

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES



Office of Planning, Analysis and Evaluation (OPAE)

National Forum for State and Territorial Chief Executives (National Forum)

Funding Opportunity Number: HRSA-18-097

Funding Opportunity Type: New and Competing Continuation

Catalog of Federal Domestic Assistance (CFDA) Number: 93.528

NOTICE OF FUNDING OPPORTUNITY

Fiscal Year 2018

Application Due Date: May 11, 2018

*Ensure your SAM.gov and Grants.gov registrations and passwords are current immediately!
HRSA will not provide deadline extensions for lack of registration.
Registration in all systems, including SAM.gov and Grants.gov,
may take up to 1 month to complete.*

Issuance Date: March 12, 2018

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Authority: Section 311(a) of the Public Health Service (PHS) Act

EXECUTIVE SUMMARY

The Health Resources and Services Administration (HRSA) is accepting applications for fiscal year (FY) 2018 National Forum for State and Territorial Chief Executives (National Forum). The purpose of the National Forum is to convene high level decision-makers representing state/territorial governors, their policy advisors, and state, federal, health and human services providers, as well as private sector interests around issues relating to governance of healthcare delivery systems and public health matters of importance to state and territorial governments. The National Forum may address emerging issues (e.g., the opioid crisis, access to mental and behavioral health services, childhood obesity), and the evolving health care landscape at the national, state and local levels. As such, HRSA's support of the National Forum program will assist governors and key policy staff to develop and implement innovative solutions to challenges facing the health care safety net at the state and national level.

Funding Opportunity Title:	National Forum for State and Territorial Chief Executives (National Forum)
Funding Opportunity Number:	HRSA-18-097
Due Date for Applications:	May 11, 2018
Anticipated Total Annual Available FY18 Funding:	\$600,000
Estimated Number and Type of Award(s):	Up to 1 cooperative agreement
Estimated Award Amount:	Up to \$600,000 per year
Cost Sharing/Match Required:	No
Project Period:	July 1, 2018 through June 30, 2023 (5 years)
Eligible Applicants:	<p>Eligible applicants include public and nonprofit entities. Faith-based and community-based organizations, and tribes and tribal organizations as those terms are defined in 25 U.S.C. 450b, are eligible to apply.</p> <p>See Section III-1 of this notice of funding opportunity (NOFO) for complete eligibility information.</p>

Application Guide

You (the applicant organization/agency) are responsible for reading and complying with the instructions included in HRSA's *SF-424 Application Guide*, available online at <http://www.hrsa.gov/grants/apply/applicationguide/sf424guide.pdf>, except where instructed in this NOFO to do otherwise. A short video explaining the *Application Guide* is available at <http://www.hrsa.gov/grants/apply/applicationguide/>.

Technical Assistance

The following technical assistance webinar has been scheduled:

Webinar

Day and Date: Wednesday, March 21, 2018

Time: 11:00am - 12:00pm ET

Adobe Connect URL:

https://hrsa.connectsolutions.com/national_forum_for_state_and_territorial_chief_exec/

Audio Conference details:

- Dial-in: ACIA
- Leader Code: ACIA
- Participant Code: ACIA

****Participants will need to log into the Adobe Connect using the link above and choose the option to have meeting dial out to them by entering their phone number****

Table of Contents

I. PROGRAM FUNDING OPPORTUNITY DESCRIPTION	1
1. PURPOSE	1
2. BACKGROUND	4
II. AWARD INFORMATION	5
1. TYPE OF APPLICATION AND AWARD	5
2. SUMMARY OF FUNDING	5
III. ELIGIBILITY INFORMATION	6
1. ELIGIBLE APPLICANTS	6
2. COST SHARING/MATCHING	6
3. OTHER	6
IV. APPLICATION AND SUBMISSION INFORMATION	7
1. ADDRESS TO REQUEST APPLICATION PACKAGE	7
2. CONTENT AND FORM OF APPLICATION SUBMISSION	7
i. <i>Project Abstract</i>	8
ii. <i>Project Narrative</i>	8
iii. <i>Budget</i>	12
iv. <i>Budget Narrative</i>	12
v. <i>Attachments</i>	12
3. DUN AND BRADSTREET DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER AND SYSTEM FOR AWARD MANAGEMENT	14
4. SUBMISSION DATES AND TIMES	15
5. INTERGOVERNMENTAL REVIEW	15
6. FUNDING RESTRICTIONS	15
V. APPLICATION REVIEW INFORMATION	16
1. REVIEW CRITERIA	16
2. REVIEW AND SELECTION PROCESS	19
3. ASSESSMENT OF RISK AND OTHER PRE-AWARD ACTIVITIES	19
4. ANTICIPATED ANNOUNCEMENT AND AWARD DATES	20
VI. AWARD ADMINISTRATION INFORMATION	20
1. AWARD NOTICES	20
2. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS	20
3. REPORTING	20
VII. AGENCY CONTACTS	21
VIII. OTHER INFORMATION	22
IX. TIPS FOR WRITING A STRONG APPLICATION	22

I. Program Funding Opportunity Description

1. Purpose

This notice solicits applications for the National Forum for State and Territorial Chief Executives (National Forum).

Purpose: The National Forum cooperative agreement aligns state and federal efforts by providing opportunities for state and territorial decision-makers to collaborate on the development and implementation of innovative strategies and best practices related to health workforce issues, health systems, and access to healthcare.

The purpose of the National Forum is to convene high level decision-makers representing state/territorial governors, their policy advisors, and state and federal health and human services providers, as well as private sector interests around issues relating to governance of specified healthcare delivery systems and public health issues of importance to state and territorial governments. As such, HRSA's support of the National Forum program will assist governors and key policy staff to develop and implement innovative and sustainable solutions to challenges facing the health care safety net at the state and national level. This funding will support HRSA's goals for enhancing service to the safety net population and furthers the key principles of the Department of Health and Human Services (HHS) of service and sustainability.

