

National Indian
Health Board



NIHB Walk Through of CDC RFA-OT20-2004

*Supporting Tribal Public Health Capacity in Coronavirus
Preparedness and Response*

Application

Date: May 14, 2020
2:00-3:00pm ET

Call in Line: 1-(929)205-6099
Access code: 829 547 565 17#

Webinar Protocols



- The meeting will be recorded.
- Please keep your phones on mute to minimize background noise.
- Use the chat box anytime or the phone line for questions during the Q&A
- A post webinar evaluation survey will be sent after the meeting. Please fill that out.

Call in Line: 1-(929)205-6099, Access code: 829 547 565 17#





- NIHB Introduction
- Overview of CDC Funding Opportunity (CDC-RFA-OT20-2004)
- Application Walk Through
- Q & A

Call in Line: 1-(929)205-6099, Access code: 829 547 565 17#



National Indian Health Board

Mission Statement: Established by the Tribes to advocate as the united voice of federally recognized American Indian and Alaska Native Tribes, NIHB seeks to reinforce Tribal sovereignty, strengthen Tribal health systems, secure resources, and build capacity to achieve the highest level of health and well-being for our People.

Call in Line: 1-(929)205-6099, Access code: 829 547 565 17#

National Indian
Health Board



COVID-19 Tribal Resource Center

• <https://www.nihb.org/covid-19/>

NATIONAL INDIAN HEALTH BOARD
COVID-19 TRIBAL RESOURCE CENTER

Search the website...

Main Menu >
Federal Agency Links >
Partner Organizations >
NIHB Member Organization Links
AAIP Partner Blog
Pressroom
Sign Up for NIHB Newsletters

April 12, 2020 COVID-19 Cases (minimum 5) and Deaths (all races) with AI/AN population

AI/AN Population
500 1655

APRIL 13, 2020
AI/AN population with COVID-19 Confirmed Cases and Deaths by County Dashboard - April 12, 2020

Data on COVID-19 confirmed cases and deaths by state and county.

LEARN MORE

SHARE: f t e

Introduction

The National Indian Health Board is leading a national effort to advocate and secure resources for Tribes to respond to COVID-19. NIHB seeks to ensure that the Tribes remain informed on COVID 19, have the resources and assistance needed to respond to the pandemic, and that the Congress and Administration understand and address Tribal needs and priorities. NIHB also aims to create resources that will be informative and helpful to Tribes and Tribal members. NIHB believes that this coordinated national response is

Upcoming Events
ALL TIMES EASTERN
Department of Treasury Tribal Consultations
DATE: APRIL 14, 2020
TIME: 01:30PM - 04:00PM (EDT)

Call in Line: 1-(929)205-6099, Access code: 829 547 565 17#

COVID-19 Tribal Resource Center

NIHB Technical Assistance Materials Developed for CDC RFA-OT20-2004

<https://www.nihb.org/covid-19/funding-opportunities/>

- Fact Sheet on the RFA
- Application Walk Through
- Refresher on SMART Objectives
- Tip for Writing Activities and Outcomes
- *Coming: this webinar recording and presentation*



CDC **Noncompetitive** Notice of Funding Opportunity (CDC-RFA-OT20-2004)

- Funding opportunity from the Centers for Disease Control and Prevention (CDC)
- Designed to fund **ALL** federally-recognized Tribes, Tribal organizations, consortia of federally recognized Tribes, or their bona fide agents to support Tribal public health emergency preparedness and response related to COVID-19 activities

Call in Line: 1-(929)205-6099, Access code: 829 547 565 17#



CDC Noncompetitive Notice of Funding Opportunity (CDC-RFA-OT20-2004)

Award Information Per CDC Informational webinar May 4, 2020

	Component A	Component B
Who is included?	Title I and Title V Tribes and Tribal Orgs	All Tribes and Tribal Orgs
1 st Notice of Award Within 10 days of application.	Will receive \$25,000 PLUS additional funds based on their IHS fractionated allotment	Will receive base funding of 25,000
2 nd Notice of Award June	Will receive a % of funds based on ratio of population served/all populations served	Will receive a % of funds based on ratio of population served/all populations served
The estimated award ceiling is \$1.5 million; may change depending on # applicants.		

