

**Department of Health and Human Services  
Center for Medicare & Medicaid Services  
Center for Medicaid and CHIP Services  
Funding Opportunity: Connecting Kids to Coverage (CKC)  
HEALTHY KIDS 2022  
OUTREACH AND ENROLLMENT COOPERATIVE AGREEMENTS  
Frequently Asked Questions Set #6**

**Q101: In the accessibility requirements outlined in Appendix IV of the NOFO it states:**

**b. Services**

**iii. The Recipient shall maintain record of all alternate language service requests received including the requestor's name, contact information, date of request, language requested, service requested, date of acknowledgment, date service provided, and date referred to CMS if applicable. Forward quarterly records to the [AltFormatRequest@cms.hhs.gov](mailto:AltFormatRequest@cms.hhs.gov) mailbox."**

**What defines an "alternate language service request"? When would there be a need to maintain a record and report records quarterly to CMS?**

**A:** Please contact the CMS Office of Equal Opportunity and Civil Rights for more information about accessibility reporting obligations at [AltFormatRequest@cms.hhs.gov](mailto:AltFormatRequest@cms.hhs.gov).

**Q102: Can the Principal Investigator/Project Director (PI/PD) split the 50 percent effort?**

**A:** No. We prefer that one person serves as the project director as the main point of contact for the grant.

**Q103: Are we allowed to incorporate references (i.e., Bibliography section) into our grant application?**

**A:** Yes. References are allowed to be incorporated into the NOFO application.

**Q104: What does this mean from guidance page 25: The application clearly defines the proportion of the requested funding designated for each activity and justifies the applicant's readiness to receive funding. This is supposed to be presented in the budget justification, but the sample budget justification does not give an example of this. Can you give an example of what this should look like in the budget justification?**

**A:** We expect that the amount you are requesting is in line with the work you are proposing to perform and the goals you plan to achieve under the grant. Please refer to Appendix I. Guidance for Preparing a Budget Request and Narrative on pages 47 – 52 of the NOFO. Budget narratives and examples are shown under each category labeled Sample Justification.

**Q105: We are a 2019 grantee and currently have an MOU with the state. Are we able to attach a letter of commitment from them to show that we will be able to amend and/or enter into a new MOU if awarded the 2022 CKC Cooperative Agreement?**

**A:** Yes, a letter of commitment can be included describing the MOU that will be in place after the cooperative agreement is awarded.

**Q106: Is there an open records system that we may request the submitted application/package for past awarded recipients detailing their submission for this particular grant?**

**A:** There is not an open records system for submitted applications from past awarded recipients. Information about current and previous grantees is available at:

<https://www.insurekidsnow.gov/campaign-information/outreach-enrollment-grants/index.html>.

**Q107: We work with school districts across the state and wanted to seek clarification for the Project Site Locations Form(s) and required Memoranda of Understanding. Given that we are working with over 75 (+) school campuses, are we required to have documentation for each and every location?**

**A:** Related to MOUs: we do not require you to submit the MOU with the application. However, non-state applicants must describe their plans to secure an MOU or other data-sharing agreement with the state or county Medicaid/CHIP agencies within 90-days after the cooperative agreement is awarded.

CMS recognizes that it may not always be possible to obtain data from state or county sources. Therefore, all non-state applicants must also describe alternative methods for verifying new enrollments and renewals that do not depend on cooperation by state or county agencies and that can be implemented with the requested funding. If the recipient does not obtain an MOU, or create and implement a well-designed and effective alternative data methodology within 120 days from the date of the award, CMS may terminate the award for failing to have a process in place to collect and report the required data elements.

Related to project site location forms: No, you are not required to have documentation for each and every location. The required information when completing the Project Site Location Form includes the *primary* site where the work will be performed, street address, city, state, and zip code, county and district of primary location. Please refer to the form instructions for SF-424 Mandatory Forms, Project/Performance Site Locations at:

<https://www.grants.gov/web/grants/forms/sf-424-family.html>.