This cooperative agreement will provide assistance to the National Forum to carry out initiatives that support states' and territories' efforts that align with the purpose of the National Forum as described above. The cooperative agreement also leverages limited HHS and HRSA resources to support cohesiveness with regional and national health and human services initiatives that align with federal efforts.

Program expectations: The National Forum program will assist governors and key policy staff to develop and implement innovative solutions to governance and policy development in their jurisdictions. As such, the award recipient will be expected to facilitate partnerships across the state to include local government entities, stakeholders in various regions and across health care systems and health professional disciplines. Therefore, applicants must demonstrate how their proposed activities would promote bi-partisan participation, for example, as evidenced by letters of support from at least 10 states that reflect their interest in pursuing bi-partisan and/or nonpartisan objectives relating to health policy, public health, Medicaid, insurance coverage, behavioral health, social work, housing, and health care workforce.

The National Forum shall include initiatives where success is measurable and significant, the results are reproducible, the efforts are sustainable, and the approach cost effective.

Core functions: The National Forum cooperative agreement is multi-faceted and includes opportunities for state and territorial decision-makers to carry out initiatives that support the development and implementation of strategies related to health workforce

issues, health systems, and access to healthcare. The three core functions of the Cooperative Agreement are:

- 1) facilitate collaboration among states, territories, federal partners and other key stakeholders to achieve common goals;
- 2) support integration of public health practice, primary care delivery systems and public health infrastructures; and
- 3) disseminate best practices and lessons learned to other states, territories and key stakeholders through various formats and mechanisms.

Applicants are strongly encouraged to address clinical priority areas (e.g., addressing the opioid crisis, mental and behavioral health services, and childhood obesity), the implementation of Healthy People 2030, and the evolving health care landscape at the national, state and local levels. This includes projects that can assist states and local governments to achieve improved health outcomes for underserved populations and better services and value for state programs.

Applicants must outline specific activities under each required core function targeted to strengthening the organizational capacities of state and local health departments, their political subdivisions, and other HRSA award recipients to improve health and achieve health equity for the communities they serve. Where applicable, proposed performance measures should be replicable, sustainable, and cost-effective.

Below are examples of the kinds of activities that may be funded under the National Forum for State and Territorial Chief Executives; however, applicants are not expected to develop their applications limited to these specific examples.

Core Functions and Examples of Possible Activities for the National Forum for State and Territorial Chief Executives

1) Core Function: Facilitate collaboration among states, territories, federal partners and other key stakeholders to achieve common goals.

Examples may include:

- Advise states and their political subdivisions in the prevention and suppression of communicable and chronic diseases to carry out public health activities, including establishing and maintaining adequate public health services to protect and improve population health.
- Develop and promote innovative strategies and best practices that improve access to quality health care and services, and assure an adequate supply and effective use of the health workforce through a range of innovative strategies.
- Improve planning and program design to complement other public and private sector initiatives that promote technologies to support innovative models and cost-effective care coordination strategies for oral health, mental health and substance use disorder services in primary care settings.
- Support multi-state work to build upon fact-based models for addressing reducing childhood obesity, stemming the opioid epidemic and/or better integrating behavioral and mental health across public and private health systems.
- Engage states to address existing and emerging issues in rural health care access to high quality care in rural America.

- Collaborate with the National Organizations of State and Local Officials cooperative agreement recipients to develop and promote public and private sector strategies and partnerships, as well as best practices that improve access to quality health care and services.
- Use innovative models such as learning labs and learning collaboratives to promote public and private sector initiatives that improve population health outcomes.
- Address emerging issues such as the evolving health care landscape, develop and implement action plans through convening of workshops, summits or policy academies that bring states, high-level decision makers and other stakeholders together.

2) Core Function: Support integration of public health practice, primary care delivery systems and public health infrastructures.

Examples may include:

- Work with state and local entities to support emergency public health readiness and response (e.g., state and local health departments, local governments, and emergency management offices).
- Work with governors and high-ranking state and territorial decision makers to address crosscutting/publicly funded health program integration and health access issues, including utilizing promising practices for integration of services and programs.
- Support state efforts to reduce childhood obesity, stemming the opioid epidemic and better integrating mental health in primary care, including identifying promising practices and payment strategies that promote innovative and cost-effective approaches to care delivery.
- Work with states to develop collaborative models for increasing access to well-coordinated primary care and behavioral health services in rural and underserved areas including the development of innovative solutions to address severe behavioral health workforce shortages.
- Improve state health workforce data and information – for example, by supporting state efforts to: (1) enumerate the supply and assessing the workforce distribution for key health professionals across states and care settings, including the development of statewide predefined rational service area plans for shortage designation needs assessments; (2) standardize the measurement of the workforce supply across states; and (3) promote mechanisms for sharing state workforce data with key stakeholders to help guide policy.
- Identify cross-cutting publicly funded health programs serving similar populations (e.g., Children’s Health Insurance Program [CHIP], Medicaid, Title V Maternal Child Health Block Grant Program and other MCH programs, Ryan White HIV/AIDS Program [RWHAP], Health Center Program, Rural Health programs, Health Professions grant programs, poison control centers) to promote collaborative and effective implementation of these programs in states and territories.
- Support best practice applications of information technology systems in health care settings, building upon capacities that support integrated health infrastructures that use data to address public health, behavioral health and primary care.

- Identify promising practices that improve the effectiveness and efficiency of care using interdisciplinary health teams to promote sustainability as a measure of success.
- Support efforts to improve health services delivery systems with innovative workforce strategies that promote effective use of health care providers and that address health workforce supply and practice, as well as educational and training capacities.

3) Core function: Disseminate best practices and lessons learned to other states, territories and key stakeholders through various formats and mechanisms.

Examples may include:

- Develop webinars and issue briefs promoting lessons learned from cooperative agreement activities, including efforts around behavioral and mental health integration, substance use disorders or childhood obesity efforts.
- Engage governors and their health advisors in dialogue, information exchange, and identification of best practices on the integration of behavioral health, primary care, and public health.
- Foster a culture of innovation that help states to adapt and improve their evolving circumstances and technological capabilities, including the use of data and promising practices.
- Disseminate issue briefs to members and other partners.
- Convene governors, their health advisors, and other stakeholders to discuss governance and policy development opportunities, address emerging issues such as the evolving health care landscape, develop and implement action plans and to share and leverage lessons learned.

