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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 #1

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Q1: What is the page limit for the application, including the page limits for required sections of the application? Are there required documents that are not included in the application page limit? What is the required page size, font size, and spacing of the application?

A: Please refer to the Appendix VI. Application Check-Off List on page 73 of the Notice of Funding Opportunity (NOFO) for additional information. The required sections of the application have various page limits as outlined below:

- Project Narrative – page limit of 15 pages
- Budget Narrative – page limit of 5 pages
- Work Plan and Timeline – page limit of 5 pages
- Data Collection and Reporting Plan – page limit of 5 pages
- Evaluation Plan – page limit of 2 pages
- Staffing Plan – page limit of 5 pages
- Business Assessment of Application Organization – page limit of 12 pages
- Project Abstract – page limit of 1 page

Required application documents that are not included in the application page limit are: Standard Forms, the Application Cover Letter/Cover Page (optional), Project Site Location Form, Indirect Cost Rate Agreement, Letters of Commitment, and Memoranda of Understanding (optional).

The required page size for the application is 8.5" x 11" letter size pages with 1" margins (top, bottom, and sides). The font size must be at least 12-point with an average of 14 characters per inch. The spacing for the required documents in the application is single spaced, **except for the Project Narrative which must be double spaced**.

Q2: Are job descriptions for key personnel required? If so, are the job descriptions written in narrative format or numbered format, and where in the application should job descriptions be included?

A: Yes. Please refer to the Section E. Application Review Information: E1. Criteria on pages 33-34 of the NOFO for additional information. Include brief job descriptions for the Project Director and other positions paid under the cooperative agreement along with a statement of the percentage of time that each person will be working on this project and the percentage of time

that is spent on duties outside of the cooperative agreement activities. Please include job descriptions in narrative format in the Staffing Plan.

Q3: Can you confirm whether the award amount of $500,000 to $1.5 million is per one-year budget period or the total amount for the three-year period? What do you anticipate to be the average grant award for the three years of the funding period?

A: The award amount of $500,000 to $1.5 million is for the three-year period. CMS does not have an estimate for the average grant award. We anticipate the awards will depend on the requested grant funding amounts, the enrollment and retention goals, the related budget to support the goals, and the number of applications that will be awarded.

Q4: We are a large organization with a few programs that could apply for this grant opportunity. Is it possible to submit one grant with multiple locations?

A: Yes, one grant can be submitted with multiple locations within an eligible entity.

Q5: Can applicants submit more than one application for funding under the lead organization?

A: Only one application may be submitted by any given lead eligible entity for funding of a Connecting Kids to Coverage HEALTHY KIDS 2022 cooperative agreement; however, an eligible entity may be a member of multiple applicant collaboratives. Entities working together as a collaborative shall submit one application. Only one HEALTHY KIDS 2022 cooperative agreement will be awarded to a single entity or to the lead agency of a collaborative. Please refer to Section C. Eligibility Information of the NOFO Page 21.

Q6: Are the District of Columbia and the territories considered eligible entities for this funding opportunity?

A: Yes. The District of Columbia and U.S. territories are considered eligible entities for this funding opportunity.

Q7: Please describe how CMS reviewers will closely evaluate the applicant's proposed goals and take that into consideration regarding funding requests as stated in the review criteria.

A: Reviewers will be evaluating applications using the evaluation criteria listed on pages 30 – 34 of the NOFO**.**

Q8: According to the NOFO, a work plan and timeline is required. Should this be prepared for the duration of the grant period, or in a yearly format?

A: The applicant must provide a yearly work plan and timeline consistent with the criteria described in section E1. listed on page 33 of the NOFO.

Q9: For some previous CMS grant opportunities, Letters of Intent were required. Please clarify if they are required under this grant opportunity.

A: No. Applicants are not required to submit a Letter of Intent to apply for this grant opportunity.

Q10: We plan to apply as the lead with several subrecipients. Does the application require letters of support from subrecipients? If so, are the letters included in the application page limit?

A: Please see Special Considerations for Applicants that Represent Collaborative Efforts (NOFO Pages 11–12). This section provides detailed information regarding the required documentation for collaborative efforts. Letters of Commitment will not count towards the application page limit.

