadre of skilled public health professionals. This program will develop new curricula on public health informatics to expand upon ONC's existing health IT curriculum, focusing on topics such as data reporting that is inclusive of race, ethnicity, and socioeconomic status; the data aspects of contact tracing, lab-based diagnostics, vaccinations, therapeutics; and combining clinical data from electronic health records, lab results, immunizations, demographic data, utilization metrics, and claims data alongside non-clinical data (e.g. social determinants of health (SDOH), waste-water, etc.), for interpretation. Through a consortium approach, curricula will be developed by recipients working in conjunction with ONC, local and state public health departments, community-based organizations, and others with "on the ground" experience dealing with the most pressing and critical challenges in public health informatics and technology. From ONC's experience, a recipient only approach will not be sufficient to meet the needs of this type of program. The consortium approach will allow the recipient plan to leverage the strengths of their members, share best practices and learn from each other's expertise, increase program's exposure and credibility in the recipient's community, and avoid duplicative efforts while achieving mutually beneficial goals.

Approach

Through this four year cooperative agreement, PHIT Workforce Development Program recipients will be part of a consortium that will develop the program curriculum, recruit and train participants, develop paid internship opportunities, and assist in career placement at public health agencies, public health-focused non-profits or public health-focused private sector or clinical settings. **Only consortia approaches will be considered for this program, as indicated in the Background section.**

Applications must include letters of intent from the proposed consortia members. All recipients will participate in a Community of Practice (CoP) composed of recipients and subject matter experts. The CoP will support a learning environment for recipients where they will learn from each other and share resources and best practices. It is expected that all recipients will sustain the training programs beyond the period of performance to continue to diversify and grow the future public health workforce. Since this award is a cooperative agreement, recipients can expect substantial involvement from ONC throughout the entire period of performance for this award. Program milestones will be set prior to

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[8] https://law.yale.edu/sites/default/files/area/center/ghjp/documents/publichealthfunding_final_6.7.21.pdf
[9] https://phii.org/defining-public-health-informatics
[10] "A National Strategy for Digital Health". MITRE Corporation. Version 2, May 2021.

receipt of initial funding, with periodic check-ins and quarterly reports on progress required for the duration of the program.

Program Components

- **Consortium Development** – Applicants must identify representatives and organizations expected to be part of their consortium when submitting their application. In addition to the lead applicant entity, participants in the consortium must include, but are not limited to: 1) representatives from state, local, or county health departments; and 2) community-based organizations such as community health centers, rural health clinics, behavioral health providers, and/or other local non-profit/clinical providers. Applications will be accepted from colleges and universities that propose to expand or establish their own programs, and/or that have entered into arrangements to provide training at or through use of faculty of, or courses offered by, multiple institutions of higher education. These partnerships may be expressed through a Letter of Intent between the lead applicant and one or more partner institutions. Each consortium is encouraged to include representatives from health IT organizations with local, state or national reach, public health organizations, entities with expertise in addressing health disparities, and representatives from organizations who help shape standards or govern implementation of health IT and public health information systems. Applications must include letters describing each consortium member's intent to participate in the PHIT Workforce Development Program.
- **Curricula Development** – Development of curriculum may build upon the previous ONC [workforce training program components](#) and may include some or all of the following subject areas: health equity; data science, including privacy/security; data aspects of outbreak investigation; epidemiology; public health analytics; lab-based and remote diagnostics; public health reporting (e.g., immunizations, syndromic surveillance, electronic lab reporting and electronic case reporting); public health emergency preparedness and response; HL7® Fast Healthcare Interoperability Resources (FHIR®) basics, vocabularies and terminologies; public policy and combining multiple data streams (e.g., clinical data from electronic health records, lab results, immunizations, demographic data, utilization metrics, claims data, and data from other non-healthcare sources such as SDOH, waste-water, etc.) for analytical and exchange purposes. The needs and complexities of local, state, Tribal and territorial public health agencies should be considered in developing curricula. An interdisciplinary approach is preferred. For example, an applicant's proposal may note that the proposed curriculum will focus on informatics, data science, cloud-based information technology and other technical content alongside core principles of public health management, stakeholder engagement, disaster management and emergency response. Finally, the curriculum should be culturally responsive and designed in a way that meets the needs of the local health care agencies and sets students up for success in the training program and beyond
Training – Once curricula have been created or expanded, recipients will recruit individuals to participate in the program with an emphasis on enrolling underrepresented minorities to grow and diversify the public health workforce. This program aims to recruit new students and prioritizes trainees from each applicant's student population and other sources for recruiting new workers into the public health field. This program may also offer career advancement for a limited number of incumbent public health practitioners and health care workers from the community—especially those in local health departments, federally qualified health centers or community-based organizations—who will be able to obtain new, higher-level jobs as a result of this program. Training should focus on undergraduate and graduate programs, and can include majors, minors, and certificate programs, and it should embed stackable health care industry-relevant credentials when possible. The goal of the PHIT Workforce Development Program as a whole is to train a minimum of 4,000 new public health informatics and technology professionals, and each

recipient is required to project the number of individuals the recipient expects to train over the course of the four-year award period in order the PHIT Workforce Development Program as a whole to reach and, where possible, exceed that overall goal.