2. Background

This program is authorized by Section 311(a) of the Public Health Service Act, as amended.

HRSA is the primary federal agency for improving access to health care for people who are geographically isolated, economically or medically challenged. HRSA's programmatic portfolio includes a range of programs or initiatives designed to increase access to care, improve quality, and safeguard the health and well-being of individuals who are medically underserved or face barriers to health care.

HRSA's mission is to improve health and achieve health equity through access to quality services, a skilled health workforce and innovative programs. This cooperative agreement will provide assistance to the National Forum to carry out initiatives that support states' and territories' efforts that align with the purpose of the National Forum, including the convening of high level decision-makers representing state/territorial governors, their policy advisors, and state, federal and local health and human services interests. The cooperative agreement also leverages limited HHS and HRSA resources to support cohesiveness with regional and national health and human services initiatives.

II. Award Information

1. Type of Application and Award

Type of applications sought: New and Competing Continuation.

HRSA will provide funding in the form of a cooperative agreement. A cooperative agreement is a financial assistance mechanism where substantial involvement is anticipated between HRSA and the recipient during performance of the contemplated project.

HRSA Program involvement will include:

- Assistance and participation in the planning, development, and evaluation of this project. Work with the recipient in development of proposed work plan activities and establishing performance measures.
- Review and facilitation of distribution of reports, issue briefs, publications funded in part, or in whole, under the cooperative agreement.
- Participation in appropriate meetings, committees, conference calls, and working groups related to the cooperative agreement and its projects.
- Coordination with other Bureaus/Offices within HRSA to develop synergies and collaborations.

The cooperative agreement recipient's responsibilities will include:

- Adherence to HRSA guidelines pertaining to acknowledgement and disclaimer on all products produced by HRSA award funds, per Section 2.2 of the Application Guide (**Acknowledgement of Federal Funding**).
- In collaboration with HRSA, planning, development, administration, and evaluation of this project, such as development of policy analysis, continuous quality improvement processes and products developed under the cooperative agreement.
- Report on the impact of activities implemented under the cooperative agreement.
- Collaboration with National Organizations for State and Local Officials award recipients to leverage training/technical assistance, and information exchange opportunities, where feasible.
- Participation in appropriate stakeholder meetings (e.g., state, national, committee).
- Collaboration with the HRSA Program Office on ongoing review of activities, procedures and budget items, and information/publication prior to dissemination.

2. Summary of Funding

HRSA expects approximately \$600,000 to be available annually to fund one (1) recipient. You may apply for a ceiling amount of up to \$600,000 total cost (includes both direct and indirect, facilities and administrative costs) per year. The actual amount available will not be determined until enactment of the final FY 2018 federal appropriation. This program notice is subject to the appropriation of funds, and is a contingency action taken to ensure that, should funds become available for this purpose, HRSA can process applications and award funds in a timely manner. The

period of performance is July 1, 2018 through June 30, 2023 (5 years). Funding beyond the first year is dependent on the availability of appropriated funds for the National Forum for State and Territorial Chief Executives (National Forum) in subsequent fiscal years, satisfactory recipient performance, and a decision that continued funding is in the best interest of the Federal Government.

All HRSA awards are subject to the Uniform Administrative Requirements, Cost Principles and Audit Requirements at [45 CFR part 75](#).

III. Eligibility Information

1. Eligible Applicants

Eligible applicants include public and nonprofit entities. Faith-based and community-based organizations, and tribes and tribal organizations as those terms are defined in 25 U.S.C.450b , are eligible to apply.

National bi-partisan organizations representing governors and their staff of a broad cross-section of states, the Commonwealths of the Northern Mariana Islands and Puerto Rico, the U.S. flag territories of American Samoa, Guam, and the U.S. Virgin Islands are eligible to apply.

2. Cost Sharing/Matching

Cost sharing/matching is not required for this program.

3. Other

HRSA will consider applications that exceed the ceiling amount non-responsive and will not consider it for funding under this notice.

HRSA will consider any application that fails to satisfy the deadline requirements referenced in *Section IV.4* non-responsive and will not consider it for funding under this notice.

NOTE: Multiple applications from an organization are not allowable.

If for any reason (including submitting to the wrong funding opportunity number or making corrections/updates) an application is submitted more than once prior to the application due date, HRSA will only accept your **last** validated electronic submission, under the correct funding opportunity number, prior to the Grants.gov application due date as the final and only acceptable application.

IV. Application and Submission Information

1. Address to Request Application Package

HRSA **requires** you to apply electronically. HRSA encourages you to apply through [Grants.gov](https://www.grants.gov) using the SF-424 workspace application package associated with this NOFO following the directions provided at <http://www.grants.gov/applicants/apply-for-grants.html>.

HRSA recommends that you supply an email address to Grants.gov on the grant opportunity synopsis page when accessing this notice of funding opportunity (NOFO) (also known as “Instructions” on Grants.gov) or workspace application package. This allows Grants.gov to email organizations in the event HRSA changes and/or republishes the NOFO on Grants.gov before its closing date. Responding to an earlier version of a modified notice may result in a less competitive or ineligible application. *Please note you are ultimately responsible for reviewing the [For Applicants](#) page for all information relevant to desired opportunities.*

2. Content and Form of Application Submission

Section 4 of HRSA’s [SF-424 Application Guide](#) provides instructions for the budget, budget narrative, staffing plan and personnel requirements, assurances, certifications, and abstract. You must submit the information outlined in the Application Guide in addition to the program-specific information below. You are responsible for reading and complying with the instructions included in HRSA’s [SF-424 Application Guide](#) except where instructed in the NOFO to do otherwise. You must submit the application in the English language and in the terms of U.S. dollars (45 CFR § 75.111(a)).