Call in Line: 1-(929)205-6099, Access code: 829 547 565 17#



CDC Noncompetitive Notice of Funding Opportunity (CDC-RFA-OT20-2004)

- Costs incurred for response efforts on or after January 20, 2020 can be reimbursed by this funding.
- All eligible applicants should apply to be eligible for **future funding** under this announcement!

Call in Line: 1-(929)205-6099, Access code: 829 547 565 17#



Areas of Work

- This grant funds activities that aligns with the following COVID-19 mitigation strategies:
 1. Emergency operations and coordination
 2. Health information technology
 3. Surveillance and epidemiology
 4. Laboratory capacity
 5. Communications
 6. Countermeasures and mitigation
 7. Recovery activities
 8. Other preparedness and response activities related to COVID-19

Call in Line: 1-(929)205-6099, Access code: 829 547 565 17#



Streamlined Application

- CDC worked to make applying for this opportunity more streamlined.
 - Applications are funded on a rolling basis- don't wait to apply!
 - Fewer application documents are needed- use the checklist in addition to the RFA
 - A template for the project work plan serves as the project narrative
 - Only one application for both components A (Title I and V Tribes) and B (all Tribes)

Call in Line: 1-(929)205-6099, Access code: 829 547 565 17#



Application Requirement Checklist

- CDC published a checklist, outlining requirements for this application.
- When unsure if something is required, use this checklist.
- <https://www.cdc.gov/tribal/documents/cooperative-agreements/OT20-2004-Application-Checklist.pdf>

CDC-RFA-OT20-2004 Application Requirements Checklist

Use this checklist when preparing your application.

Items REQUIRED to apply for CDC-RFA-OT20-2004		
Item	Reference*	Date
1. Application for Federal Assistance (SF-424)	p.16	
2. CDC Assurances and Certifications - Complete the "Assurances Certifications Form" and "Assurances Non Construction" form	p.17	
3. Risk Assessment/Qualitative Requirement	p.17	
4. Project Abstract Summary	p.19	
5. Project Narrative -Important to Note: In order to streamline the application process only the following is required in this section: -Organizational capacity statement/documents (See below 6) -Work Plan Excel file will be submitted via the Project Narrative form: Project Narrative Attachment Form [V1.2]	p.19	
6. Organizational Capacity Statement -Acceptable documentation is listed in the notice of funding opportunity	p.21	
7. Work Plan Excel File (Note: this replaces the Project Narrative) - Go to Related Documents: document titled OT20-2004 Workplan - This file will be submitted via the Project Narrative form: Project Narrative Attachment Form [V1.2]	p.21	
8. Budget Information for Non-Construction Programs (SF-424A) [V1.0]	p.22	
9. Budget Narrative Attachment Form [V1.2]	p.22	
10. Disclosure of Lobbying Activities (SF-LLL) [V1.2]	p.24	
11. IHHS Checklist (08-2007) [V2.1]	p.26	

Items NOT REQUIRED for CDC-RFA-OT20-2004		
Item	Reference*	
1. Letter of Intent	p.16	
2. Table of Contents	p.18	
3. Applicant Evaluation and Performance Measurement Plan	p.20	
4. Funds Tracking	p.23	
5. Intergovernmental Review	p.23	
6. Pilot Program for Enhancement of Employee Whistleblower Protections	p.23	
7. Copyright Interests Provisions	p.24	
8. Data Management Plan	p.26	

*Location in the [ZIP system](#) of CDC-RFA-OT20-2004 where you can locate more information.

Call in Line: 1-(929)205-6099, Access code: 829 547 565 17#

National Indian
Health Board



CDC-RFA-OT20-2004 Application Requirements Checklist

Use this checklist when preparing your application.

