

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES



Health Resources & Services Administration

Maternal and Child Health Bureau
Division of Services for Children with Special Health Care Needs

National Genetics Education and Family Support Program

Funding Opportunity Number: HRSA-20-049
Funding Opportunity Type(s): Competing Continuation, New
Assistance Listings (CFDA) Number: 93.110

NOTICE OF FUNDING OPPORTUNITY

Fiscal Year 2020

Application Due Date: January 14, 2020

*Ensure your SAM.gov and Grants.gov registrations and passwords are current immediately!
HRSA will not approve 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: October 16, 2019

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Authority: SPRANS, Title V, § 501(a)(2) of the Social Security Act, as amended (42 U.S.C. 701(a)(2)) ("Special Projects of Regional and National Significance" (SPRANS))

EXECUTIVE SUMMARY

The Health Resources and Services Administration (HRSA) is accepting applications for fiscal year (FY) 2020 for the National Genetics Education and Family Support Program. The purpose of this program is to increase access to genetic services by promoting and strengthening engagement of individuals and families with, or at risk for, genetic conditions in the genetic health care delivery system.

The FY 2020 President's Budget does not request funding for this program. This notice 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. You should note that this program may be cancelled prior to award.

Funding Opportunity Title:	National Genetics Education and Family Support Program
Funding Opportunity Number:	HRSA-20-049
Due Date for Applications:	January 14, 2020
Anticipated Total Annual Available FY 2020 Funding:	\$400,000
Estimated Number and Type of Award(s):	Up to one cooperative agreement
Estimated Award Amount:	Up to \$400,000 per year subject to the availability of appropriated funds
Cost Sharing/Match Required:	No
Period of Performance:	June 1, 2020 through May 31, 2024 (4 years)
Eligible Applicants:	Any domestic public or private entity, including an Indian tribe or tribal organization (as those terms are defined at 25 U.S.C. 450b) is eligible to apply. See 42 CFR § 51a.3(a)). Domestic faith-based and community-based organizations are eligible to apply. See Section III.1 of this notice of funding opportunity (NOFO) for complete eligibility information.

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.

Technical Assistance

HRSA has scheduled the following technical assistance:

Webinar

Day and Date: Tuesday, November 19, 2019

Time: 3 p.m. – 4 p.m. ET

Call-In Number: 1-888-826-9572

Participant Code: 77014936

Weblink: <https://hrsa.connectsolutions.com/hrsa20049/>

HRSA will record the webinar and make it available at:

<https://mchb.hrsa.gov/fundingopportunities/default.aspx>.

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I. Program Funding Opportunity Description

1. Purpose

This notice announces the opportunity to apply for funding under the National Genetics Education and Family Support Program (NGEFSP).

The purpose of this program is to increase access to genetic services by promoting and strengthening engagement of individuals and families with, or at risk for, genetic conditions in the genetic health care delivery system. This will be accomplished by funding a program that will:

- provide culturally- and linguistically-appropriate education and resources on genetics and genetic conditions to families;
- provide support for individuals and families with, or at risk for, genetic conditions so that they can be equal partners in their health care;
- train individuals and families with, or at risk for, genetic conditions to become family leaders within the genetic health care delivery system and the Regional Genetics Networks (RGNs); and
- provide technical assistance to RGNs on how best to incorporate family leaders into their programs and reach underserved populations.¹

Goal

HRSA funds a portfolio of three genetics programs: the Regional Genetics Networks (HRSA-20-046); the Advances in Integrating Genetics into Clinical Care Program (HRSA-20-050); and the National Genetics Education and Family Support Program (HRSA-20-049). The overall goal of these programs is to improve access to genetic services, especially for underserved, disadvantaged, geographically isolated, and special needs populations. The goal for the National Genetics Education and Family Support Program is to: Ensure that all individuals and families who have, or are at risk of having, a genetic condition understand the implications of a genetic diagnosis; have access to genetic services; are engaged in their own care; and have opportunities to engage in a meaningful way in national, regional, and local genetic services systems.