- **Paid Internships & Placement –** Hands-on learning at health departments, public health-focused non-profits or private institutions, or clinical provider locations is a required component of this program. Members of each applicant's consortium will be key in identifying internship opportunities for program participants. It is also expected that the recipient will assist with job placement in relevant fields for individuals who have completed the training program. Recipients should rely on their internal resources and policies to include career placement offices, as well as working with their consortium partners, including state and local authorities to place students who have successfully completed the program. Internships should be paid and stipends are allowable costs.
- **Sustainability** – Successful applicants must outline a plan to financially sustain the training/degree/certificate program once federal funds cease. Applicants must also describe how the program will be integrated into the community's long-term plan to support and diversify the public health workforce over time.

Community of Practice

In addition to the stated program components, all recipients will be expected to participate in a Community of Practice (CoP) convened by ONC, where they will be able to learn from each other and share informational resources and best practices. This CoP will also include representatives from national health IT organizations, as well as curricula accreditation organizations. Additionally, to ensure a focus on equity, the CoP will also include representatives from organizations that prioritize equity in healthcare and public health. The CoP will consist of:

- Academic institutions,
- Business and consumer stakeholders,
- Employers,
- Health equity organizations,
- Industry experts,
- ONC recipients and constituents.
- Public health and health care associations, and
- Standards-based organizations,

The CoP will meet monthly during the first year, and will continue to meet quarterly throughout the rest of the award period.

Performance Goals

A performance goal is a target level of performance expressed as a tangible, measurable objective or milestone, against which actual achievement can be compared. The performance goals associated with this NOFO, and ensuing award, are as follows:

- Progress on development and finalization of each consortium and how it will address equity and public health informatics needs.
- Establishing numerical targets for individuals trained and/or who have experienced career growth, program retention and completion, as well as individuals who have been assisted with

relevant career placement, and completing the targets during each year of the period of performance.
- Assessment of all professionals trained and hired during the project period of performance, by way of a survey or other assessment, including the race and ethnicity of each trainee to ensure that this program meets its goal to diversify the public health informatics and technology workforce. All information collected will be deidentified and will be solely available for ONC's evaluation purposes.
- Submit a plan that demonstrates how the recipient will maintain financial sustainability and continuity of the training program once federal funds cease.

Recipients will need to provide a plan to track each of the performance goals throughout the four year period of performance.

Year	Goals
Year 1	Consortium Development, Curriculum Development and Participant Recruitment
Year 2	Training and Placement
Year 3	Training and Placement
Year 4	Training, Placement and Transition to Sustainability

Program 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 visits, other meetings, or other appropriate means, such as reviewing progress reports and Federal Financial Reports (FFR 425). Project Officers will have substantial involvement with the CoP, and all recipients are expected to actively participate in that component of the program. ONC Project Officers will be responsible for requesting authorization for the release of funds for their assigned recipients based on progress toward stated goals.

Program Evaluation

All recipients will be expected to participate in an external evaluation that will assess the success of the program to increase the number of underrepresented minorities and other individuals who are trained and placed in in-demand careers utilizing their newly acquired skills in public health informatics and technology. Recipients are required to cooperate with the ONC-directed national program evaluation. Evaluation criteria can include, but are not limited to, program retention and completion, individuals trained, evaluation of the training, trainee placement in relevant fields, post-program earnings information, and demographic information. Recipients will be required to use ONC's Performance Management Tool and complete reporting requirement at time intervals specified by ONC. The tool will be used for tracking and evaluating progress of recipients. After awards are made, ONC will provide recipients with access to the tool. Additional instructions for this system will be provided post award.

