

**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 #7**

Q129: Indirect Rate: We have a federally negotiated rate so we want to confirm what to base the % on for salaries, salaries + fringe and total direct costs.

A: Please refer Appendix I. Guidance for Preparing a Budget Request and Narrative, I. Total Direct Costs on page 55 of the NOFO.

Q130: Can you confirm which of the following items are considered promotional items? Postcards for initial promotion and reminders, leave-behind information, flyers or other items for posting, mailing, sharing, etc., posters for promotion of events, and student information packets.

A: The items listed above are educational materials, not promotional items as outlined under the supplies section. Please refer to page 52 of the NOFO.

Q131: For the HEALTHY KIDS 2022 NOFO, we understand that a Project Director is required and at least 50% of that person's time must be committed to this program. Is the applicant organization required to pay any portion of the Project Director's salary from the grant award?

A: No, the applicant's organization is not required to pay a portion of the Project Director's salary from grant funds, but it is allowed.

Q132: Are the Congressional Districts related specifically to the site where the services are rendered or where constituents live who are recipients of services?

A: The Congressional Districts are specific to where the services are rendered.

Q133: The NOFO does not mention if letters of support are allowed. If they are allowed, would the letters of support be uploaded under "other attachments form" on my grants.gov workspace? Is there a limit?

A: Yes, letters of support are allowed, but not required. You may upload the letters of support under Other Attachments Form [V1.2], which is located under the Package Tab of the NOFO Announcement: <https://www.grants.gov/web/grants/view-opportunity.html?oppId=337485>. The letters of support will not count towards the page limits. However, our preference is not to exceed more than 10 pages.

Q134: Can required letters of commitment be attached under the “mandatory” other attachments?

A: Yes. Letters of commitment are to be uploaded under the Add Mandatory Other Attachment file.

Q135: Can one Authorized Organizational Representative (AOR) sign the SF-424 and another (different) AOR submit the application?

A: No. Only one Authorized Organizational Representative (AOR) completes and signs the form. The signature of the individual that submits the application to Grants.gov populates throughout the application. The signature must match the name of the AOR. Other signatures will not be accepted. Please refer to page 24 of the NOFO.

Q136: Can a grant application to form a consortium on behalf of health centers need to have a shared and agreed upon target populations? For example, if one health center wants to have only children as their target population, while another would like to have both children and pregnant individuals as their target population, is that allowable?

A: Yes, it is allowable. The individual health centers may have targeted populations focusing on children only or children and pregnant individuals. However, the lead agency (consortium) is responsible for reporting enrollments, in the aggregate, on a monthly basis on behalf of all the health centers.

Q137: Can there be two co-Project Directors at 25% effort each? If not, can the Project Director draw 5 - 15% of salary from the grant and the remaining from in-kind resources?

A: We prefer that one person serves as the project director as the main point of contact for the grant. Yes, the Project Director can draw a portion of their salary from the grant and from in-kind services.

Q138: Are applicants permitted or encouraged to submit letters of support from organizations that are not part of the proposal and will not be subrecipients of the cooperative agreement? If so, where and how can such letters of support be submitted?

A: Yes, letters of support are allowed, but not required. You may upload the letters of support under Other Attachments Form [V1.2], which is located under the Package Tab of the NOFO Announcement: <https://www.grants.gov/web/grants/view-opportunity.html?oppId=337485>. The letters of support will not count towards the page limits. However, our preference is not to exceed more than 10 pages.

Q139: Page 24 of the NOFO indicates funds may not be used "To pay for Direct services to beneficiaries." Can you provide a definition of what may be considered direct services?

A: Cooperative Agreement funds may not be used to provide individuals with services that are already funded through Medicare, Medicaid, and/or CHIP. Please refer to page 28 of the NOFO.

Q140: The application in the grants.gov portal includes separate forms for submission of the project narrative and the budget narrative. Should the remaining items provided in Appendix VI. Application Check-Off List (such as the Work Plan, Evaluation Plan, Staffing Plan, etc.) be combined into a single attachment and added under the Other Attachments form or submitted separately under another tab? If these should be placed under another tab, please provide that clarification.

A: The Data Collection and Reporting Plan, Work Plan, and Timeline, Evaluation Plan and Staffing Plan can be combined with the Project Narrative, or the documents can be submitted separately under the Other Attachments Forms.

Q141: We employ a lobbyist, but do not intend to have them perform lobbying activities on our behalf related to this grant application or award. This is a required form, however, so how do we indicate that we do not anticipate any lobbying activities?

A: All applicants must complete and submit the SF-LLL form. Although your lobbyist is not performing activities on behalf of this grant, you must still complete and disclose lobbying activities pursuant to 31 U.S.C. 1352. If your entity does not engage in lobbying, please insert “Non-Applicable” on the form and include the required AOR name, contact information, and signature. Please refer to page 24 of the NOFO.

Q142: Are templates available for the Data Collection and Reporting Plan, Work Plan and Timeline, Evaluation Plan, and Staffing Plan?

A: No, templates are not provided for the following: Data Collection and Reporting Plan, Work Plan and Timeline, Evaluation Plan, and Staffing Plan.

Q143: May we utilize a portion of time of an employed eligibility worker to fulfill the parent mentoring role if they fit all of the criteria and are already trained on the strategies listed in Appendix VIII?

A: Yes. Please refer to the staffing plan criteria on page 34 of the NOFO to allocate their time accordingly.

Q144: Are you required to upload resumes? If so, are resumes to be uploaded in grants.gov as other attachment form?

A: No, resumes are not required.

Q145: We have an additional funding source that helps to pay for this project which we would use to match CMS funds. Can we construct the budget in a way in which we are providing the match at 100% for individual line items, funded by the non-CMS source? In other words, if we submitted a budget in which we are requesting funds for salary, benefits and travel are covered by CMS, but other line items (such as D-H on the SF-424) are covered with matching funds.

A: We don't require cost-sharing or matching as outlined on pages 20 and 26 of the NOFO. Please review page 28 of the NOFO, Prohibited Use of Award Funds as it relates to matching.