Objectives

- 1) By 2024, increase by 20 percent from baseline the number of individuals or families with, or at risk for, genetic conditions that access genetic information and links to services and resources on the program website.
- 2) By 2024, increase by 10 percent from baseline the number of individuals or families with, or at risk for, genetic conditions trained as family leaders.
- 3) By 2024, increase by 10% from baseline the number of individuals or families with, or at risk for, genetic conditions from underserved populations trained as family leaders.

¹ Medically Underserved Populations are specific sub-groups of people living in a defined geographic area with a shortage of primary care health services. These groups may face economic, cultural, or linguistic barriers to health care. Examples include, but are not limited to, those who are: homeless; low-income; Medicaid-eligible; Native American; or migrant farmworkers. Health Resources and Services Administration, "Medically Underserved Areas and Populations (MUA/Ps)," Accessed June 13, 2019, <https://bhwh.hrsa.gov/shortage-designation/muap>. <https://bhwh.hrsa.gov/shortage-designation/muap>.

- 4) By 2024, increase by 25 percent from baseline the number of family leaders that participate in meaningful roles² in the RGNs programs.

Competing continuation applicants should use baseline data from the last year of the immediately preceding (i.e., current as of the time of the application) project to establish benchmark for these program objectives. New applicants will provide baseline data to HRSA for purposes of establishing the benchmark for these program objectives by the end of the first year from the date of award (anticipated to be on May 31, 2021).

Program Priorities

- 1) Support and maintain a public facing website on genetics and genomics that includes information, materials, and resources that are culturally- and linguistically appropriate; addresses the implication of having, or being at risk for a genetic condition, genetic testing and other genetic services; and where to obtain more information about specific genetic conditions.
- 2) Develop leadership and family engagement materials to support family partnership, engagement, and leadership in the genetics care delivery system.
- 3) Develop and deliver training materials to support the development of family leaders in the genetics care delivery system.
- 4) Work with recipients funded under the Regional Genetics Network program (RGN) (HRSA-20-046) and the Advances in Integrating Genetics into Clinical Care program (HRSA-20-050). Activities include:
 - a. Collaborate with the RGNs and Advances in Integrating Genetics into Clinical Care (AIGCC) program to reach underserved populations.
 - b. Provide technical assistance and training on patient outreach and engagement.
- 5) Collaborate with cultural and community-based organizations to enhance outreach to underserved populations.

2. Background

This program is authorized by SPRANS, Title V, § 501(a)(2) of the Social Security Act, as amended (42 U.S.C. 701(a)(2)) (“Special Projects of Regional and National Significance” (SPRANS)).

In 2017, approximately 3.5 percent of children ages 0–17 years were reported to have a current genetic condition, representing approximately 2.6 million children.³ Individuals with genetic conditions experience a number of challenges in accessing appropriate health care services for many reasons. When compared to children without a genetic condition, children with a genetic condition were more likely to report a comorbid health condition. Such children receive care from multiple providers, yet just 1 in 5 received help arranging or coordinating their care.⁴ Twelve percent of children with a genetic condition report missing 11 or more days of school due to illness or injury compared with 3.3 percent of children without a genetic condition. Children diagnosed with a

² Meaningful roles for family leaders include participation in organizational design and governance.

³ National Survey of Children’s Health, unpublished data (2017)

⁴ Genetic Alliance Survey, unpublished data (2015).

genetic condition are less likely to have a medical home (39.5 percent compared with 49.1 percent for children without a genetic condition) and are more likely to have an unmet health need.⁵

Individuals with genetic conditions may experience a “diagnostic odyssey,” in which they are evaluated by multiple providers without a definitive diagnosis.⁶ Many providers are unfamiliar with, or unprepared for, dealing with patients who have genetic conditions. Finally, there are substantive barriers in accessing social and emotional support services, specialist visits, and therapies.