Items REQUIRED to apply for CDC-RFA-OT20-2004		
Item	Reference*	Done
1. Application for Federal Assistance SF-424	p.16	
2. CDC Assurances and Certifications - Complete the "Assurances Certifications Form" and "Assurances Non Construction" form	p.17	
3. Risk Assessment Questionnaire Requirement	p.17	
4. Project Abstract Summary	p.19	
5. Project Narrative - Important to Note: In order to streamline the application process only the following is required in this section: -Organizational capacity statement/documents (See below 6) -Work Plan Excel file will be submitted via the Project Narrative form: Project Narrative Attachment Form [V1.2]	p.19	
6. Organizational Capacity Statement - Acceptable documentation is listed in the notice of funding opportunity	p.21	
7. Work Plan Excel File (Note: this replaces the Project Narrative) - Go to Related Documents: document titled OT20-2004 Workplan - This file will be submitted via the Project Narrative form: Project Narrative Attachment Form [V1.2]	p.21	
8. Budget Information for Non-Construction Programs (SF-424A) [V1.0]	p.22	
9. Budget Narrative Attachment Form [V1.2]	p.22	
10. Disclosure of Lobbying Activities (SF-LLL) [V1.2]	p.24	
11. HHS Checklist (08-2007) [V2.1]	p.26	



Items NOT REQUIRED for CDC-RFA-OT20-2004

Item	Reference*
1. Letter of Intent	p.16
2. Table of Contents	p.18
3. Applicant Evaluation and Performance Measurement Plan	p.20
4. Funds Tracking	p.23
5. Intergovernmental Review	p.23
6. Pilot Program for Enhancement of Employee Whistleblower Protections	p.23
7. Copyright Interests Provisions	p.24
8. Data Management Plan	p.26

Call in Line: 1-(929)205-6099, Access code: 829 547 565 17#





National Indian Health Board

**NATIONAL TRIBAL
COVID-19 RESPONSE**

**CDC CDC-RFA-OT20-2004
WALK THROUGH**

Overview of Application

- **Step 1: Register**

1. Data Universal Numbering System (DUNS)
2. System for Award Management (SAM)
3. Grants.gov

- **Step 2: Project Information/Activities**

1. Project Narrative (Organizational Capacity Statement/Documents and Work Plan Excel File)
2. Budget Narrative
3. Other Budget Forms

Call in Line: 1-(929)205-6099, Access code: 829 547 565 17#



Overview of Application (cont.)

- **Step 3: Required Forms**

1. Project Abstract Summary
2. Applications for Federal Assistance SF-424
3. Budget Information for Non-Construction Programs SF-424A
4. CDC Assurances and Certifications
5. Risk Assessment Questionnaire Requirements
6. Disclosure of Lobbying Activities
7. HHS Checklist

Call in Line: 1-(929)205-6099, Access code: 829 547 565 17#



Step 1: Register

1. Data Universal Numbering System (DUNS)

- The applicant organization may request a DUNS number by telephone at 1-866-705-5711 (toll free) or internet at <http://fedgov.dnb.com/webform/displayHomePage.do>



Step 1: Register (cont.)

2. System for Award Management (SAM)

- The applicant must be registered within SAM
- <https://www.sam.gov/SAM/>



Step 1: Register (cont.)

3. Grants.gov

- The applicant must have a grants.gov account for the Tribe or organization.
- Once this is complete, go on grants.gov, login, and search for “CDC-RFA-OT20-2004”. Then click on it. You can download the instructions here.
- You need to click “Apply”. This will open up your application workspace, where you can access all of the online forms, and start to upload documents. You can save your progress, and come back to this page at any time.



Step 2: Project Information/ Activities

1. Project Narrative

The narrative is made up of two parts:

- a) Organizational Capacity Statement/
Documents**
- b) Work Plan Excel File**



Step 2: Project Information/ Activities (cont.)

Project Narrative Part A: Organizational Capacity Statement/ Documents

Acceptable documentation includes, but is not limited to:

- Signed letter by the elected Tribal Leader or their designee on organization letterhead attesting to the existing capacity and capability;
- departmental organizational charts;
- an incident management structure organizational chart, and/or resumes/CVs for positions currently filled and position descriptions for vacant positions for key personnel.

Call in Line: 1-(929)205-6099, Access code: 829 547 565 17#



Step 2: Project Information/ Activities (cont.)

Project Narrative Part B: Work Plan Excel File

- Use the fillable template to propose activities aligning with the CDC strategies shared earlier.
- Download the template here:
<https://www.grants.gov/web/grants/view-opportunity.html?oppld=325942>

No separate project narrative is required; a completed template serves that purpose



Step 2: Project Information/ Activities (cont.)