See Section 8.5 of the *Application Guide* for the Application Completeness Checklist.

Application Page Limit

The total size of all uploaded files may not exceed the equivalent of **80 pages** when printed by HRSA. The page limit includes the abstract, project and budget narratives, attachments, and letters of commitment and support required in the *Application Guide* and this NOFO. Standard OMB-approved forms that are included in the workspace application package do not count in the page limitation. Indirect Cost Rate Agreement and proof of non-profit status (if applicable) do not count in the page limit. **We strongly urge you to take appropriate measures to ensure your application does not exceed the specified page limit.**

Applications must be complete, within the specified page limit, and validated by Grants.gov under the correct funding opportunity number prior to the deadline to be considered under this notice.

Debarment, Suspension, Ineligibility, and Voluntary Exclusion Certification

- 1) The prospective recipient certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment,

declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

- 2) Failure to make required disclosures can result in any of the remedies described in 45 CFR § 75.371, including suspension or debarment. (See also 2 CFR parts 180 and 376, and 31 U.S.C. 3321).
- 3) Where the prospective recipient is unable to attest to the statements in this certification, an explanation shall be included in Attachment 9: Other Relevant Documents.

See Section 4.1 viii of HRSA's [SF-424 Application Guide](#) for additional information on all certifications.

Program-Specific Instructions

In addition to application requirements and instructions in Section 4 of HRSA's [SF-424 Application Guide](#) (including the budget, budget narrative, staffing plan and personnel requirements, assurances, certifications, and abstract), please include the following:

i. Project Abstract

See Section 4.1.ix of HRSA's [SF-424 Application Guide](#).

ii. Project Narrative

This section provides a comprehensive framework and description of all aspects of the proposed project. It should be succinct, self-explanatory and well organized so that reviewers can understand the proposed project.

Successful applications will contain the information below. Please use the following section headers for the narrative:

- **INTRODUCTION -- Corresponds to Section V's Review Criterion #1 Need**
Briefly describe the purpose of the proposed project. It should be succinct, self-explanatory and well organized so that reviewers can understand the proposed project.
- **NEEDS ASSESSMENT -- Corresponds to Section V's Review Criterion #1 Need**
Describe the unmet needs of states and territorial entities related to the health care workforce, health care delivery systems, and access to health. Use data whenever possible to support the information provided. Please discuss any relevant barriers that the project hopes to overcome. Include information about local/federal programs and other relevant issues that will help/hinder you in reaching the goals of this award. This section should help reviewers understand the constituency and the community that will be served by the proposed project.
- **METHODOLOGY -- Corresponds to Section V's Review Criterion #2 Response**
Propose methods that you will use to address the stated needs and the three core functions of this program: 1) facilitate collaboration among states, territories, federal partners and other key stakeholders to achieve common goals; 2) support integration of public health practice, primary care delivery systems and public health infrastructures; and 3) disseminate best practices and lessons learned to

other states, territories and key stakeholders through various formats and mechanisms.

Discuss why the methodology chosen is appropriate for this project and include evidence for its selection. As appropriate, include development of effective tools and strategies for ongoing staff training, outreach, collaborations, clear communication, and information sharing/dissemination with efforts to involve patients, families and communities, if applicable. Include a plan to disseminate reports, products, and/or project outputs so project information is provided to key target audiences.

You must also propose a plan for project sustainability after the period of federal funding ends. Recipients are expected to sustain key elements of their projects, e.g., information on outcomes of strategies or services and interventions, which have been effective in improving practices and those that have led to improved outcomes for the target population.

- **WORK PLAN -- Corresponds to Section V's Review Criteria #2 Response, #4 Impact**

Describe the activities or steps that you will use to achieve each of the objectives proposed during the entire period of performance in the Methodology section. Use a time line that includes each activity and identifies responsible staff. As appropriate, identify meaningful support and collaboration with key stakeholders in planning, designing and implementing all activities, including development of the application.

There are two components to this section: **A.** the Project Work Plan Matrix that should illustrate the relationship between core functions, activities, the responsible person(s), timelines, cost, and measures of success. **B.** the Project Work Plan Narrative should expand upon the Project Work Plan Matrix, providing details of program implementation.

The work plan must address the three core functions related to the National Forum purpose and program expectations. Describe the activities or steps that will be used to achieve each of the activities proposed during the entire period of performance. The work plan should prioritize the activities to be accomplished including the rationalization for the prioritized activities. The work plan is a matrix that carefully integrates core functions, goals, objectives, activities, outcomes, and how the outcomes will be measured. Where applicable, measures should be reproducible, sustainable, and cost effective. The matrix outlines the individual(s) responsible for carrying out each activity and includes a project timeline. Provide an accompanying work plan narrative that describes how the goals and activities outlined in the matrix will be accomplished. Project objectives must be specific, measurable, and achievable.

As appropriate, identify meaningful support and collaboration with key stakeholders in planning, designing and implementing all activities. This section provides a format for applicants to demonstrate the clarity, feasibility, and scope of proposed goals and measurable objectives. The work plan's goals and objectives

should be aligned with, and appropriate for, the needs assessment, proposed budget, and organizational capacity.

Logic Model: You must submit a logic model for designing and managing the project. A logic model is a one-page diagram that presents the conceptual framework for a proposed project and explains the links among program elements. While there are many versions of logic models, for the purposes of this notice, the logic model should summarize the connections among the:

- Goals of the project (e.g., objectives, reasons for proposing the intervention, if applicable);
 - Assumptions (e.g., beliefs about how the program will work and support resources. Base assumptions on research, best practices, and experience.);
 - Inputs (e.g., organizational profile, collaborative partners, key staff, budget, other resources);
 - Target populations (e.g., the individuals or groups to be served);
 - Activities (e.g., approach, listing key intervention, if applicable);
 - Outputs (i.e., the direct products or deliverables of program activities); and
 - Outcomes (i.e., the results of a program, typically describing a change in people or systems that is replicable and sustainable).
- *RESOLUTION OF CHALLENGES -- Corresponds to Section V's Review Criteria #2 Response, #4 Impact*
Discuss challenges that you are likely to encounter in designing and implementing the activities described in the work plan, and approaches that you will use to resolve such challenges.
 - *EVALUATION AND TECHNICAL SUPPORT CAPACITY -- Corresponds to Section V's Review Criteria #3 Evaluative Measures, #5 Resources/Capabilities*
You must describe the plan for the program performance evaluation that will contribute to continuous quality improvement. The program performance evaluation should monitor ongoing processes and the progress towards the goals and objectives of the project. Include descriptions of the inputs (e.g., organizational profile, collaborative partners, key staff, budget, and other resources), key processes, and expected outcomes of the funded activities.