Family engagement is one way to address such challenges for individuals with genetic conditions. Family engagement is defined as “patients, families, their representatives, and health professionals working in active partnership at various levels across the health care system to improve health and health care,⁷” and is one of six core outcomes that define a comprehensive and coordinated system of care for children and youth with special health care needs (CYSHCN)⁸. Actively engaging families as equal partners in their child’s health care and decision-making has been associated with reduced unmet health needs, fewer reported problems accessing specialist referrals, lower out-of-pocket expenses and improved physical and behavioral function in children.

In FY 2017, the HRSA’s Maternal and Child Health Bureau (MCHB) funded the National Genetics Education and Family Support Center to provide information on genetic conditions, steps to take following diagnosis, and how to work with genetic service providers/experts. This NOFO builds on this experience to educate more individuals and family members and identify and train family leaders to serve in meaningful roles in the genetics health care delivery system.

II. Award Information

1. Type of Application and Award

Type(s) of applications sought: Competing Continuation, New

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.

⁵ National Survey of Children’s Health, Data Resource Center for Child and Adolescent Health, Accessed June 25, 2019, <https://www.childhealthdata.org>.

⁶ Macnamara EF, Schoch K, Kelley EG, Fieg E, et al. Cases from the Undiagnosed Diseases Network: The continued value of counseling skills in a new genomic era. *Journal of Genetic Counseling*. 2019; 28(2): 194–201.

⁷ Carman KL, Dardess P, Maurer M, Sofaer S, Adams K, Bechtel C, Sweeney J. Patient and family engagement: a framework for understanding the elements and developing interventions and policies. *Health Affairs*. 2013;32(2):223–31.

⁸ National Agenda for Children With Special Health Care Needs: Achieving the Goals 2000. Washington, DC: Health Resources and Services Administration; 1999

HRSA program involvement will include:

- Participating in meetings conducted by the National Genetics Education and Family Support Program during the period of the cooperative agreement;
- Collaborating with the NGEFSP in developing activities and procedures to be established and implemented for accomplishing the goals and objectives of the project;
- Reviewing NGEFSP project activities, reports, and products prior to dissemination;
- Participating in the dissemination of NGEFSP project information;
- Providing assistance in establishing and facilitating effective collaborative relationships with federal and state agencies, and especially HRSA MCHB award projects;
- Providing technical assistance and support to NGEFSP to ensure they are compliant with NOFO requirements and do not duplicate the work of other HRSA-funded projects.

The cooperative agreement recipient's responsibilities will include:

- Conducting all tasks as they relate to the goals, objectives, and program requirements of the NGEFSP listed in this NOFO, consistent with applicable law and program and awards requirements;
- Ensuring the integral involvement of the Regional Genetics Networks and the Advances in Integrating Genetics into Clinical Care program in the work of the NGEFSP and not duplicating activities;
- Reviewing, on a continuous basis, activities and procedures to be established and implemented for accomplishing the goals and objectives of the project;
- Providing ongoing, timely communication and collaboration with the federal project officer;
- Working with the federal project officer to review information on NGEFSP project activities, products and reports prior to dissemination;
- Establishing contacts that may be relevant to the NGEFSP's project's mission;
- Facilitating partnerships with federal and non-federal entities and other HRSA-funded programs relevant to the NGEFSP cooperative agreement activities; and
- Meeting deadlines for NGEFSP information and reports as required by HRSA.

2. Summary of Funding

HRSA estimates approximately \$400,000 to be available annually to fund one recipient. The actual amount available will not be determined until enactment of the final FY 2020 federal appropriation. You may apply for a ceiling amount of up to \$400,000 total cost (includes both direct and indirect, facilities and administrative costs) per year. The FY 2020 President's Budget does not request funding for this program. 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 June 1, 2020 through May 31, 2024 (4 years). Funding beyond the first year is subject to the availability of appropriated funds for the National Genetics Education and Family Support Program 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

Any domestic public or private entity, including an Indian tribe or tribal organization (as those terms are defined at 25 U.S.C. 450b) is eligible to apply. See 42 CFR § 51a.3(a). Domestic faith-based and community-based organizations are eligible to apply.