2. Budget Narrative

Must include:

- i. Salaries and wages
- ii. Fringe benefits
- iii. Consultant costs
- iv. Equipment
- v. Supplies
- i. Travel
- ii. Other categories
- iii. Contractual costs
- iv. Total Direct costs
- v. Total Indirect costs



Step 2: Project Information/ Activities (cont.)

3. Other Budget Forms

- Upload a PDF of valid documentation of your indirect cost rate
- If you are a non-profit, upload a PDF of your proof of non-profit status
- Upload them as “other attachments” in grants.gov

Call in Line: 1-(929)205-6099, Access code: 829 547 565 17#



Step 3: Required Forms

1. Project Abstract Summary

- Online form
- Type a short paragraph stating the project's major objectives
- Indicate how many people will be served by your project* (this will determine Component B Funding amounts).
- <https://apply07.grants.gov/apply/forms/readonly/ProjectAbstractSummary-V1.1.pdf>

*The number of people served is determined by you. If the reach of your project will go beyond your tribal membership or your health service population then include all in this number. For example, some Tribes have seasonal population fluctuations and if those additional people will be served by your project, they can be included in the number.

Call in Line: 1-(929)205-6099, Access code: 829 547 565 17#



Step 3: Required Forms (cont.)

2. Application for Federal Assistance SF 424

- Online form
- Information on your organization, title of application, and the person applying on behalf of your organization.
- https://apply07.grants.gov/apply/forms/readonly/SF424_2_1-V2.1.pdf



Step 3: Required Forms (cont.)

3. Budget Information for Non-Construction Programs SF 424A

- Online form
- Requires you to enter completed budget figures by budget category
- <https://apply07.grants.gov/apply/forms/readonly/SF424A-V1.0.pdf>



Step 3: Required Forms (cont.)

4. CDC Assurances Certifications

- Complete “Assurances Certification Form” and “Assurances Non Construction Form” get them signed, and PDF them
- Upload PDFs to grants.gov
- [https://wwwn.cdc.gov/grantassurances/\(S\(f4rf2okqj04c5dangoj4xzfu\)\)/Documents/2013%20Forms%20and%20Documents.zip](https://wwwn.cdc.gov/grantassurances/(S(f4rf2okqj04c5dangoj4xzfu))/Documents/2013%20Forms%20and%20Documents.zip)



Step 3: Required Forms (cont.)

5. Risk Assessment Questionnaire Requirement

- Information on personnel, accounting and audits
- If you are uncomfortable or unable to answer any questions, skip them. CDC may approach you with these questions later.
- <https://www.cdc.gov/grants/documents/PPMR-G-CDC-Risk-Questionnaire.pdf>



Step 3: Required Forms (cont.)

6. Disclosure of Lobbying Activities

- Online form
- Required, even if nobody from your Tribe will be lobbying as part of this grant (which is not permitted)
- If you have a lobbyist, enter their name(s)
- https://apply07.grants.gov/apply/forms/read_only/SFLLL_1_2-V1.2.pdf



Step 3: Required Forms (cont.)

7. HHS Checklist

- Online form
- Contact information and verification of other details
- [https://apply07.grants.gov/apply/forms/readonly/HHS Checklist 2 1-V2.1.pdf](https://apply07.grants.gov/apply/forms/readonly/HHS%20CheckList%201-V2.1.pdf)
- Asks if HHS 690 form has been completed and filed with HHS. You can download and sign it and PDF it under other attachments in grants.gov: <https://www.hhs.gov/sites/default/files/forms/hhs-690.pdf>

Call in Line: 1-(929)205-6099, Access code: 829 547 565 17#





QUESTIONS?

Additional questions can be emailed to
RFoley@nihb.org

Call in Line: 1-877-668-4493, Access code: 470 500 075



THANK YOU

Link to the CDC RFA-OT20-2004 opportunity

<https://www.grants.gov/web/grants/view-opportunity.html?oppld=325942>

Link to NIHB Technical Assistance Materials

<https://www.nihb.org/covid-19/funding-opportunities/>

To reach the NIHB COVID-19 Response Team,
please contact cwheeler@nihb.org

Call in Line: 1-(929)205-6099, Access code: 829 547 565 17#