Cooperative Agreement and Substantial ONC Involvement

The funding instrument used for this program will be a cooperative agreement, an assistance mechanism that includes substantial ONC programmatic involvement. Under a cooperative agreement, ONC's purpose is to support and stimulate the recipient's activities by involvement with the recipient; it is not

to assume direction, prime responsibility, or a dominant role in the activities. Consistent with this premise, the primary responsibility resides with the recipient for the project as a whole. To facilitate appropriate involvement, during the period of this cooperative agreement, ONC and the recipient will be in contact at least monthly and, when appropriate, more frequently. 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 and/or project milestones;
- Agency review and approval of substantive provisions of proposed sub-awards or contracts;
- Refining performance activities;
- Finalizing consortium members;
- Participating in the CoP;
- Providing tactical guidance and feedback during project execution;
- Engaging with leadership of the recipient's organization to ensure successful execution of the cooperative agreement; and
- Ending an activity if performance specifications and/or key milestones are not met.

B. Funding Opportunity Award Information

Key Award Parameters

Funding Opportunity Title: **Public Health Informatics & Technology Workforce Development Program**

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

Award Type: **Cooperative Agreement**

Application Type: **New**

Funding Opportunity Number: **ARP-PHIT-21-001**

Catalog of Federal Domestic Assistance (CFDA) Number*:* **93.355**

Legislative Authority: American Rescue Plan Act of 2021, Title II, Subtitle F—Public Health Workforce, Sec. 2501. Funding for public health workforce, subsection (a). Pub. L. No. 117-2 (Mar. 11, 2021).

Approximate Amount of Available Funding (inclusive of direct and indirect costs): **$75,000,000**

Anticipated Number of Awards: **up to 30**

Approximate Amount of Each Award: **up to $10,000,000**

Project Period: **09/14/2021 to 09/13/2025**

Budget Period(s): **09/14/2021 to 09/13/2025**

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.

Key Dates

Milestone	Date
NOFO Released	06/17/2021
Informational Session	06/23/2021
Letter of Intent to Apply Due	07/26/2021_11:59 P.M.
Applications Due	08/11/2021_11:59 P.M.
Anticipated Award Date	09/14/2021
Anticipated Project Start Date	09/14/2021

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_EqBOKhSSR-OOvJN0lkcjng

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 PHITWorkforce@hhs.gov no later than three business 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 **July 26, 2021** and should be sent to PHITWorkforce@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 Information

Eligible Applicants

This funding opportunity is open to accredited colleges and universities with terminal degrees in the United States. Only consortium-based approaches will be considered for this program, and applications

must include letters of intent from proposed consortium members. In order to diversify the public health informatics and technology workforce and to increase the number of underrepresented minority professionals, the lead applicant in the consortium should be an HBCU, TCU, HIS, AANAPISI, or other that is able to establish a new program or currently offer an existing computer science, information science, biomedical technology, public health, health informatics, or similar program. Non- HBCU, TCU, HSI, AANAPISI, or other MSIs may also apply but must include at least one of these types of institutions as a consortium member. A current list of institutions with that designation is available at https://www.minorityhealth.hhs.gov/assets/PDF/2020_Minority_Serving_Institutions.pdf

D. Application and Submission Information

Address to Request Application Package

Application packages may be obtained electronically by accessing Grants.gov at http://www.grants.gov/. You can find it by searching on the CFDA number shown on the cover page of this funding opportunity. If you have problems accessing the application or difficulty downloading, contact ONC's Procurement and Grants Division via email at: oncgrants@hhs.gov.

Content and Form of Application Submission

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

- 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 Intent
- Proof of Non-Profit Status (if applicable)
- Indirect Cost Agreement(s) – including recipient, sub-recipient, and contractors agreements (if applicable)
- Key Staff Resumes

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

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

Project Abstract
Applicants must include a one-page abstract that is no more than 500 words. This abstract is often distributed to the public and Congress and represents a high-level summary of the project. As a result,

applicant should prepare a clear, accurate, concise abstract that can be understood without reference to other parts of the application and that provides a description of the proposed project, including: the project's goal(s), objectives, overall approach, anticipated outcomes, products, and duration. Use of bullets to enumerate items is welcome. Personal identifying information should be excluded from the abstract.

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 applicant must submit a project narrative that addresses the elements articulated in the Program Description and Performance Goals sections of this NOFO. The project narrative should also align with the performance goals (see section A) and merit review evaluation criteria (see section E) presented in this NOFO.

The Project Narrative must be double-spaced, formatted to 8 ½" x 11" (letter-size) pages, 1" or larger margins on all sides, and a font size of not less than 11 point. The maximum length allowed for the Project Narrative is *25* pages. A Project Narrative that exceeds the *25* page limit will not be reviewed past the 25th page. Resumes of key personnel, if requested, are not counted as part of the Project Narrative and are not included in the *25* page limit.