2. Cost Sharing/Matching

Cost sharing/matching is not required for this program.

3. Other

An applicant may NOT apply for funding as a recipient under both this program and either the Advances in Integrating Genetics into Clinical Care program (HRSA-20-050) or the Regional Genetics Network (HRSA-20-046). If an applicant applies for funding under this and either of these two other funding opportunities, its application will be considered non-responsive and both applications will be deemed nonresponsive and will not be considered for funding under this NOFO.

HRSA will consider any application that exceeds 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 notice of funding opportunity (NOFO) following the directions provided at <https://www.grants.gov/applicants/apply-for-grants.html>.

The NOFO is also known as “Instructions” on Grants.gov. You must provide your email address when reviewing or preparing the workspace application package in order to receive notifications including modifications and/or republications of 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 **60 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 limit. 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) You, on behalf of the applicant organization certify, by submission of your proposal, that neither you nor your principals are 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 you are unable to attest to the statements in this certification, an explanation shall be included in Attachment 8: 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), 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, consistent with forms and attachments, 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, the methods to be used, and the projected outcomes.
- ***NEEDS ASSESSMENT*** -- Corresponds to Section V's Review Criterion [\(1\) Need](#)
Outline the needs of the community. Describe and document the target population and its unmet needs. Use and cite demographic data whenever possible to support the information provided. Discuss any relevant barriers that individuals and families with, or at risk for, genetic conditions experience that the project hopes to overcome. This section will help reviewers understand the population and health care system that you will serve with 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 meet each of the previously described program requirements and expectations in this NOFO. 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.

Include a description of the methods that you will use to address the following:

1. Support and maintain a public facing website that includes information on various genetic conditions and services.

- Develop a portfolio of educational information about genetics and genetic conditions aimed at assisting families in understanding genetics and their conditions.
 - Develop leadership and family engagement materials to support family partnership, engagement, and leadership in genetics care delivery system.
2. Disseminate educational materials
 - Develop a plan for dissemination of educational materials to families.
 - Develop a plan for dissemination of leadership and family engagement materials to RGN and the Advances in Integrating Genetics into Clinical Care program.
 3. Collaborate with the RGNs and the AIGCC program to reach underserved populations
 - Provide technical assistance and training on patient outreach and engagement;
 - Develop culturally- and linguistically-appropriate outreach materials; and
 - Partner with cultural and community-based organizations to enhance outreach to underserved populations.
 4. Recruit, train, and support family leaders for participation on RGN workgroups and advisory groups.
 - Develop leadership and family engagement materials to support family partnership, engagement, and leadership in the genetics care delivery system.
 - Develop and deliver training materials to support the development of family leaders in the genetics care delivery system.
 - Partner with and provide technical assistance on genetics to other HRSA MCHB family leadership programs including, but not limited to, the Family-to-Family Health Information Centers, the National Center for Family/Professional Partnerships, and the Family Leadership in Language and Learning Center.
 5. Sustainability

Propose a plan for project sustainability after the period of federal funding ends. HRSA expects recipients to sustain key elements of their projects, e.g., 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](#) and [\(4\) Impact](#)

Submit a work plan (*Attachment 1*) to 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 developing the application.

Logic Models

Submit a logic model (*Attachment 1*) 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 between 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 personnel, budget, other resources);
- Target population (e.g., the individuals to be served);
- Activities (e.g., approach, listing key intervention, if applicable);
- Outputs (i.e., the direct products of program activities); and
- Outcomes (i.e., the results of a program, typically describing a change in people or systems).

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 additional information on developing logic models at the following website:

<https://www.acf.hhs.gov/sites/default/files/fysb/prep-logic-model-ts.pdf>.

- **RESOLUTION OF CHALLENGES** -- Corresponds to Section V's Review Criterion [\(2\) Response](#)

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](#) and [\(5\) Resources/Capabilities](#)

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 toward the goals and objectives of the project. Include descriptions of the inputs (e.g., organizational profile, collaborative partners, key personnel, budget, and other resources), key processes, and expected outcomes of the funded activities.