You must describe the systems and processes that will support your organization's performance management requirements through effective tracking of performance outcomes, including a description of how the organization will collect and manage data (e.g., assigned skilled staff, data management software) in a way that allows for accurate and timely reporting of performance outcomes. Describe current experience, skills, and knowledge, including individuals on staff, materials published, and previous work of a similar nature. Describe the strategy to collect, analyze and track data to measure process and impact/outcomes, and explain how the data will be used to inform program development and service delivery. You must describe any potential obstacles for implementing the program performance evaluation and your plan to address those obstacles.

- **ORGANIZATIONAL INFORMATION -- Corresponds to Section V's Review Criterion #5 Resources/Capabilities**

Succinctly describe your organization's current mission and structure, scope of current activities, including an organizational chart, and describe how these elements all contribute to the organization's ability to conduct the program requirements and meet program expectations. Applicants must have effective organizational infrastructures and capacities as defined in the organization's articles of incorporation, bylaws, or board resolution (i.e., systems, leadership, resources) to carry out the proposed activities. In addition, applicants are strongly encouraged to be an organization that is national in scope and have prior experience working with state/territorial governors, and the full range of federal, state and local health public health entities, key rural interest groups, safety net provider organizations, and other state and national organizations.

Applicants must demonstrate how their proposed activities would promote bi-partisan participation, for example, as evidenced by letters of support from at least 10 states that reflects their interest in pursuing bi-partisan and/or nonpartisan objectives relating to health policy, public health, Medicaid, insurance coverage, behavioral health, social work, housing, and health care workforce.

Discuss how the organization will follow the approved plan, as outlined in the application, properly account for the federal funds, and document all costs to avoid audit findings. Describe how the unique needs of target populations of the communities served are routinely assessed and improved.

Describe past performance managing collaborative federal awards at the national level, including examples of the extent to which accomplishments were completed in full and on time. You should be able to demonstrate a minimum four-year history of developing and disseminating technical assistance to state and territorial governments and their constituencies.

NARRATIVE GUIDANCE

To ensure that you fully address the review criteria, this table provides a crosswalk between the narrative language and where each section falls within the review criteria.

<u>Narrative Section</u>	<u>Review Criteria</u>
Introduction	(1) Need
Needs Assessment	(1) Need
Methodology	(2) Response
Work Plan	(2) Response and (4) Impact
Resolution of Challenges	(2) Response and (4) Impact
Evaluation and Technical Support Capacity	(3) Evaluative Measures and (5) Resources/Capabilities

Organizational Information	(5) Resources/Capabilities
Budget and Budget Narrative (below)	(6) Support Requested – the budget section should include sufficient justification to allow reviewers to determine the reasonableness of the support requested.
Summary Progress Report (Competing Continuation applicants only)	Review and Selection Process—funding priority

iii. **Budget**

See Section 4.1.iv of HRSA's [SF-424 Application Guide](#). Please note: the directions offered in the SF-424 Application Guide may differ from those offered by Grants.gov. Follow the instructions included in the Application Guide and the additional budget instructions provided below. A budget that follows the Application Guide will ensure that, if HRSA selects the application for funding, you will have a well-organized plan and by carefully following the approved plan can avoid audit issues during the implementation phase.

Reminder: The Total Project or Program Costs are the total allowable costs (inclusive of direct **and** indirect costs) incurred by the recipient to carry out a HRSA-supported project or activity. Total project or program costs include costs charged to the award and costs borne by the recipient to satisfy a matching or cost-sharing requirement, as applicable.

The Consolidated Appropriations Act, 2017 (P.L. 115-31), Division H, § 202, states, "None of the funds appropriated in this title shall be used to pay the salary of an individual, through a grant or other extramural mechanism, at a rate in excess of Executive Level II." See Section 4.1.iv Budget – Salary Limitation of HRSA's [SF-424 Application Guide](#) for additional information. Note that these or other salary limitations may apply in FY 2018, as required by law.

iv. **Budget Narrative**

See Section 4.1.v. of HRSA's [SF-424 Application Guide](#).

v. **Attachments**

Provide the following items in the order specified below to complete the content of the application. **Unless otherwise noted, attachments count toward the application page limit.** Indirect cost rate agreements and proof of non-profit status (if applicable) will not count toward the page limit. You must clearly label each attachment.

Attachment 1: Work Plan

Attach the work plan for the project that includes all information detailed in Section IV. ii. Project Narrative. If applicable, also include the required logic model in this attachment. If funds will be sub-awarded or expended on contracts, describe how your organization will ensure the funds are properly documented.

Attachment 2: Staffing Plan and Job Descriptions for Key Personnel (see Section 4.1. of HRSA's [SF-424 Application Guide](#))

Keep each job description to one page in length as much as is possible. Include the role, responsibilities, and qualifications of proposed project staff. Also, please include a description of your organization's time keeping process to ensure that you will comply with the federal standards related to documenting personnel costs.

Attachment 3: Biographical Sketches of Key Personnel

Include biographical sketches for persons occupying the key positions described in Attachment 2, not to exceed two pages in length per person. In the event that a biographical sketch is included for an identified individual who is not yet hired, please include a letter of commitment from that person with the biographical sketch.

