



*Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Dennis R. Schrader, Secretary*

EXHIBIT A

STANDARD GRANT AGREEMENT (SGA)  
REQUEST FOR APPLICATIONS (RFA)  
(COMPETITIVE)

PROCUREMENT ID NUMBER – MDPCP 1001 BPM027263

**Issue Date: December 17, 2021**

Social Needs Screening and Demographic Data Technical Assistance

**NOTICE**

A Prospective Applicant that has received this document from the Maryland Department of Health, or that has received this document from a source other than the Procurement Officer, and that wishes to assure receipt of any changes or additional materials related to this RFA, should immediately contact the Procurement Officer and provide the Prospective Applicant's name and mailing address so that addenda to the RFA or other communications can be sent to the Prospective Applicant.

**STATE OF MARYLAND  
MARYLAND DEPARTMENT OF HEALTH  
RFA KEY INFORMATION SUMMARY SHEET**

**Request for Proposals:** Social Needs Screening and Demographic Data Technical Assistance

**Solicitation Number:** MDPCP 1001 BPM027263

**RFA Issue Date:** December 17, 2021

**RFA Issuing Office:** Maryland Department of Health  
Maryland Department of Health Primary Care Program Management Office

**Procurement Officer:** Sheron Johnson  
Maryland Department of Health  
Maryland Primary Care Program Management Office  
4201 Patterson Ave  
Baltimore, MD 21215  
[mdh.pcmoel@maryland.gov](mailto:mdh.pcmoel@maryland.gov)

**Grant Monitor:** Rachel Grisham  
Maryland Department of Health  
Maryland Primary Care Program Management Office  
4201 Patterson Ave  
Baltimore, MD 21215  
[rachel.grisham@maryland.gov](mailto:rachel.grisham@maryland.gov)

**Applications are to be sent via email to:**

Maryland Department of Health  
Maryland Primary Care Program  
Attention: Rachel Grisham  
Subject: MDPCP 1001 BPM027263 Social Needs Screening and Demographic Data Technical Assistance Grant Application  
Email: [mdh.pcmoel@maryland.gov](mailto:mdh.pcmoel@maryland.gov)

All applications should be submitted via email to [mdh.pcmoel@maryland.gov](mailto:mdh.pcmoel@maryland.gov) with the above specifications.

**Closing Date and Time:** Friday, January 21st, 2022 at 2:00 PM EST

## **SECTION 1 - GENERAL INFORMATION**

### **1.1 Summary Statement**

1.1.1 The Maryland Department of Health (MDH or the Department), Maryland Primary Care Program Management Office, is issuing this Request for Applications (RFA) to provide technical assistance for best practices for social needs screening and patient demographic data collection for primary care practices.

1.1.2 It is the State's intention to obtain technical assistance services, as specified in this RFA, from an Agreement between the selected Applicant and the State. The anticipated duration of services to be provided under this Agreement is a base year occurring March 2022-June 2022, with an option year for July 2022-June 2023. For technical assistance resources, the anticipated delivery date is June 2022.

1.1.3 The Department intends to make a single award as a result of this RFA.

1.1.4 Applicants, either directly or through their subcontractor(s), must be able to provide all services and meet all of the requirements requested in this solicitation and the successful Applicant shall remain responsible for performance regardless of subcontractor participation in the work.

### **1.2 Contract Type**

The Agreement resulting from this solicitation will be a cost contract.

### **1.3 Procurement Officer**

The sole point of contact in the State for purposes of this solicitation prior to the award of any Agreement is the Procurement Officer at the address listed below:

**Procurement Officer:**

Sheron Johnson  
Maryland Department of Health  
Maryland Primary Care Program Management Office  
4201 Patterson Ave  
Baltimore, MD 21215  
mdh.pcmo@maryland.gov

The Department may change the Procurement Officer at any time by written notice.

### **1.4 Grant Monitor**

The Grant Monitor is:

Rachel Grisham  
Maryland Department of Health  
Maryland Primary Care Program Management Office  
4201 Patterson Ave

Baltimore, MD 21215  
rachel.grisham@maryland.gov

The Department may change the Grant Monitor at any time by written notice.

### **1.5 eMaryland Marketplace Advantage**

Each Applicant is requested to indicate its eMaryland Marketplace Advantage (eMMA) vendor number in the Transmittal Letter (cover letter) submitted at the time of its Application submission to this RFA.

eMMA is an electronic commerce system administered by the Maryland Department of General Services. The RFA and associated materials, the solicitation and summary of the Pre-Proposal Conference, Applicant questions and the Procurement Officer’s responses, addenda, and other solicitation-related information will be provided via eMMA.

In order to receive a contract award, a vendor must be registered on eMMA. Registration is free. Go to <https://procurement.maryland.gov/>, click on “Register” to begin the process, and then follow the prompts.

### **1.6 Questions**

Written questions from prospective Applicants will be accepted by the Procurement Officer. Questions to the Procurement Officer shall be submitted via e-mail to the following e-mail address: mdh.pcmoel@maryland.gov. Please identify in the subject line the Solicitation Number and Title.

Questions are requested to be submitted at least 5 days prior to the Application due date. The Procurement Officer, based on the availability of time to research and communicate an answer, shall decide whether an answer can be given before the Application due date.

### **1.7 Application Due (Closing) Date and Time**

Applications, in the number and form set forth in Section 4.2 “Applications” must be received by the Procurement Officer, at the address listed on the Key Information Summary Sheet, no later than Friday, January 21st, 2022 at 2:00 PM EST in order to be considered.