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, knowledge, including individuals on staff, materials published, and previous work of a similar nature. As appropriate, describe the data collection 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. Describe any potential obstacles for implementing the program performance evaluation and your plan to address those obstacles.

Keep in mind that the NGEFSP will be expected to provide data in the annual Non-Competing Progress Report on how it is achieving the goals of the program including:

- Implementation and use of an online resource of materials and tools for all individuals and families with, or at risk for, genetic conditions:
 - a) Number of educational materials, training tools, and other resources.
 - b) Numbers and types of individuals accessing online resources and materials.
 - c) Framework and tools assessed for cultural appropriateness.
 - d) Total number of hits on the online resource.
 - Number of underserved populations receiving services.
 - Number of individuals or families with, or at risk for, genetic conditions trained that report increased knowledge, skill, ability and self-efficacy to serve as leaders within national, regional, and local health care systems/organizations that serve individuals with genetic conditions.
 - Number and type of technical assistance activities to RGNs, the AIGCC program, and other family leadership programs.
 - Number of partnerships with community organizations and other family leadership programs.
 - Number of families recruited for representation on advisory groups or workgroups.
- **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, and how these elements all contribute to the organization's ability to conduct the program requirements and meet program expectations. Include an organizational chart (*Attachment 5*). 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 you will routinely assess and improve the unique needs of target populations of the communities served.

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. Any attachments referenced in a narrative section may be considered during the objective review.	
<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
Evaluation and Technical Support Capacity	(3) Evaluative Measures and (5) Resources/Capabilities
Organizational Information	(5) Resources/Capabilities
Budget and Budget Narrative	(6) Support Requested – the budget section should include sufficient justification to allow reviewers to determine the reasonableness of the support requested.

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.

In addition, the National Genetics Education and Family Support Program requires the following:

- Travel for two staff members to attend the Advances in Integrating Genetics into Clinical Care program annual meetings.
- Travel for two staff members to attend one annual RGN meeting per year of the period of performance.
- Travel for at least two family leaders/representatives to attend an RGN meeting per year of the period of performance.

The Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019 and Continuing Appropriations Act, 2019 (P.L. 115-245), Division B, § 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 the following FY, as required by law.

iv. Budget Narrative

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

In addition, the National Genetics Education and Family Support Program requires the following:

- Travel for two staff members to attend the Advances in Integrating Genetics into Clinical Care program annual meetings.
- Travel for two staff members to attend one annual RGN meeting per year of the period of performance.
- Travel for at least two family leaders/representatives to attend an RGN meeting per year of the period of performance.

v. Program-Specific Forms

Program-specific forms are not required for application.

vi. 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.2.ii. Project Narrative](#). Also include the required logic model in this attachment. If you will make subawards or expend funds on contracts, describe how your organization will ensure proper documentation of funds.

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 timekeeping 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 not yet hired, 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 any 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.

Attachment 6: Tables, Charts, etc.

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

Attachment 7: 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; therefore, you should include previously stated goals and objectives in your application and emphasize the progress made in attaining these goals and objectives. HRSA program staff reviews the progress report after the Objective Review Committee evaluates the competing continuation applications.

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.
- (3) Results - Describe the program activities conducted for each objective. Include both positive and negative results or technical problems that may be important.

Attachments 8 – 15: Other Relevant Documents

Include here any other documents that are relevant to the application, including letters of support. Letters of support must be dated and specifically indicate a commitment to the project/program (in-kind services, dollars, staff, space, equipment, etc.).

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

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

[SAM.GOV](#) ALERT: For your SAM.gov registration, you must submit a [notarized letter](#) appointing the authorized Entity Administrator. The review process changed for the Federal Assistance community on June 11, 2018.