Attachment 4: Letters of Agreement, Memoranda of Understanding, and/or Description(s) of Proposed/Existing Contracts (project-specific)

Provide any documents that describe working relationships between your organization and other entities and programs cited in the proposal. Documents that confirm actual or pending contractual or other agreements should clearly describe the roles of the contractors and any deliverable. Make sure letters of agreement are signed and dated.

Attachment 5: Project Organizational Chart

Provide a one-page figure that depicts the organizational structure of the project. The chart should demonstrate evidence of a formal organizational network structure, such as a roster of officers in the organization, their titles and roles within the organization, organization mission and examples of formal operating policies that address the organization's ability to work with federal and state/local government entities.

Attachment 6: Tables, Charts, etc.

To give further details about the proposal (e.g., Gantt or PERT charts, flow charts, etc.).

Attachment 7: For Multi-Year Budgets--5th Year Budget (NOT counted in page limit)

After using columns (1) through (4) of the SF-424A Section B for a 5-year period of performance, you will need to submit the budget for the 5th year as an attachment. Use the SF-424A Section B. See Section 4.1.iv of HRSA's [SF-424 Application Guide](#).

Attachment 8: Progress Report

(FOR COMPETING CONTINUATIONS ONLY)

A well-documented progress report is a required and important source of material for HRSA in preparing annual reports, planning programs, and communicating program-specific accomplishments. The accomplishments of competing continuation applicants are carefully considered. HRSA program staff reviews the progress report after the competing continuation applications are reviewed by the objective review

committee. See Section V.2 Review and Selection Process for a full explanation of funding priorities and priority points. [Up to 5 points]

Please note that the Progress Report will count towards your application page limit.

Provide a three (3) to five (5) page summary that emphasizes the progress made in attaining your previously stated goals and objectives in your application and emphasize the progress made in attaining these goals and objectives. Describe the outcomes of the project activities. Address the three core functions related to the National Forum program goals and expectations: (1) facilitate collaboration among states, territories, federal partners and other key stakeholders to achieve common goals; (2) encourage integration of public health practice, primary care delivery systems and public health infrastructures; and (3) disseminate best practices and lessons learned to other states, territories and key stakeholders through various formats and mechanisms.

The Progress Report should be a brief presentation of the accomplishments, in relation to the objectives of the program during the current period of performance. The report should include:

- (1) The period covered - (dates).
- (2) Specific Objectives - Briefly summarize the specific objectives of the project as actually funded.
- (3) Results - Describe the program activities conducted for each objective and the outcomes of these activities. Include both positive and negative results or technical problems that may be important.

Attachment 9: Other Relevant Documents

3. Dun and Bradstreet Data Universal Numbering System (DUNS) Number and System for Award Management

You must obtain a valid DUNS number, also known as the Unique Entity Identifier, for your organization/agency and provide that number in the application. You must also register with the System for Award Management (SAM) and continue to maintain active SAM registration with current information at all times during which you have an active federal award or an application or plan under consideration by an agency (unless the applicant is an individual or federal agency that is exempted from those requirements under 2 CFR § 25.110(b) or (c), or has an exception approved by the agency under 2 CFR § 25.110(d)).

HRSA may not make an award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time HRSA is ready to make an award, HRSA may determine that the applicant is not qualified to receive an award and use that determination as the basis for making an award to another applicant.

If you have already completed Grants.gov registration for HRSA or another federal agency, confirm that the registration is still active and that the Authorized Organization Representative (AOR) has been approved.

The Grants.gov registration process requires information in three separate systems:

- Dun and Bradstreet (<http://www.dnb.com/duns-number.html>)
- System for Award Management (SAM) (<https://www.sam.gov>)
- Grants.gov (<http://www.grants.gov/>)

For further details, see Section 3.1 of HRSA's [SF-424 Application Guide](#).

If you fail to allow ample time to complete registration with SAM or Grants.gov, you will not be eligible for a deadline extension or waiver of the electronic submission requirement.

4. Submission Dates and Times

Application Due Date

The due date for applications under this NOFO is *May 11, 2018 at 11:59 p.m. Eastern Time*. HRSA suggests submitting applications to Grants.gov at least 3 days before the deadline to allow for any unforeseen circumstances.

See Section 8.2.5 – Summary of emails from Grants.gov of HRSA's [SF-424 Application Guide](#) for additional information.

5. Intergovernmental Review

The National Forum for State and Territorial Chief Executives is not a program subject to the provisions of Executive Order 12372, as implemented by 45 CFR part 100.

See Section 4.1 ii of HRSA's [SF-424 Application Guide](#) for additional information.

6. Funding Restrictions

You may request funding for a period of performance of up to 5 years, at no more than \$600,000 per year (inclusive of direct **and** indirect costs). Awards to support projects beyond the first budget year will be contingent upon Congressional appropriation, satisfactory progress in meeting the project's objectives, and a determination that continued funding would be in the best interest of the Federal Government.

Funds under this announcement may not be used for the following purposes:

- Building acquisition or construction of facilities
- Payment of bad debts
- International travel
- Entertainment, fundraising and/or support for lobbying/advocacy efforts

The General Provisions in Division H of the Consolidated Appropriations Act, 2017 (P.L. 115-31) apply to this program. Please see Section 4.1 of HRSA's [SF-424 Application Guide](#) for additional information. Note that these or other restrictions will apply in FY 2018, as required by law.

You are required to have the necessary policies, procedures and financial controls in place to ensure that your organization complies with all legal requirements and restrictions applicable to the receipt of federal funding including statutory restrictions on use of funds for lobbying, executive salaries, gun control, abortion, etc. Like those for all other applicable grants requirements, the effectiveness of these policies, procedures and controls is subject to audit.

All program income generated as a result of awarded funds must be used for approved project-related activities.

V. Application Review Information

1. Review Criteria

HRSA has instituted procedures for assessing the technical merit of applications to provide for an objective review of applications and to assist you in understanding the standards against which your application will be judged. HRSA has developed critical indicators for each review criterion to assist you in presenting pertinent information related to that criterion and to provide the reviewer with a standard for evaluation. See the review criteria outlined below with specific detail and scoring points.