Your project narrative should include the following components. These components will be counted as part of the page limit. The suggested lengths of the sections, given below, are guidelines to help applicants 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: Program Sustainability – 1 page

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 in accordance with HHS' Uniform Administrative Requirements at 45 CFR part 75 Subpart E—Cost Principles, factors affecting allowable costs at 45 CFR 75.403, and applicable Hospital cost principles in Appendix IX to 45 CFR Part 75.

Form SF-424B, Assurances for Non-Construction Programs
This form contains laws and other assurances applicants must comply with under the discretionary funds programs administered by the Office of the National Coordinator for Health Information Technology. Please note that a duly authorized representative of the applicant organization must certify that the organization is in compliance with these assurances.

Form SF-LLL, Disclosure of Lobbying Activities
This form contains the name and address of lobbying registrants. Please note that a duly authorized representative of the applicant organization must sign the disclosure form. Failure to complete and sign the form may result in civil penalties ranging from $10,000 to $100,000. If your organization does not engage in lobbying, please insert "non-applicable" on the document and include the authorized representative name, contact information, and signature.

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

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

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

Letters of Intent
Notice of Intent - Although not required, applicants are strongly encouraged to submit a non-binding notice of intent to apply for this funding opportunity. The notice of intent should be sent via e-mail to PHITWorkforce@hhs.gov by 11:59 P.M. Eastern Standard Time on *07/26/2021*. The notice should identify the name of the applicant organization, the city and state in which the applicant organization is located, the Notice of Funding Opportunity title, and funding opportunity number. This notice will assist ONC in planning for the application review process.

Consortium Participant Letters of Intent - Applications **must** include letters confirming key collaborator intent to participate in the proposed project. These letters should be written on official letterhead and should provide a brief description of the information, services, and expertise that will be

provided to the consortium. At a minimum, the letter must explain the demonstrated commitment to the project and describe how the collaborator will coordinate and collaborate with the other members of the consortium to achieve the goals of the program. See Appendix E for an example. Consortium members must include, but are not limited to: 1) representatives from State, local, or county health departments; and 2) community-based organizations such as community health centers, rural health clinics, behavioral health providers, and/or other local non-profit/clinical providers. Applicants are also encouraged to include representatives from health IT organizations with local, state or national reach, public health organizations, entities with expertise in addressing health disparities, and representatives from organizations who help shape standards or govern implementation of health IT, in their consortium.

These letters are not considered as part of the page limit. Signed letters of intent 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)
Applicants that have included indirect costs in their budgets must include a copy of the current indirect cost rate agreement approved by HHS or another federal agency. This is optional for applicants that have not included indirect costs in their budgets. Further, if any sub-contractors or sub-recipients are requesting indirect costs, copies of their indirect cost agreements must also be included with the application. Cost allocation plans are not accepted.

Per HHS' regulatory requirements for Federal awards at 45 CFR Part 75.414, Indirect costs on HHS Federal awards for training are limited to a fixed rate of eight percent of modified total direct costs (MTDC) exclusive of tuition and related fees, direct expenditures for equipment, and subawards in excess of $25,000.

Additionally, per 45 CFR § 75.414(f) Indirect (F&A) costs, "any non-Federal entity [i.e., applicant] that has never received a negotiated indirect cost rate, ... may elect to charge a de minimis rate of 10% of MTDC which may be used indefinitely. As described in Section 75.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as the non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time."

Key Staff Include key staff and key partner staff resumes or curriculum vitae (CV). These documents 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 ARP-PHIT-21-001 or CFDA number 93.355.

The deadline for the submission of applications under this Funding Opportunity is 11:59PM Eastern Standard Time on August 11, 2021. Applications that fail to meet the application deadline will not be reviewed and will receive no further consideration.

ONC determines whether an application has met the deadline based on the time of submission indicated in Grants.gov.

2)   Applicants will be able to download a copy of the application packet and complete it off-line. In order to complete the application, an organization 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 must be uploaded into Grants.gov. APPLICATIONS WILL NOT BE ACCEPTED THROUGH ANY OTHER WEBSITE, AND WILL NOT BE ACCEPTED THROUGH PAPER MAIL, E-MAIL, COURIER, OR DELIVERY SERVICE.

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

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

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

Restrictions on Oral Conversations

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

This restriction applies unless:
- The communication is purely logistical

- The communication is made at a widely attended gathering

- The communication is to or from a federal agency official and another federal Government employee

- The communication is to or from a federal agency official and an elected chief executive of a state, local, or tribal government, or to or from a federal agency official and the Presiding Officer or Majority Leader in each chamber of a state legislature

- The communication is initiated by the federal agency official

Unique Entity Identifier and System for Award Management (SAM)

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.
c) An applicant must provide a unique valid entity identifier on the application. ONC may not make a federal award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements and, if an applicant has not fully complied with the requirements by the time ONC is ready to make an award, ONC may determine that the applicant is not qualified to receive a federal award and make an award to another complying applicant.