In accordance with the Federal Government's efforts to reduce reporting burden for recipients of federal financial assistance, the general certification and representation requirements contained in the Standard Form 424B (SF-424B) – Assurances – Non-Construction Programs, and the Standard Form 424D (SF-424D) – Assurances – Construction Programs, have been standardized federal-wide. Effective January 1, 2020, the updated common certification and representation requirements will be stored and maintained within the SAM. Organizations or individuals applying for federal financial assistance as of January 1, 2020, must validate the federally required common certifications and representations annually through SAM located at [SAM.gov](#).

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 *January 14, 2020 at 11:59 p.m. ET*. HRSA suggests submitting applications to Grants.gov at least **3 calendar 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 Genetics Education and Family Support Program 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 2 years, at no more than \$400,000 per year (inclusive of direct **and** indirect costs). The FY 2020 President's Budget does not request funding for this program. 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. 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.

The General Provisions in Division B of the Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019 and Continuing Appropriations Act, 2019 (P.L. 115-245) are in effect at the time this NOFO is posted. Please see Section 4.1 of HRSA's [SF-424 Application Guide](#) for additional information. Awards will be made subsequent to enactment of the FY2020 appropriation. The NOA will reference the FY2020 appropriation act and any restrictions that may apply. Note that these or other restrictions may be updated, as required by law, upon enactment of a FY 2020 appropriations act.

You cannot use funds under this notice for the following purposes:

- Any foreign travel request (using federal award dollars or program income) must be submitted to HRSA for approval through the Electronic Handbooks (EHBs) under Prior Approval – Other.

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. The program income alternative applied to the award(s) under the program will be the addition/additive alternative. You can find post-award requirements for program income at [45 CFR § 75.307](#).

V. Application Review Information

1. Review Criteria

HRSA has procedures for assessing the technical merit of applications to provide for an objective review and to assist you in understanding the standards against which your application will be reviewed. HRSA has 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.

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, except for the progress report submitted with a competing continuation application, which will be reviewed by HRSA program staff after the objective review process.

Review criteria are used to review and rank applications. The NGEFSP has six review criteria. See the review criteria outlined below with specific detail and scoring points.

For each review criterion, the reviewer will consider the thoroughness of the approach and methods, how effectively the proposal addresses the issues, and how the proposed activities are feasible and achievable.

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 includes:

- The effectiveness of the application in describing and documenting the target population and its unmet needs.
- Sufficient citation of demographic data to support the information provided.
- Sufficient description of relevant barriers that the project hopes to overcome.

Criterion 2: RESPONSE (35 points) – Corresponds to Section IV's [Methodology](#), [Work Plan](#), and [Resolution of Challenges](#)

The extent to which the proposed project responds to the “[Purpose](#)” included in the program description. The strength of the proposed goals and objectives and their relationship to the identified project. The extent to which the activities described in the application are capable of addressing the problem and attaining the project objectives.

Methodology (25 points)

The strength, completeness, and feasibility of the applicant's approach to:

1. Support and maintain a public facing website that includes information on various genetic conditions and services. (5 points)
 - Developing a portfolio of educational information about genetics and genetic conditions aimed at assisting families in understanding genetics and their conditions, including how the content will be identified and evaluated.
 - Developing leadership and family engagement materials to support family partnership, engagement, and leadership in the genetics care delivery system, including how content will be identified and evaluated.
2. Disseminate educational materials (5 points)
 - Developing a plan for dissemination of educational materials to families
 - Developing a plan for dissemination of leadership and family engagement materials to RGN and AIGCC.
3. Collaborate with the RGNs and AIGCC to reach underserved populations (5 points)
 - Providing technical assistance and training on patient outreach and engagement, including how content will be developed and evaluated.
 - Developing culturally- and linguistically-appropriate outreach materials, including how content will be developed and evaluated.
 - Partnering with cultural and community-based organizations to enhance outreach to underserved populations selected by the RGNs, including how partners will be incorporated into outreach activities.
4. Recruit, train, and support new family leaders for participation on RGN workgroups and advisory groups. (5 points)
 - Developing leadership and family engagement materials to support family partnership, engagement, and leadership in the genetics care delivery system, including how content will be developed and evaluated.
 - Developing and delivering training materials to support the development of family leaders in the genetics care delivery system, including how content will be developed and evaluated.
 - Partnering with and providing technical assistance on genetics to other HRSA MCHB family leadership programs including, but not limited to, the Family-to-Family Health Information Centers, the National Center for Family/Professional Partnerships, and the Family Leadership in Language and Learning Center, including how partners will be incorporated into activities.