**Q108: For the budget narrative, is a centralized office space lease agreement eligible to be covered by this cooperative agreement?**

**A:** Yes, grant funds can be used for leasing space.

**Q109: Given that this is our organization's first time utilizing this program and system, is there a method to verify and ensure all required registrations have been properly completed? (SAM.gov, D & B, and Grants.gov)**

**A:** To verify registrations, the applicant has to go to the respective websites. Please refer to Appendix II. Application and Submission Information on pages 57 – 61 of the NOFO for more information.

**Q110: Is there a certain bank account that is required to be associated with the application?**

**A:** Banking information and requirements are available on the Payment Management System website at: <https://pms.psc.gov/grant-recipients/banking-add-change.html>.

**Q111: Could a sample budget narrative be provided showing how all three years should be presented in a format that provides the required level of detail for a 5-page limit?**

**A:** The budgets for Year 1, Year 2 and Year 3 must be submitted on Standard Form SF-424A as well as a Budget Narrative (two separate forms). Please refer to Appendix I. Guidance for Preparing a Budget Request and Narrative on pages 46 - 52 of the NOFO for additional detailed information and instructions on completing form SF-424A along with examples of sample budgets and justifications.

**Q112: The Project Abstract is a Grants.gov form and not a separate document, correct?**

**A:** Yes, the Project Abstract form is a required form that is obtained on Grants.gov. Additional information about the Project Abstract may be found on pages 24 – 25 of the NOFO.

**Q113: We are working on developing our application goals and would like to know if there is a specific amount of children, parents, and pregnant individuals that are required as part of our application goals.**

**A:** No, there is not a specific number of children, parents, and pregnant individuals applicants will need to include as part of their goals. We encourage applicants to review the criteria regarding the project goals on pages 30 and 31 of the NOFO.

**Q114: What is the benefit of requesting to waive the 90-day planning period?**

**A:** CMS has the option to waive or reduce the 90-day planning period if the successful applicants outreach and enrollment efforts are well established with all project leadership, staffing, and support already in place. Additional information regarding the 90-day planning period is found on page 11 of the NOFO Section A.4 Program Requirements.

**Q115: What does the following statement from the NOFO mean: *All pages of the project and budget narratives as well as other required narrative documents must be paginated in a single sequence?***

**A:** This statement indicates that all required documents must be submitted in the order outlined in the NOFO on pages 29 and 30.

**Q116: Does this grant allow for subcontracting? If so, can applicants submit an application with budget allocation to subcontracting?**

**A:** Yes, this grant does allow for subcontracting. Please refer to pages 52 – 56 of the NOFO on required reporting information for including subcontracting costs into the budget.

**Q117: Can the 90-day planning period be extended to allow awardees to release an RFP for competitive bidding to contract? For example, the 90-day planning period would start upon the awarding of a contractor.**

**A:** No. It is our expectation, once awarded, the applicant has the capacity to implement the project during the 90-day planning period. If the applicant plans to use other partners, describe why each partner was selected, how you will monitor partners activities, the partner's compatibility with the goals of the NOFO, their creditability and readiness to implement the grant.

**Q118: Will credit be given to undocumented children, such as unaccompanied minors?**

**A:** No. Undocumented children are not eligible to be counted under the grant. Only children, parents, and pregnant individuals who are eligible for Medicaid and CHIP may be counted towards enrollment goals.

**Q119: If we want to apply as a lead agency and we want to do the work in 2 or 3 different states, what is be the maximum amount of funding that we can request per state? Would we be able to request \$1.5 million per state for the 3 years of the contract period?**

**A:** The maximum funding allowed is \$1.5 million, per grant, not per state, over a three-year period performance. Please refer to page 17 of the NOFO for details. In addition, applicants may only submit one application per lead eligible entity as outlined on pages 20 and 21 of the NOFO.

