



National Indian Health Board
**NATIONAL TRIBAL
COVID-19 RESPONSE**

910 Pennsylvania Avenue, SE | Washington, D.C. 20003 | 202-507-4070 | www.nihb.org

NIHB Webinar Notes
Walkthrough of CDC Request for Applications OT20-2004
May 14, 2020, 2:00-3:45pm EST

Presenters: Robert Foley and Sarah Price, National Indian Health Board

Introduction (Robert Foley)

- Introduced the webinar purpose and topics to be covered. NIHB is not speaking on behalf of CDC or IHS, nor are we applying to this RFA.
- Introduced the NIHB COVID Tribal Resource Center. Resources for Tribes. Includes interactive data map on COVID-19 cases.
- On COVID Tribal Resource center, have helpful tools for applying for COVID-19 funding, including this CDC RFA-OT20-2004.
 - To access , visit <https://www.nihb.org/covid-19/funding-opportunities/> and click on the “Technical Assistance” tab.
- **On May 26, 2020 from 3-4pm EST NIHB will host office hours for this NOFO. Participants can join and ask specific questions about their applications.**

Grant Overview (Sarah Price)

- This webinar is supplemental to the webinar CDC presented on this funding opportunity.
- CDC has published guidance on who is eligible to apply to this funding opportunity.
- Application is more streamlined. CDC has provided a checklist – recommend to use this as a guide to what needs to be submitted.

Application Walkthrough (Robert Foley)

- Applicants can create a “workspace” so multiple people within one organization can work on same application. If you have admin privileges on your account, can lock documents to prevent changing.
 - Good to have password handy as will need to be re-entered each login.
- NOFO project narrative has been streamlined to a capacity statement and work plan file. Consider adapting files you already have (for example, if you developed organizational capacity statements for other COVID-19 response applications).



910 Pennsylvania Avenue, SE | Washington, DC 20003 | 202-507-4070 | 202-507-4071 fax | www.nihb.org

The Red Feather of Hope and Healing

- **Organizational capacity statement** and **work plan Excel file** will be uploaded under “Project Narrative” form. All attachments, including those marked “optional” will be uploaded with your application.
- Fill and leave your work plan in Excel. CDC has created a template with instructions and examples.
 - Recipient Name: Tribe or Tribal Organization
 - Project Year: 2020
 - Submission date: Date submitted.
 - Each tab refers to 8 topical areas mentioned in overview. **You do NOT need to specify activities in all 8 areas - choose the ones that fit your activities and needs.**
 - Yellow squares are the only ones you need to complete.
 - *Priority populations* – the population targeted by the activities (for example, youth, Tribal leaders, Elders)
 - *Geographic area* – specify where the activities are expected to be held or have impact (for example, an entire reservation? Specific village?)
 - *Key Deliverables and Outputs* - what will be produced from your activities. If you can, put a number to the output to make more easily quantifiable.
 - *Activities* - you don't need to do all 10 that are listed. Do fill out all fields for each activity. You can be general. Use strong verbs for your activities - NIHB has helpful table of strong verbs on our COVID-19 resource page. Try to keep activity descriptions to 1-2 sentences.
 - **If seeking reimbursement for activities since Jan 2020, describe here too.**
 - Construction projects are allowed as long as construction/renovation of non-federal facilities.
- Budget narrative is mandatory. Write for what the Tribe needs, up to the ceiling allowable. CDC has a template budget narrative form available (<https://www.cdc.gov/grants/documents/budget-preparation-guidance.pdf>).
 - Award Floor: \$25,000
 - Award Ceiling: \$1,500,000
- Project Abstract - Keep it high level, describe the topical areas you're applying for, and how you hope this funding will help make a difference in your community.
 - **The estimated # ppl to be served is very important.** This number will be factored into calculation of how much funding you will receive. This number is not the same as the IHS user population. Consider how many people will be affected by the work you propose?
- SF 424 A - Yellow fields should be completed. Many fields will be pre-populated.