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

Program Income

There are four potential ways in which ONC may require that a recipient apply program income as specified in the Notice of Award: 1) **deduct** it from total allowable program costs to determine the net allowable costs on which the Federal share of costs is based; 2) **add** it to funds otherwise available for the program, 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.

Costs paid by program income generally are subject to the applicable cost principles and other Federal requirements and must be disbursed for program 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. **If program income is generated, the recipient must use the additive method.**

Intergovernmental Review

Applications for this funding opportunity 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 funding opportunity.

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 - Applicants that already have a public health informatics and technology curriculum/program must demonstrate how award funds will supplement and not supplant their existing funds, and must describe how funding will increase the number of underrepresented minorities who are trained and placed into public health and technology careers
- To purchase or improve land, or to purchase, construct, or make permanent improvements to any building
- To reimburse pre-award costs

E. Application Review Information

Screening Review

Applications that meet the following screening criteria will be sent forward for merit review:
- Only consortia approaches will be considered for this program. Applications must include letters of intent from at least one state, local, or county health department and at least one community-based organization to participate in the proposed consortium. The letters should describe the projected level of involvement of each entity in the program.
- The lead applicant should be an HBCU, TCU, HSI, AANAPISI, or MSI that is able to establish a new program or currently offer an existing computer science, information science, biomedical technology, public health, health informatics, or similar program. Other institutions of higher education may also apply, but must include at least one HBCU, TCU, HSI, AANAPISI, or MSI as a member of its consortium.
- Applicants that already have a public health informatics and technology curriculum must demonstrate how award funds will supplement and not supplant their existing funds, and must describe how funding will increase the number of underrepresented minorities and other individuals who are trained.
- The application proposes a project that addresses the purpose of the NOFO and includes activities as described in the Program Description section of the NOFO.
- The applicant is an accredited institution or university from a major accrediting body.
- 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.

Applications that do not meet the above criteria will not be sent forward for merit review.

Merit Review

An independent review panel 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.

Applications are scored by assigning a maximum of 100 points across six (6) criteria:
- Understanding of Purpose and Impact - 10 points
- Approach, Work Plan, and Program Activities - 25 points
- Organizational and Technical Capabilities - 25 points
- Collaboration, Partnerships, and Sub-recipient Management - 25 points
- Budget Narrative and Justification - 10 points
- Program Sustainability - 5 points

Section 1: Understanding of Purpose and Impact (10 points)
- How well does the application address the purpose and objectives of this NOFO?
- The extent to which the applicant demonstrates understanding of how the project components, expected outcomes, and results will help reduce longstanding health disparities and inequities exposed by the COVID-19 pandemic.
- The extent to which the applicant understands the need to strengthen HBCU, TCU, HSI, AANAPISI, or MSI and other college and university capability to educate and train underrepresented minority individuals in public health informatics and technology, in order to strengthen and diversify the public health workforce of the future.

Section 2: 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," particularly the section "Approach". Reviewers will score an applicant's ability to bring together all resources, including leveraging others existing infrastructure and capabilities required to perform the proposed work within the four-year time frame. This section will be scored based on:
- Strength of the description of the project approach and activities, and how the applicant proposes to train and place underrepresented minorities into public health informatics and technology careers.
- Strength of description of activities, consortium building, curriculum development, internship and career placement, and other related necessary activities (e.g., recruitment, outreach, etc.) required to achieve a successful project.
  - How well does the application identify important milestones and each major task or action step needed to reach those milestones?
  - How clearly does the application identify the timeframes involved, including the start and end dates for each major task or action step?
  - How well does the application 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 expand upon and not duplicate, existing efforts (if applicable), and how well the project will leverage existing federal (and other) investments.
  - How well does the application delineate the roles and responsibilities of project staff, consultants and members of the consortia?
  - How clearly does the application specify key staff responsible for day-to-day activities such as:
    - Leadership of the project
    - Project monitoring of tasks
    - Development of curricula
    - Conducting outreach efforts for recruitment, training, placement, etc.

- To what extent does the proposal demonstrate the types of reporting or tracking mechanisms that exist or will be developed to report on project progress and outcomes to share with ONC and other appropriate stakeholders?
- How does the applicant describe its willingness to contribute to and collaborate with the CoP for its benefit as well as the benefit of the other recipients?