Q11: Based on overall scores and ranking, will you fund more than one grant in a state, or is there a prohibition of more than one per state?

A: CMS may award more than one grant to some states as there is no prohibition to restrict to one grant or less per state.

Q12: Would you provide examples of alternative methods for verifying new enrollments and renewals that don't depend on state or county agencies?

A: Successful grantees have employed a variety of alternative methods to validate the required data. In some cases, the grantee contacted the potential enrollee to verify if they were enrolled or renewed into Medicaid or CHIP. In other cases, grantees utilized a state-maintained database to verify coverage status.

Q13: In our current HEALTHY KIDS grant, we have developed several partnerships with schools and school districts, with juvenile probation offices, and others groups that provide referrals to us for application assistance. These groups are separate from our subcontractor. Under a proposal for HEALTHY KIDS funding, may we still continue these partnerships and explore additional referral sources such as anti-hunger groups, housing advocates, and other legal aid organizations?

A: Yes, you may continue these initiatives, but please recognize that only enrollments and renewals that occur as a direct result of your grant funding will be counted as contributing to your enrollment and renewal goals.

Q14: Would you provide more detail on the circumstances under which you might waive the 90-day planning period requirement, especially for new grantees? Is there somewhere in the narrative we should indicate we'd be interested in waiving that? What kind of justification for waiving it might you be looking for in the project narrative?

A: CMS requires a 90-day start-up planning period in your application. It is not recommended that new applicants reduce this requirement. If your grant is awarded, CMS will work with the awardee to start up the grant, and CMS will determine when the awardee has achieved complete readiness to become fully operational. At that time, CMS may waive or reduce this time period. You may use grant funds to employ individuals and begin operations during this planning period.

Q15: Are there key staff titles that must be included in the Budget Narrative (i.e. Project Director)?

A: Yes, applicants should indicate key staff positions, as proposed in their applications, in the budget narrative. Please refer to Appendix I. Guidance for Preparing a Budget Request and Narrative, page 46 of the NOFO.

Q16: If an applicant has experience in screening and signing people up for public benefits, particularly SNAP, may the applicant propose to include SNAP screening into the principal outreach and enrollment activities? Would this be looked upon favorably?

A: The purpose of this cooperative agreement is to reduce the number of children who are eligible for, but not enrolled in, Medicaid and CHIP and to improve retention of eligible children currently enrolled in these programs. SNAP enrollment, while a positive outcome that might result from screening families for public health coverage, will not be included as a performance measure outcome for this cooperative agreement program. All applications are reviewed according to the Review Criteria on pages 30 – 34 of the NOFO.

Q17: Is there a way I can find out what organization in my county or state is a current or former Connecting Kids to Coverage grantee?

A: Information about current and previous grantees is available at: https://www.insurekidsnow.gov/campaign-information/outreach-enrollment-grants/index.html

Q18: Does 50 percent of the Project Director's time mean 50 percent FTE? If the Project Director works less than full time, but exceeds the 50 percent of their time, are they qualified to be the Project Director?

A: The Project Director must spend a minimum of the equivalent of 50 percent of their full-time equivalent status. For example, if the Project Director works 40 hours per week, we expect the Project Director to devote 20 hours to the grant. If the Project Director works less than full time, it is expected that the Project Director dedicate at least 20 hours fully to this project.

Q19: Does the 50 percent Project Director requirement apply to the Subrecipients', Contractors', and Sub-Awardees' workplan and budget in addition to the Lead Agency's budget?

A: This NOFO does not stipulate effort requirements for the contractors, partners, or sub-awardees, under the lead applicant. It is the responsibility of the lead applicant (the prime

recipient of the award) to monitor the levels of effort needed by other entities working under the prime to accomplish the goals and milestones to be achieved by the grant.

Q20: If a grantee is able to demonstrate their outreach activities funded under the CKC grant has produced new applicants and renewals to their current enrollment staff (staff not funded under the grant), can those new applicants/renewals be counted and verified as enrollments for this grant in the monthly progress reports?