- You will need to know the congressional district where the Tribe is. If Tribe spans multiple districts, use the district where Tribal headquarters are located. Needs to be entered with state short code first. Cannot submit form without this.
- The authorized representative needs to agree to this form.
- Even if you are planning to do construction, fill this form out.
- Budget Summary - 1A and 1B will be pre-filled. RFA number is CDC-RFA-OT20-2004, and the CFDA number is 93.391. Both of these numbers are listed in the NOFO.
 - Under 1E, enter total amount proposal
- Assurances and Certifications
 - You will download four forms from CDC in a Zip file.
 - Get the Assurances Certification and Non-Construction forms signed.
 - If doing construction, get the “Assurances Construction” form signed.
 - Once signed, you can upload those to Grants.gov as pdf’s.
- Risk Assessment Questionnaire
 - This is required.
 - You can skip some questions if you are uncomfortable or unable to answer them.
 - No signature is required on this form

Questions & Answers

1. **Elizabeth Ellis** - Funds not refundable from other grant funding.. supplanting right?
 - a. Clarifying cannot be reimbursed for something awarded.
 - b. Robert- if Tribe has expended its own funding (not grant funding), they can be reimbursed. If supported through another funding stream, then it should not be reimbursed.
2. **Stephanie Denning** - Can one entity apply through grants.gov on behalf of another or does the applicant organization have to do the actual upload?
 - a. Robert- Uploading can be done by anybody. It is a more of a matter of whose grants.gov account it is- the Tribal applicant must be the owner of account. Any individual can assist with the actual uploading process. One entity cannot be applying on behalf of another entity. Eligibility for this NOFO is restricted to Indian Tribes as defined by federal law... including Alaska Native Corporations and Village as established by the Alaska Native Claims Settlement Act. Someone asked about State recognized tribe- they are not eligible even as a nonprofit.
3. **Unknown** - Where do we upload the Work Plan file?
 - a. Robert- both documents will be uploaded under the project narrative form on grants.gov
4. **Julia Russ** - the minimum funding is \$25,000 will the amount for each tribe be available so that we can create accurate budgets?
 - a. Robert: Yes that minimum will be awarded to every single applicant. You will have this within 10 days.

5. **Stephanie Denning** - We are not certain what is required in the HHS 5161 form, Part B.1. concerning the Health impact statement. Can you please provide guidance on what is required for this?
 - a. **From form HHS 5161** - “Has a Public Health System Impact Statement for the proposed program/project been completed and distributed as required? ...”
 - b. **Robert: I would check not-applicable**
6. **Carole Justice**
 - a. Can architectural expenses be requested when they are being incurred to provide for remodeling for purposes of a COVID 19 testing center at the clinic?
 - i. **Robert- yes I would say they will be included, if it is a non-federal facility**
 - b. Can we ask for items that were unable to be included in other federal funding requests? And if so, do we not mention the other items purchases from different funds within this budget since the funds for the items now being requested are supplemental to others purchased and will not supplant the other purchase? Example: PPE
 - i. **Robert- you can write for that in your workplan here, but there should not be a need to disclose what has already been purchased.**
 - c. Is the financial information form to be filled out for the entire tribe or for its Title I contract operation (health system) financial office?
 - i. **Robert: For the entire Tribe but with caveat. I would ask who has been audited – Tribe as whole, hospital, department – and that is what I would complete the questionnaire based upon.**
7. **Naomi Palosaari** - Can we include legal costs in this? Like attorney consultation on guidelines, COVID response, etc.?
 - a. **Robert: Yes**
8. **Naomi Palosaari** - Can we include costs for implementing telework policies or changing the tribal workplace to allow social distancing?
 - a. **Robert: I would write for those expenses if it is within a non-federal facility**
9. **Liz Walker** - So non-profits are covered. Can state recognized tribes as non profits apply
 - a. **Robert: No. Eligible applicants are federally-recognized Tribes, and Tribal consortia (which may operate as a non-profit entity).**
10. **Sherrie Harris** - Are the Tribes required to list CARES act funds in the notice/request as other funds?
 - a. **Robert: No**
11. **Linda Santi**
 - a. May we include expenditures for which we're applying in other grants but for which we don't know if we'll get awarded?
 - b. If we don't have all the paperwork necessary currently to withstand audit for, for example, retroactive salary costs, I assume we shouldn't include the retro salary costs. But does this preclude us for submitting retro salary costs later? (You said

to make sure all costs are submitted even though \$25K will be awarded ... does all costs included in this mean that the submission reflects ALL COVID costs?