Section 3: Organizational and Technical Capabilities (25 points)
Applicants will be scored based on the capabilities of the organization.
- How strong are the organization's overall capabilities relevant to the program stated in the NOFO? How strong are the following?
  - Description of the applicant and its experience in recruiting, teaching, and retaining underrepresented minority students.
  - Description of how well the applicant currently connects with the broader community in a way that could benefit the success of the program.
  - Description of the applicant's experience and ability to successfully collaborate with partner organizations, including local, county or state health departments.
  - Description of the applicant's success in placing underrepresented minority students in careers, post-graduation.
- How qualified are key staff, in areas including the following:
    (Note that resumes may be included as attachments and will not count towards the page maximum for the project narrative.)
  - Leadership
  - Project Management
  - Financial/Budgeting Expertise
  - Expertise in public health, data science, and/or information technology
  - Experience teaching at HBCUs, TCUs, HSIs, AANAPISIs, or MSIs, and/or teaching students from communities underrepresented in the fields of public health informatics and technology
  - Expertise in cultural competence, health equity, and reducing health disparities

Section 4: Collaboration, Partnerships, and Sub-recipient Management (25 points)
- Description of the applicant's experience and ability to successfully collaborate with partner organizations.
- Strength of the letters of intent that demonstrate commitment to participate in the consortia.
- Description of planned efforts to partner with other relevant public and/or private stakeholders that will lead to internships and/or job placements for students.
- Description of how the approach will involve collaboration with those that represent underserved, vulnerable, at-risk, or racial and ethnic minorities and relevant public health or health care entities.
- Description of how the applicant will utilize an open, transparent process to engage stakeholders.
- 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.

Section 5: Budget Narrative and Justification (10 points)
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 project and is cost-efficient and reasonable to meet the project's needs.
- 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: Program Sustainability (5 points)
- Potential strategies the applicant may employ to continue training underrepresented minority individuals in order to diversity the public health informatics and technology workforce once federal funds cease.
- Description of how the project could be applicable to and/or relevant to other communities, states, and/or territories.
- Description of 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 HBCUs, TCUs, HSIs, AANAPISIs, or MSIs, other colleges and universities, state, tribal, local, territorial, and national stakeholders.

Review and Selection Process

Applicants must meet the following criteria. Any applications that do not meet these criteria will be eliminated and will not be sent forward for merit review:
- The applicant meets the eligibility criteria The application is received by the required deadline through http://www.grants.gov
- The application contains all required components (e.g. Project Abstract, Project Narrative, SF-424 etc.)
- The application meets the formatting and length requirements. The Project Narrative must not exceed **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
- It is the Grants Management Officer's (GMO) discretion to continue the review process for an ineligible application if it is in the best interests of the government to meet the objectives of the program.

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, review documentation, such as previous audits, and/or desk reviews or site visits conducted from previous awards. ONC may elect not to fund applicants with management or financial instability that directly relates to the organization's ability to implement statutory, regulatory or other requirements (45 CFR 75.205.)

For any Federal award under a Notice of Funding Opportunity(NOFO), if the HHS awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold on any Federal award under a notice of funding opportunity may include, over the period of performance (see §75.2 Simplified Acquisition Threshold), this section must also inform applicants: i. That the HHS awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313); ii.

ONC is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), www.fapiis.gov/, before making any award in excess of the simplified acquisition threshold over the period of performance. An applicant may review and comment on any information about itself that a federal awarding agency has previously entered into FAPIIS. ONC will consider any comments by the applicant, in addition to other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 45 CFR § 75.205(a)(2) Federal Awarding Agency Review of Risk Posed by Applicants.

Award Decisions

The final award decision will be made by ONC or an authorized designee, 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, any mandatory statutes or regulations associated to this program; and the likelihood that the proposed project will result in the benefits expected. All applicants will receive a summary of the independent review panel's assessment of the application's strengths, weaknesses, and score.

In order to reduce longstanding health disparities and inequities, underrepresented minorities will be recruited to participate in this training and career placement program, though the program will be open to any interested individual. Through an interdisciplinary approach to data science and managing public health information, the program will build capacity of colleges and universities to educate and diversify the public health workforce of the future.

F. Federal Award Administration Information

Federal Award Notices

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

Following this notice, successful applicants will receive a Notice of 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 goals, indicators, milestones, or expected outcomes (such as outputs, or services performed or public impacts of any of these) with an expected timeline for accomplishment

The successful applicants' 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.

Unsuccessful applicants will receive a letter electronically, notifying them that they were not selected for an award, as well as a copy of their final summary statement indicating reviewer comments, no later than 2 business days after successful applicants have been notified.

Administrative and National Policy Requirements

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

An application funded with the release of federal funds through a grant award does not constitute, or imply, compliance with federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable federal regulations.