These criteria are the basis upon which the reviewers will evaluate and score the merit of the application. The entire proposal will be considered during objective review.

Review criteria are used to review and rank applications. The National Forum for State and Territorial Chief Executives has six review criteria:

Criterion 1: NEED (10 points) – Corresponds to Section IV's INTRODUCTION and NEEDS ASSESSMENT

The extent to which the application demonstrates the problem and associated contributing factors to the problem. This section will be scored on the extent to which the application describes the unmet needs of the states and US territories and the associated contributing factors to them as outlined in the Needs Assessment including an evaluation of types and use of data in support of the Needs Assessment.

Criterion 2: RESPONSE (30 points) – Corresponds to Section IV's METHODOLOGY (15 points), WORK PLAN (10 points) and RESOLUTION OF CHALLENGES (5 points)

This section will be scored on the extent to which the proposed project responds to the "Purpose" in Section 1 and clearly articulates the resolution of the challenges that are likely to be encountered in designing and implementing the activities described in the work plan.

- The clarity of the proposed goals and objectives and their relationship to the identified project appears realistic and feasible, and relates to the stated purposes of this program. The extent to which the activities described in the application are capable of addressing the problem and attaining the project objectives. (Methodology)
- The extent to which the application provides a 36-month work plan matrix with sufficient and appropriate detail. Specifically, the work plan matrix uses time-

framed, measureable terms to describe: (1) project objectives and key activities for each proposed core function; and (2) deliverables, performance indicators, and responsible entity (person, committees, etc.) for each activity. (Work Plan)

- The extent to which the application provides a work plan narrative that clearly describes how the project will be implemented; demonstrates that the activities proposed are consistent with the stated target audience; demonstrates that activities proposed are achievable, replicable, and/or sustainable; and adequately discusses challenges that are likely to be encountered in designing and implementing the activities and approaches that will be used to resolve such challenges. (Resolution of Challenges)

Criterion 3: EVALUATIVE MEASURES (10 points) – Corresponds to Section IV's EVALUATION AND TECHNICAL SUPPORT CAPACITY

The strength and effectiveness of the method proposed to monitor and evaluate the project results. Evidence that the evaluative measures will be able to assess: 1) to what extent the program objectives have been met, and 2) to what extent these can be attributed to the project.

Criterion 4: IMPACT (25 points) – Corresponds to Section IV's WORK PLAN (15 points) and RESOLUTION OF CHALLENGES (10 points)

This criterion will be evaluated on an assessment of the information provided in the program narrative sections to address the broad range of activities that will be accomplished under this project. Applications in this section will be scored on the clarity of the proposed project activities and strategies to address the National Forum program expectations and core functions during the period of performance, including program goals, objectives and outcomes.

Activities described clearly contribute to the accomplishment and sustainability of each objective.

- The extent and effectiveness of plans for dissemination of project results and/or the extent to which project results may be national in scope and/or the degree to which the project activities are replicable, and/or the sustainability of the program beyond the federal funding.
- The extent to which the application sufficiently demonstrates that the activities will have a measurable impact on the stated need.

Criterion 5: RESOURCES/CAPABILITIES (20 points) – Corresponds to Section IV's EVALUATION AND TECHNICAL SUPPORT CAPACITY (5 points) and ORGANIZATIONAL INFORMATION (15 points)

This criterion will be scored on the extent to which project personnel are qualified by training and/or experience to implement and carry out the proposed projects; and the organizational structure demonstrates an ability to conduct proposed activities.

- The extent to which the applicant demonstrates the presence of an effective infrastructure and capacity (i.e., systems, leadership, resources, staff) to carry out the proposed activities. Project personnel demonstrate appropriate qualification-based training and/or experience to implement and carry out the proposed activities.
- The degree to which the applicant describes an appropriate and adequate

organizational structure for governance and oversight, implementing and conducting project activities, developing and sustaining relationships between the project and other key constituencies whose assistance is necessary to plan, implement, and achieve project goals and outcome objectives. Organizational documentation is provided as part of Attachment 5 requirements. This criterion will be evaluated on material provided in the Organizational Information section of the program narrative.

- The extent to which the applicant is able to provide evidence of letters of support from at least 10 states that reflects their interest in pursuing bi-partisan and/or nonpartisan objectives relating to health policy, public health, Medicaid, insurance coverage, behavioral health, social work, housing, and health care workforce. (Attachment 9).
- The extent to which the applicant demonstrates how past performance and/or accomplishments and the lessons learned over the past two to three years will be used to coordinate and complement the proposed activities.
- The extent to which the application adequately describes the key partnerships and working relationships with organizations across the nation that share similar missions and/or commitments to the underserved.
- The extent to which the application provides evidence of an adequate strategy to regularly solicit input and respond to the unique needs of the targeted audiences across the nation.

Criterion 6: SUPPORT REQUESTED (5 points) – Corresponds to Section IV's BUDGET AND BUDGET NARRATIVE

The reasonableness of the proposed budget for each year of the period of performance in relation to the objectives, the complexity of the research activities, and the anticipated results.

- The extent to which costs, as outlined in the budget and required resources sections, are reasonable given the scope of work.
- The extent to which key personnel have adequate time devoted to the project to achieve project objectives.

2. Review and Selection Process

The independent review process provides an objective evaluation to the individuals responsible for making award decisions. The highest ranked applications receive consideration for award within available funding ranges. In addition to the ranking based on merit criteria, HRSA approving officials may also apply other factors in award selection, if specified below in this NOFO. HRSA may also consider assessment of risk and the other pre-award activities described in Section 3 below.

Please see Section 5.3 of HRSA's [SF-424 Application Guide](#) for more details.

Funding Priority: This program includes a funding priority. Prior to final funding decisions, HRSA will assess all applications within the fundable range for eligibility to receive priority points. You do not need to request a funding priority. To minimize potential grant activity disruptions and maximize the effective use of federal dollars, HRSA will award priority points to competing continuation applicants according to the criteria below.