- i. We know we don't have capacity to build from January 20 on. Know who was at meeting for 20 hours- however assume we will be able to find more of these expenditures- question using that example is if we only put in what ends up being actual time that's COVID related in our request on this, does that preclude us from this
- ii. Robert: I don't think it does preclude you. The CDC is issuing notice of awards to awardees with all funds lumped into the "Other" budget category - regardless of budget narrative submitted. This will provide the maximum flexibility for Tribes to spend the funds. NIHB was told, in regards to our funding, that if we were to go back and ask for reimbursable cost, that we would need to write a request letter to do so. That tells me that CDC is being flexible in this regard. If you've identified that you need to charge 20% of a past expense now, but later on you think it is closer to 30% or 40%, there is nothing that would preclude the Tribe from asking at later date. I do need to say that you would need to make sure that your accounting is tighter, and may check with your auditors to make sure things are billed and re-coded correctly.

12. Terri McHale - How do we apply for reimbursement for funds used for COVID so far?

- a. Robert: No place to really write this- only place to capture is start and end date within the workplan. I would simply write it as an activity that you will do, then put the start date as the actual date in the past (after January 20), and put the end date (whether it was in the past or yet to come). Write into actual budget narrative no differently. After award is made, work with project officer if they need additional documentation. But I would recommend to not alter any requests for current, previous, or future funds any differently.

13. Arlene Mack: Am I understanding correctly that each federally-recognized Tribe should submit a budget for 100% of need regardless of actual funding limits?

- a. Robert- Yes- highlights need, potentially allow funding to meet need. Average award will be around \$70,000, but submit based on need because 1) strong potential for future funding, and documentation of actual need eases the process to award for future funding; 2) CDC said to apply for actual need; and 3) \$70,000 is average award, but no one actually knows how much the actual award will be – it depends on the population served and number of applicants CDC needs. If amount awarded varies, the Tribe will need to work with CDC to make amendments.

14. Shawna Hotch - Would elder food distribution programs count as COVID19 mitigation method? And would this grant be able to fund a scholarship for a Masters of Public Health Student internship?

- a. Robert- Yes- I know food is controversial, CDC may want to talk with you after an award is made if there is an issue. But yes, I would write this in. Second part (internship): I don't know. If covering personnel or consultant costs for subject matter expertise- whether student, graduated or not, would be allowable. Reminder, I am not a CDC or IHS employee, and am only offering advice as if NIHB would apply. I would not write it in as scholarship or internship- if person is a benefit to project, write them in as salary or consultant cost.

15. Carolyn Crowder -

- a. If our total need is \$1 million and we know we will only get at least a minimum \$25k, when will we know if we get the higher amounts?
 - i. Robert- when the second NOFO is issued in early June.
- b. Should we go ahead and apply to multiple sources to fund the need above the \$25k in the chance we don't get this? The uncertainty of what funds will be available under this NOFO makes for complicated budget/funding planning and timing is critical for all available funding sources. What happens if we eventually get funding from multiple sources for same activity; can we refuse some of the funding? Want to ensure we are not at risk for being not out of compliance.
 - i. Robert: You should apply for actual need- so yes. As a nonprofit employee, we need to get funds out- I wouldn't refuse money from anybody and I would apply for all that I could from anywhere. If you did actually apply for same activity from different funding sources, to remain compliant you need to contact project officer and discuss how to amend elements of workplan. You need to have a financial system in place to determine which projects/expenses go to each grant. Not to say you can't use two different sources for same project, but you need to keep distinct activities within each workplan. For example, if you are going to work on a COVID website, then you could focus work on one webpage on one topic and pay for all those related costs out of one grant, and then focus on another webpage under another grant. This is just an example. You have to make sure to separate out and avoid double dipping so Tribes do not get in trouble as this is violating federal funding guidelines.

16. Kim Rogers - Are we to do any prioritization of our requested areas or items or is it all equal?

- a. Robert: I think any prioritization would be variable- know funding will be one lump sum- even if less, can look at workplan and decide which activity to keep. I wouldn't note priorities in application, but would have them in mind so that you have them to hit the ground running. Also if you receive less money than you applied for, then you already know what you will tackle first with the funding that was provided.