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ONC grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Notice of Award (NOA). The HHS GPS is available at https://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf

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

Performance Reporting

ONC Program Progress Reports (PPR) are due quarterly. Each PPR must address, to the extent applicable:
- degree to which performance goals were attained (actual performance versus targeted performance)
- data source and validation method for performance measures
- opportunities to address performance deficiencies
- accomplishments
- next steps
- challenges/barriers
- recommendations to address challenges and barriers

ONC will provide specific guidance regarding the content, format, and deadlines for submitting the PPRs before each report is due.

Each report will be due throughout the fiscal year as follows:

Reporting Period	Reporting Due Date
October 1 through December 31	No later than January 31
January 1 through March 31	No later than April 30
April 1 through June 30	No later than July 31
July 1 through September 30	No later than October 31

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 elsewhere, including 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), as amended by Section 6202 of Public Law 110-252 and implemented by 2 CFR Part 170, includes a requirement for recipients of Federal awards to report information about first-tier sub-awards of $25,000 or more in federal funds and executive compensation for the recipient's and subrecipient's five most highly compensated executives 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.

Federal Recipient Performance and Integrity Information System (FAPIIS)
As of January 1, 2016, recipients of Federal grants and cooperative agreements are subject to mandatory disclosure requirements. Recipients that have Federal contracts, grants, and cooperative agreement awards from all Federal awarding agencies with a cumulative total value greater than $10,000,000 must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently FAPIIS), any information

about criminal, civil, and administrative proceedings that reached its final disposition during 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. Reporting must specifically include the following:

Proceedings About Which You Must Report
Submit the information required about each proceeding that:

a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;

b. Reached its final disposition during the most recent five year period; and

c. If one of the following:

(1) A criminal proceeding that resulted in a conviction, as defined in paragraph 5 of this award term and condition;

(2) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of $5,000 or more;

(3) An administrative proceeding, as defined in paragraph 5 of this award term and condition, that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of $5,000 or more or reimbursement, restitution, or damages in excess of $100,000; or

(4) Any other criminal, civil, or administrative proceeding if:

(i) It could have led to an outcome described in paragraph 2.c.(1), (2), or (3) of this award term and condition;

(ii) It had a different disposition arrived at by consent or compromise with an acknowledgement of fault on your part; and

(iii) The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.

Reporting Procedures
Enter in the SAM Entity Management area the information that SAM requires about each proceeding described in paragraph 2 of this award term and condition. You do not need to submit the information a second time under assistance awards that you received if you already provided the information through SAM because you were required to do so under Federal procurement contracts that you were awarded.

Reporting Frequency
During any period of time when you are subject to this requirement in paragraph 1 of this award term and condition, you must report proceedings information through SAM for the most recent five year period, either to report new information about any proceeding(s) that you have not reported previously or affirm that there is no new information to report. Recipients that have Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than $10,000,000 must disclose semiannually any information about the criminal, civil, and administrative proceedings.

For purposes of this award term and condition:

a. Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.

b. Conviction, for purposes of this award term and condition, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.

c. Total value of currently active grants, cooperative agreements, and procurement contracts includes -

(1) Only the Federal share of the funding under any Federal award with a recipient cost share or match; and

(2) The value of all expected funding increments under a Federal award and options, even if not yet exercised

This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313). All information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.

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 45 CFR 75.112 of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards, all applicants 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, a recipient discovers a COI, with respect to the assistance agreement, it shall make an immediate and full disclosure in writing to the ONC GMO. The disclosure shall include identification of the actual or potential conflict, the manner in which it arose, and a description of the action the recipient has taken, or 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 45 CFR 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. In addition, non-federal entities are required to report certain civil criminal, or administrative proceedings to SAM. Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371 including suspension or debarment.

Intangible Property and Copyrights

Intangible property, as defined in 45 CFR 75.2 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 45 CFR §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 45 CFR §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 records, supporting documents, statistical records, and all other non-federal entity records pertinent to a federal award for a period of three years from the date the final expenditure report is submitted or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the HHS awarding agency or pass-through entity in the case of a subrecipient.

45 CFR § 75.361 provides exceptions and qualifications to the three-year retention requirement. For example, if any litigation, claim, or audit is started before the expiration of the three-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. These provisions also specify the retention period for other types of award-related records, including indirect cost rate proposals and real property records. See 45 CFR 75.335 for record retention and access requirements for federal awards.