Program Compliance (5 points): HRSA will award 5 points if you are a competing continuation applicant applying to continue serving your current target population. You must have successfully achieved the previous National Forum cooperative agreement goals and objectives, based on progress reports submitted during the period of performance and a detailed accomplishment summary (submitted with this application in the Progress Report in Attachment 8) describing how the objectives were implemented and achieved.

3. Assessment of Risk and Other Pre-Award Activities

HRSA 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](#)).

HRSA reviews applications receiving a favorable objective review for other considerations that include past performance, as applicable, cost analysis of the project/program budget, assessment of your management systems, ensuring continued applicant eligibility, and compliance with any public policy requirements, including those requiring just-in-time submissions. HRSA may ask you to submit additional programmatic or administrative information (such as an updated budget or "other support" information) or to undertake certain activities (such as negotiation of an indirect cost rate) in anticipation of an award. However, even at this point in the process, such requests do not guarantee that HRSA will make an award. Following review of all applicable information, HRSA's approving and business management officials will determine whether HRSA can make an award, if special conditions are required, and what level of funding is appropriate.

Award decisions are discretionary and are not subject to appeal to any HRSA or HHS official or board.

Effective January 1, 2016, HRSA is required to review and consider any information about your organization that is in the [Federal Awardee Performance and Integrity Information System \(FAPIIS\)](#). You may review and comment on any information about your organization that a federal awarding agency previously entered. HRSA will consider any of your comments, in addition to other information in [FAPIIS](#) in making a judgment about your organization's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed as described in [45 CFR § 75.205 HHS Awarding Agency Review of Risk Posed by Applicants](#).

HRSA will report to FAPIIS a determination that an applicant is not qualified ([45 CFR § 75.212](#)).

4. Anticipated Announcement and Award Dates

HRSA anticipates issuing/announcing awards prior to the start date of July 1, 2018.

VI. Award Administration Information

1. Award Notices

HRSA will issue the Notice of Award prior to the start date of July 1, 2018. See Section 5.4 of HRSA's [SF-424 Application Guide](#) for additional information.

2. Administrative and National Policy Requirements

See Section 2.2 of HRSA's [SF-424 Application Guide](#).

Requirements under Subawards and Contracts under Grants

The terms and conditions in the Notice of Award (NOA) apply directly to the recipient of HRSA funds. The recipient is accountable for the performance of the project, program, or activity; the appropriate expenditure of funds under the award by all parties; and all other obligations of the recipient, as cited in the NOA. In general, the requirements that apply to the recipient, including public policy requirements, also apply to subrecipients and contractors under grants, unless the NOA specifies an exception. See [45 CFR § 75.101 Applicability](#) for more details.

3. Reporting

Award recipients must comply with Section 6 of HRSA's [SF-424 Application Guide](#) and the following reporting and review activities:

- 1) **Progress Report(s)**. The recipient must submit a progress report to HRSA on an **annual** basis. Further information will be provided in the award notice.

VII. Agency Contacts

You may request additional information and/or technical assistance regarding business, administrative, or fiscal issues related to this NOFO by contacting:

Mary Worrell
Grants Management Specialist
Division of Grants Management Operations, OFAM
Health Resources and Services Administration
5600 Fishers Lane, Mailstop 10SWH03
Rockville, MD 20857
Telephone: (301) 443-5148
Fax: (301) 443-5461
Email: MWorrell@hrsa.gov

You may request additional information regarding the overall program issues and/or technical assistance related to this NOFO by contacting:

Lynnette Araki
Senior Health Program Analyst
Office of Planning, Analysis and Evaluation (OPAE)
Attn: National Forum for State and Territorial Chief Executives (National Forum)
Health Resources and Services Administration
5600 Fishers Lane, Room 14W06
Rockville, MD 20857
Telephone: (301) 443-6204
Fax: (301) 443-2286
Email: Laraki@hrsa.gov

You may need assistance when working online to submit your application forms electronically. Always obtain a case number when calling for support. For assistance with submitting the application in Grants.gov, contact Grants.gov 24 hours a day, 7 days a week, excluding federal holidays at:

Grants.gov Contact Center
Telephone: 1-800-518-4726 (International Callers, please dial 606-545-5035)
Email: support@grants.gov
Self-Service Knowledge Base: <https://grants-portal.psc.gov/Welcome.aspx?pt=Grants>

Successful applicants/recipients may need assistance when working online to submit information and reports electronically through HRSA's Electronic Handbooks (EHBs). For assistance with submitting information in HRSA's EHBs, contact the HRSA Contact Center, Monday-Friday, 8 a.m. to 8 p.m. ET, excluding federal holidays at:

HRSA Contact Center

Telephone: (877) 464-4772

TTY: (877) 897-9910

Web: <http://www.hrsa.gov/about/contact/ehbhelp.aspx>

VIII. Other Information

Logic Models

You can find additional information on developing logic models at the following website:
<http://www.acf.hhs.gov/sites/default/files/fysb/prep-logic-model-ts.pdf>.

Although there are similarities, a logic model is not a work plan. A work plan is an "action" guide with a time line used during program implementation; the work plan provides the "how to" steps. You can find information on how to distinguish between a logic model and work plan at the following website:
<http://www.cdc.gov/healthyyouth/evaluation/pdf/brief5.pdf>.

Technical Assistance

HRSA has scheduled the following technical assistance webinar:

Webinar

Day and Date: Wednesday, March 21, 2018

Time: 11:00am - 12:00pm ET

Adobe Connect URL:

https://hrsa.connectsolutions.com/national_forum_for_state_and_territorial_chief_exec/

Audio Conference details:

- Dial-in: ACIA
- Leader Code: ACIA
- Participant Code: ACIA

****Participants will need to log into the Adobe Connect using the link above and choose the option to have meeting dial out to them by entering their phone number****

IX. Tips for Writing a Strong Application

See Section 4.7 of HRSA's [SF-424 Application Guide](#).