A: No. Please note that all applications, enrollments and renewals need to be directly attributable to this specific grant funding (page 31 of the NOFO). All other outcomes can be reported separately as additional outcomes, but CMS is primarily focused on the outcomes that have been achieved as a direct result of federal funding under this specific funding opportunity.

Q21: If you received multiple applications from a single county, would you notify prospective applicants of interest to encourage collaboration?

A: No. CMS does not release the names of applicants nor do we release the names of organizations that were not funded. Potential applicants can certainly reach out to other organizations within their targeted areas to work on the mutual goals that are the focus of this funding opportunity.

Q22: Will you please send additional information in reference to how to apply for the grant?

A: Information on the process of applying for a federal grant is located at: https://www.grants.gov/web/grants/applicants/apply-for-grants.html. Additional information on applying for this particular grant is available at: https://www.grants.gov/web/grants/view-opportunity.html?oppId=337485.

Q23: Can for-profit hospitals apply for this grant?

A: No, please see pages 18 and 19 of the NOFO for a complete list of eligible entities who may apply. Eligibility for the grants is described in Section 2113(f)(2)(B) of the Social Security Act. It states that the following entities are eligible:

> (1) Eligible entity.—The term "eligible entity" means any of the following:
>
> > (A) A State with an approved child health plan under this title.
> >
> > (B) A local government.
> >
> > (C) An Indian tribe or tribal consortium, a tribal organization, an urban Indian organization receiving funds under title V of the Indian Health Care Improvement Act (25 U.S.C. 1651 et seq.), or an Indian Health Service provider.
> >
> > (D) A Federal health safety net organization.

(E) A national, State, local, or community-based public or nonprofit private organization, including organizations that use community health workers, community-based doula programs, or parent mentors[75]

(F) A faith-based organization or consortia, to the extent that a grant awarded to such an entity is consistent with the requirements of section 1955 of the Public Health Service Act (42 U.S.C. 300x-65) relating to a grant award to nongovernmental entities.

(G) An elementary or secondary school.

Q24: I am trying to apply for this grant, but the system does not allow me to click on the "apply" key. The apply key appears gray. Can you please provide me with guidance on this matter?

A: The link to the announcement is: https://www.grants.gov/web/grants/view-opportunity.html?oppId=337485. If you continue to experience an issue, please contact Grants.gov for assistance at support@grants.gov or 1-800-518-4726.

Q25: In the Notice of Funding Opportunity for Connecting Kids to Coverage HEALTHY KIDS 2022 Outreach and Enrollment Cooperative Agreements, the instructions state, "Font size must be at least 12-point with an average of 14 characters per inch (CPI)." Would you please provide some examples of which fonts are acceptable?

A: The standard font is Times New Roman 12.

Q26. I'd like to know if the application is open to community organizations that are fiscally sponsored?

A: Please see pages 18 and 19 of the NOFO for a complete list of eligible entities who may apply.

Q27: Can I get the link for the info session?

A: CMS will hold two potential applicant webinars to provide an opportunity to ask questions about this NOFO. These will be held:

- Wednesday, February 9, 2022 from 12:00 pm to 1:00 pm ET
- Wednesday, February 23, 2022 from 12:00 pm to 1:00 pm ET

Register at: https://cms.zoomgov.com/webinar/register/WN_-jKAHTarRH-wwPwFVDI0Nq

This information is also outlined on page 45 of the NOFO announcement.

Q28: Are non-profit organizations and churches which currently have a 501(3) status eligible to apply to this funding source?

A: Yes. Please see pages 18 and 19 of the NOFO for a complete list of eligible entities.

Q29: Can an organization that has submitted its 501(c)(3) application to the IRS and it is pending apply for the grant?

A: Yes, as long as the entity is one of the eligible organizations noted in the NOFO, can register in SAM.gov, and obtain their Unique Entity Identifier (UEI), they should be able to apply. The instructions on how to register is in the NOFO as well as the SAM.gov (https://sam.gov/content/entity-registration) webpage. The organization will need their **Tax ID Number** to register.