5. Sustainability (5 points)

- Plans for sustainability after the period of federal funding ends.
- Plans to sustain key elements of the project.

Work Plan (5 points)

- The reasonableness, feasibility, effectiveness of the proposed work plan, including:
 - The extent to which the applicant describes the activities or steps that will be used to achieve each of the objectives proposed in the Methodology section.
 - The extent to which the applicant identifies meaningful support and collaboration with key stakeholders in planning, designing, and implementing all activities, including developing the application.

Resolution of Challenges (5 points)

- The extent to which the applicant discusses potential challenges and approaches to resolve such challenges.

Criterion 3: EVALUATIVE MEASURES (25 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.

The extent to which the applicant:

- Describes a plan for the program performance evaluation that will contribute to continuous quality improvement.
- Plans to monitor ongoing processes and the progress toward the goals and objectives of the project.
- Describes feasible systems and processes that will support 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.
- Describes current experience, skills, knowledge, materials published, and previous work of a similar nature.
- Describes an effective and achievable data collection strategy to collect, analyze, and track data to measure process and outcomes, and explains how data will be used to inform program development.
- Thoroughly describes potential obstacles for implementing the program performance evaluation and plans to address those obstacles.

Criterion 4: IMPACT (10 points) – Corresponds to Section IV's [Work Plan](#)

The extent to which the proposed project has a public health impact and the project will be effective, if funded. This may include: the effectiveness of plans for dissemination of project results, the impact results may have on the community or

target population, the extent to which project results may be national in scope, the degree to which the project activities are replicable, and the sustainability of the program beyond the federal funding.

Criterion 5: RESOURCES/CAPABILITIES (10 points) – Corresponds to Section IV’s [Evaluation and Technical Support Capacity](#) and [Organizational Information](#)

The extent to which project personnel are qualified by training and/or experience to implement and carry out the project. The capabilities of the applicant organization and the quality and availability of facilities and personnel to fulfill the needs and requirements of the proposed project.

Criterion 6: SUPPORT REQUESTED (10 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 activities, and the anticipated results.

- The extent to which costs, as outlined in the budget and required resources sections, are reasonable given the goals and objectives of the project and the reasonableness of travel costs as required under the program-specific instructions, iv. Budget Narrative.
- The extent to which key personnel have adequate time devoted to the project to achieve project objectives.

2. Review and Selection Process

The objective 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. HRSA may also consider assessment of risk and the other pre-award activities described in Section 3 below. See Section 5.3 of HRSA’s [SF-424 Application Guide](#) for more details.

3. Assessment of Risk

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 \(FAPIS\)](#). 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 [FAPIS](#) 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 FAPIS a determination that an applicant is not qualified ([45 CFR § 75.212](#)).

VI. Award Administration Information

1. Award Notices

HRSA will issue the Notice of Award (NOA) prior to the start date of June 1, 2020. See Section 5.4 of HRSA's [SF-424 Application Guide](#) for additional information.

2. Administrative and National Policy Requirements

See Section 2.1 of HRSA's [SF-424 Application Guide](#).

Requirements of Subawards

The terms and conditions in the 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 under awards. See [45 CFR § 75.101 Applicability](#) for more details.

Data Rights

All publications developed or purchased with funds awarded under this notice must be consistent with the requirements of the program. Pursuant to 45 CFR § 75.322(b), the recipient owns the copyright for materials that it develops under an award issued pursuant to this notice, and HHS reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use those materials for federal purposes, and to authorize others to do so. In addition, pursuant to 45 CFR § 75.322(d), the Federal Government has the right to obtain, reproduce, publish, or otherwise use data produced under this award and has the right to authorize others to receive, reproduce, publish, or otherwise use such data for federal purposes, e.g., to make it available in government-sponsored databases for use by others. If applicable, the specific scope of HRSA rights with respect to a particular grant supported effort will be addressed in the NOA. Data and copyright-protected works developed by a subrecipient also are subject to the Federal Government's copyright license and data rights.