17. **Carole Justice** - How is the IHS fractionated interest decided and when will we know what that amount is as a Title I tribal contractor?
 - a. Robert: I do not know with certainty. However, I do know that the formula was provided by IHS, and I would guess that it is likely close to Tribal shares formulas, but I am not 100% sure. You should know with first NOA what amount was provided under the fractionated allotment.
18. **Justin Williams** - If the award amount is lower than the requested amount will we know what line item activities were not allowed/funded?
 - a. Robert- I'm not sure if technical reviews will be issued- question for project officer after the application. There are normally notes within the NOA (around pages 4, 5, or 6) that lists elements that may require revisions or areas of concern. This is the first place to look, the second is to ask the CDC project officer.
19. **Dan Clarion** - Can our tribe purchase a lot from the city to stage our covid medical supply conexes we have ordered? Purchasing land
 - a. Robert- No. I would not advise on purchasing land from activity. Rent is allowable expense. Purchase of land, not sure I would not write that in as this is for a temporary activity.
20. **Kim Rogers**- Are we suppose to be writing for the Component A sum in this or that is just an add on?
 - a. Robert- No one will know what component A sum is unless only applying for 25,000. There is no add on. Everybody should write for their actual need.
21. **Liz Walker** - tribes have asked me if they can right in costs for consultants...
 - a. Robert- Yes, you can include consultant costs. But if writing in a grant writer as consultant, my advice is that is normally not allowable. Development is not normally an allowable cost. If you have someone helping construct any grant proposal, they should know it is not allowable, so I would recommend engaging them on how they can be involved in project implementation such as reporting or evaluation activities.
 - b. Would grantwriters for COVID activities not including this application, is this allowable?
 - c. Robert- No, development activities not allowable costs
22. **Charlie Sink** - We have several remote health clinics in AK, trying to add negative pressure rooms- to supply air through room.
 - a. Robert- are they Tribally owned facilities?
 - b. Charlie- Tribally owned, leased by Native nonprofit providing trust responsibility services
 - c. Robert- yes, then this sounds like an allowable cost
23. **Unknown** - Could we use money to create protocols safely reopen Tribal businesses such as casinos- testing, thermometers, social distancing
 - a. Robert- Yes, based on those examples

24. **Unknown** - One of consultants helping us with programs that are needed for grants like teleworking since never had before
- a. Robert- Yes- if helping to construct operating procedures and directly related to COVID response activities, then yes
25. **Linda Santi** - We operate in an IHS building but we have assumed operations for all activities in this building - can we include building modifications necessary for COVID activities? We have assumed operations of IHS building still IHS owned building- if there are modifications required, signage, screening stations, etc. can we include that for COVID?
- a. Robert- I'm going to provide advice here, as this one is tricky. If NIHB were applying for the grant, I would write for those activities - building modifications. If other, can add - I know the topic of federal vs. non-federal buildings and ownership is different than other communities. I would write for it since you own all operations within the facility. You need to make modifications to safely launch a COVID response
26. Follow up- if average is \$70,000 a year, and ours is more than that, can we put in proposal to set up a site for distance learning- like our boys and girls club
- a. Robert- My suggestion is if that is identified as a need, then write for it and see what happens. I don't know if the CDC would fund this activity because the NOFO is for a public health response, and I don't know if they would connect education and public health, but if this is a need I would write for it. They may not fund it, but I am not sure.
27. **Karla Aguilar** - I was confused about whether Native American non-profits, unaffiliated with federally recognized Tribes were eligible
- a. Robert-No, this application is just for federally recognized Tribes and Tribal health consortium. For example, NIHB is not eligible because it is not linked to specific Tribe even though we are a Tribal non-profit organization.
28. **Melody Fair** - We have five village clinics, four of which are rural and only accessible by air or water that need negative pressure rooms built onto or within their clinics. The clinics are quite small and can't handle infectious disease patients properly. I want to know if this type of construction and/or reconstruction is allowable through the CDC opportunity.
- a. Robert- I would say that this sounds allowable. Are they non-federal facilities?
 - b. Melody- yes. They are owned by the health organization.
 - c. Robert- then I would say yes.
 - d. Karrie – (From Page 5 of the NOFO PDF): *“Countermeasures and mitigation (activities may include, but are not limited to, infection control, quarantine and isolation, management and distribution of medical materiel, coordination with*

healthcare systems, surge staffing, shipping and procurement of supplies and equipment).”

- e. This question was also posed and answered by CDC in their FAQs document under Allowable Activities: “20. *The guidance states that funding can be used for alteration or renovation of nonfederal facilities that directly support allowable activities in one of the six domains. Does this include major construction or structural changes, such as removing walls or adding more square footage? Or, is this limited to cosmetic changes like painting and new flooring?*” Given the 12-month budget period for the award, CDC recommends that funding be used for alteration or renovation of existing nonfederal facilities. CDC will consider other, more extensive construction projects on a case-by-case basis.