**Q120: Our application will be a statewide collaborative effort that will consist of at least 10 community base organizations. We want to submit a proposal for at least \$6,000,000 for three years. Would there be a consideration for a proposal with a request beyond the \$1,500,000 range given the size and collaborative effort?**

**A:** No. The maximum award amount is \$1.5 million per eligible applicant.

**Q121: If we cannot request more than \$1,500,000, would it be possible for our members to be part of a regional proposal in addition to being a partner under our application in case our application is not approved?**

**A:** Yes. An eligible entity may be a member of multiple applicant collaboratives. Entities working together as a collaborative shall submit one application. For a collaborative, the award will be to the lead agency.

**Q122: We are a current navigator grantee, can you clarify whether we should make our parent newly enrolled and renewed goals solely around Medicaid or if we can include Marketplace in these goal numbers for parents as well?**

**A:** Marketplace enrollment is funded under the navigator grants. The goals in your HEALTHY KIDS 2022 application should focus on Medicaid and CHIP enrollments. All activities and

funding for the Navigator grant and HK22 funding opportunity must remain separate and there should not be duplicative efforts reported. In addition, all awardees must attest that they will not finance the same scope of work under more than one HEALTHY KIDS 2022 cooperative agreement award or other federal or non-federal funding stream as outlined on page 26 of the NOFO.

**Q123: We are trying to determine the number of individuals that need to be served with this funding - outreach amount, those who fill out paperwork and apply, and those who are eligible and enrolled. What is the best way to determine adequate numbers served and of medical navigators to hire. Is there a ratio and what is it?**

**A:** Applicants will need to determine how many applicants and staff that will be needed to reach their proposed project goals. Please review the criteria outlined on pages 30 -34 of the NOFO.

**Q124: Will you be encouraging state Medicaid and county Medicaid offices to work with/provide data for organizations that secure the Connecting Kids to Coverage HEALTHY KIDS 2022 grant or is that something the organizations will have to sort out themselves?**

**A:** Thank you for the suggestion, we will consider it. For the grant application, non-state applicants must describe their plans to secure an MOU or other data-sharing agreement with the state or county Medicaid/CHIP agencies within 90-days after the cooperative agreement is awarded. Applicants must also describe an alternative method for verifying new enrollments and renewals that can be implemented with the requested funding, in case the organization is unable to obtain an MOU.

**Q125: Would the references be part of the Project Narrative and count toward the page limit of the Project Narrative? Or, is there another way you prefer the references to be submitted?**

**A:** References can be included as part of the narrative as long as the narrative (including references) does not exceed the 15-page limit for the Project Narrative.

**Q126: Do applicants for the HEALTHY KIDS grant that have no violations to disclose still have to submit in writing to the OIG and HHS as part of their application? Or is this required on an as-needed basis (if/when a violation occurred)?**

**A:** Applicants need to report if/when a violation has occurred.

**Q127: If the state has elected to provide the 12-month extended postpartum coverage option to individuals who were enrolled in Medicaid or CHIP while pregnant, should applicants count assistance provided to postpartum individuals to complete a renewal of their Medicaid or CHIP coverage at the end of the extended postpartum coverage period?**

**A:** Yes, applicants should count assistance provided to postpartum individuals who are enrolled in Medicaid or CHIP and due for renewal at the end of the 12-month postpartum period. States that adopt the 12-month extended postpartum coverage option will not need to conduct a redetermination or renewal prior to the end of the extended postpartum coverage period. The

applicant may count as completing a renewal application once the extended postpartum coverage period has ended.

**Q128: If the state has elected not to provide the 12-month extended postpartum coverage option, should applicants “count” assistance provided to pregnant individuals to complete a renewal of their Medicaid or CHIP coverage at the end of the 60-day postpartum coverage period?**

**A:** Yes, the applicant may count completing a Medicaid or CHIP request for information or renewal application for pregnant individuals once their 60-day postpartum coverage period has ended or at their next regular renewal period if they are enrolled in a group that does not consider pregnancy as a factor of eligibility.