Human Subjects Protection

Federal regulations ([45 CFR part 46](#)) require that applications and proposals involving human subjects must be evaluated with reference to the risks to the subjects, the adequacy of protection against these risks, the potential benefits of the research to the subjects and others, and the importance of the knowledge gained or to be gained. If you anticipate research involving human subjects, you must meet the requirements of the HHS regulations to protect human subjects from research risks.

3. Reporting

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

- 1) **DGIS Performance Reports.** Available through the EHBs, the Discretionary Grant Information System (DGIS) is where recipients will report annual performance data to HRSA. Award recipients are required to submit a DGIS Performance Report **annually**, by the specified deadline. To prepare successful applicants for their reporting requirements, the listing of administrative forms and performance measures for this program are available at https://grants6.hrsa.gov/MchbExternal/DgisApp/formassignmentlist/UH8_1.html. The type of report required is determined by the project year of the award's period of performance.

Type of Report	Reporting Period	Available Date	Report Due Date
a) New Competing Performance Report	June 1, 2020 - May 31, 2024 <i>(administrative data and performance measure projections, as applicable)</i>	Period of performance start date	120 days from the available date
b) Non-Competing Performance Report	June 1, 2020 – May 31, 2021 June 1, 2021 – May 31, 2022 June 1, 2022 – May 31, 2023	Beginning of each budget period (Years 2–4, as applicable)	120 days from the available date
c) Project Period End Performance Report	June 1, 2020 – May 31, 2024	Period of performance end date	90 days from the available date

The full OMB-approved reporting package is accessible at <https://mchb.hrsa.gov/data-research-epidemiology/discretionary-grant-data-collection> (OMB Number: 0915-0298 Expiration Date: 06/30/2022).

- 2) **Progress Report(s).** The recipient must submit a progress report narrative to HRSA **annually** via the Non-Competing Continuation Renewal in the EHBs, which should address progress against program outcomes (e.g., accomplishments, barriers, significant changes, plans for the upcoming budget year), and include annual data on performance measures identified in the Project Narrative, if not captured by DGIS. Submission and HRSA approval of a progress report will trigger the budget period renewal and release of each subsequent year of funding. Further information will be available in the NOA.
- 3) **Integrity and Performance Reporting.** The NOA will contain a provision for integrity and performance reporting in [FAPIS](#), as required in [45 CFR part 75 Appendix XII](#).

VII. Agency Contacts

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

Devon Cumberbatch
Grants Management Specialist
Division of Grants Management Operations, OFAM
Health Resources and Services Administration
5600 Fishers Lane, Mailstop 10SWH03
Rockville, MD 20857
Telephone: (301) 443-7532
Email: DCumberbatch@hrsa.gov

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

Ann Ferrero, MPH
Public Health Analyst
Genetic Services Branch
Division of Services for Children with Special Health Needs
Maternal and Child Health Bureau
Health Resources and Services Administration
5600 Fishers Lane
Rockville, MD 20857 Telephone: (301) 443-3999
Fax: (301) 594-0878
Email: aferrero@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 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: <https://www.hrsa.gov/about/contact/ehbhelp.aspx>

VIII. Other Information

Technical Assistance

HRSA has scheduled following technical assistance:

Webinar

Day and Date: Tuesday, November 19, 2019

Time: 3 p.m. – 4 p.m. ET

Call-In Number: 1-888-826-9572

Participant Code: 77014936

Weblink: <https://hrsa.connectsolutions.com/hrsa20049/>

HRSA will record the webinar and make it available at:

<https://mchb.hrsa.gov/fundingopportunities/default.aspx>.

Tips for Writing a Strong Application

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