Modifications

Modifications and/or amendments to the federal award 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

45 CFR Part 75, 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 conducted for that year in accordance with the provisions of 45 CFR Part 75. Subpart F of 45 CFR Part 75, 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 Part 75.371, ONC will generally allow the recipient an opportunity to take appropriate corrective action before terminating a federal award. ONC may terminate the federal award if ONC determines that the noncompliance cannot be remedied by imposing additional conditions. ONC may also terminate the federal 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 federal award, 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 federal award, ONC may determine that the remaining portion of the Cooperative Agreement will not accomplish the purposes for which the federal award was originally awarded. The recipient must contact the ONC representative should it decide to terminate all or part of its federal award as outlined in 45 CFR 75.372.

When a federal award is terminated or partially terminated, the recipient is still responsible for closing out the award per 45 CFR Part 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 federal award throughout a 90 day closeout period. This support includes the transfer of all financial, performance and other reports created under the federal award 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 federal award.

Please review all HHS regulatory provisions for Termination at 45 CFR § 75.372.

Stevens Amendment

Statutory Requirement: Division A, Title V, Section 505 of Public Law 116-94, the Further Consolidated Appropriations Act, 2020

When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with Federal money, all recipients receiving Federal funds, including but not limited to State, local, tribal 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) the 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(s) 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 recipients of its federal awards 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) and is accessible to people with disabilities.

G. Contact Information

ONC E-Mail Address
In addition, a separate ONC e-mail address has been established for this federal award to which all comments and inquiries can be directed. The e-mail address is PHITWorkforce@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.

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.

Instructions - SF-424, Application for Federal Assistance

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

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

A match is not required as part of this program.

Item	Field Name	Information
		Indirect charges may only be requested if: (1) the applicant has a current indirect cost rate agreement approved by the Department of Health and Human Services or another federal agency; or (2) the applicant is a state or local government agency. State governments should enter the amount of indirect costs determined in accordance with HHS requirements. If indirect costs are to be included in the application, a copy of the approved indirect cost agreement must be included with the application. Further, if any sub-contractors or sub-recipients are requesting indirect costs, copies of their indirect cost agreements must also be included with the application.
19.	Is Application Subject to Review by State Under Executive Order 12372 Process?	(Required) Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State.
20.	Is the Applicant Delinquent on any Federal Debt?	(Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of federal debt include; but, may not be limited to: delinquent audit disallowances, loans and taxes. If yes, include an explanation in an attachment.
21.	Authorized Representative:	To be signed and dated by the authorized representative of the applicant organization. Enter the first and last name (Required); prefix, middle name, suffix. Enter title, telephone number, email (Required); and fax number. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain federal agencies may require that this authorization be submitted as part of the application.)

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

Standard Form 424A is designed to accommodate applications for multiple grant programs; thus, for purposes of this program, many of the budget item columns and rows are not applicable. 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.

Line 6a: Personnel: Enter total costs of salaries and wages of applicant/recipient staff. Do not include the cost of consultants. Consultant costs should be included under 6h, Other. In the Budget Narrative/Justification: Identify the project director, if known. Specify the key staff, their titles, brief summary of project related duties, and the percent of their time commitments to the project in the Budget Narrative/Justification.

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

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

Some Points to Consider:
  ☐ Is the amount specified as a separate line item?
  ☐ Is each type of benefit indicated separately or does the organization have an approved fringe benefit rate?
  ☐ Are fringe increases contemplated during the grant period?

Are any fringe costs unallowable?

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

Line 6d: Equipment: Enter the total costs of all equipment to be acquired by the project. For all recipients, "equipment" is tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non–Federal entity for financial statement purposes, or $5,000. 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 personal property (supplies) other than those included on line 6d. In the Justification: Provide general description of types of items included.

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

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

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

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

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

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

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

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

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

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

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

requesting indirect costs, copies of their indirect cost agreements must also be included with the application.

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

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

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

Section C Non-Federal Resources - Not applicable

Section D Forecasted Cash Needs - Not applicable.

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

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

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

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

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
		Hotel	$200/night x 2 persons x 3 nights	$1200

Purpose of Travel	Location	Item	Rate	Cost
		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:
Equipment is defined as tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non–Federal entity for financial statement purposes, or $5,000.

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: $0

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: Tangible personal property that is not equipment 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

Item(s)	Rate	Cost
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	Service or Product	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
		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
1. Rent	$500/mo x 12 mo.	$6,000
2. Telephone	$100/mo. x 12 mo.	$1,200
3. Student Surveys	$1/survey x 2784	$2,784
4. Brochures	.89/brochure X 1500 brochures	$1,335
5. 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
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

Letter of Intent (Consortia) 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 providing internships and career opportunities, hands-on learning opportunities, faculty mentorship, curriculum development assistance 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