Requests for extension of this time or date will not be granted. All applications must be submitted via email. Applications received after the due date and time listed in this section will not be considered. Questions regarding this solicitation should be directed (**By e-mail only**, no phone calls will be accepted) to mdh.pcmoel@maryland.gov.

Applications may be modified or withdrawn by written notice received by the Procurement Officer before the time and date set forth in this section for receipt of Application. Multiple and/or alternate Applications will not be accepted.

### **1.8 Award Basis**

The Grant shall be awarded to responsible Applicants submitting Applications that have been determined to be the most advantageous to the State, considering price and evaluation factors set forth in this RFA, for providing the activities as specified in this RFA. See RFA Section 5 for further award information.

## **1.9 Revisions to the RFA**

If it becomes necessary to revise this RFA before the due date for Applications, the Department shall endeavor to provide addenda to all prospective Applicants that were sent this RFA or which are otherwise known by the Procurement Officer to have obtained this RFA. Addenda made after the due date for Applications will be sent only to those Applicants that submitted a timely Application and that remain under award consideration as of the issuance date of the addenda.

Acknowledgment of the receipt of all addenda to this RFA issued before the Application due date shall be included in the Transmittal Letter accompanying the Applicant's Project Narrative. Acknowledgement of the receipt of addenda to the RFA issued after the Application due date shall be in the manner specified in the addendum notice. Failure to acknowledge receipt of an addendum does not relieve the Applicant from complying with the terms, additions, deletions, or corrections set forth in the addendum.

## **1.10 Cancellations**

The State reserves the right to cancel this RFA, accept or reject any and all Applications, in whole or in part, received in response to this RFA, waive or permit the cure of minor irregularities, and conduct discussions with all qualified or potentially qualified Offerors in any manner necessary to serve the best interests of the State. The State reserves the right, in its sole discretion, to award a Grant based upon the written Applications received without discussions or negotiations. In the event a government entity proposes and receives the recommendation for award, the procurement may be cancelled and the award processed in accordance with COMAR 21.01.03.01.A(4). If the services that are the subject of the RFA are currently being provided under an interagency agreement with a public institution of higher education and the State determines that the services can be provided more cost effectively by the public institution of higher education, then the RFA may be cancelled in accordance with Md. Code Ann., State Finance and Procurement Art., § 3-207(b)(2).

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## **SECTION 2 – MANDATORY REQUIREMENTS**

### **2.1 Applicant Mandatory Requirements**

The Applicant must provide proof with its Application that the following Mandatory Requirements have been met:

- 2.1.1 The Applicant shall be a Social organization as defined per Section 7-402 of the State Finance and Procurement Article of the Annotated Code of Maryland or a local, state government agency, public college or state university.
- 2.1.2 For social organization Applicants (not local, state government agency, public college, or state university), the Applicant must be a nonprofit organization, classified by the IRS as tax-exempt under section 501(c)(3) of the Internal Revenue Code. Applications must include attachments of the following documentation from the applicant:
  - Documentation of tax-exempt status of the Applicant or the Applicant’s fiscal sponsor (i.e. IRS tax exempt status determination letter)

## **SECTION 3 – SCOPE OF WORK**

### **3.1 Background and Purpose**

The Maryland Primary Care Program (MDPCP) seeks to provide technical assistance for practices to implement social needs screenings for all patients and collect sufficient self-reported patient demographic data. This is in an effort to better understand the social needs faced by all Marylanders and close the gap between social needs and associated resources.

The primary goal of this project is to assist practices with the implementation of social needs screenings. This will allow primary care practices to be well-equipped to provide adequate screenings for all patients and follow up with a referral to address any unmet needs.

The secondary goal of this project is to determine best practices for gathering self-reported patient demographic information (i.e. race, ethnicity, language, gender identity, sexual orientation, etc.) and how to best assist practices with implementing these practices. This will allow primary care practices to gather adequate and accurate information on patient demographics for reporting purposes, data collection, and will lead to increasing the quality of care for patients.

MDPCP is a statewide advanced primary care program aiming to improve health outcomes and reduce costs through an enhanced primary care model. Over 500 primary care practices throughout Maryland participate in the MDPCP and the following Scope of Work will focus on technical assistance to primary care practices within the MDPCP network. More information on the MDPCP can be found here: <https://health.maryland.gov/mdpcp/Pages/home.aspx>

## 3.2 Scope of Work - Requirements

### 3.2.1 General Requirements

- 3.2.1.1 The Applicant shall provide services as outlined in the objectives and deliverables outlined below. These services shall be offered to all MDPCP practices across the state of Maryland.
- 3.2.1.2 The Applicant shall submit a finalized work plan within thirty days after the grant start date.
- 3.2.1.3 The Applicant shall submit a proposed budget plan within thirty days after the grant start date.
- 3.2.1.4 The Applicant shall not make changes to the work plan nor budget without written approval from the Maryland Primary Care Program Management Office.
- 3.2.1.5 The Applicant shall submit all technical assistance resources and other publications to the Maryland Primary Care Program Management Office for review, comment, and approval prior to dissemination of resources.
- 3.2.1.6 The Applicant shall take corrective action if performance specifications are not met during the duration of the agreement.
- 3.2.1.7 The Applicant will adhere to the **The Americans with Disabilities Act**: The Americans with Disabilities Act (<https://www.ada.gov/>) protects qualified individuals with disabilities from discrimination on the basis of disability in services, programs, and activities. Accessibility and inclusion of diverse populations are essential to reduce health disparities for vulnerable populations. Contractors must comply with all ADA requirements in their work to ensure the needs of persons with disabilities and other vulnerable populations are met. This includes, but is not limited to:
  - a. Facilities and any venues used for meetings/conferences are accessible;
  - b. Requested accommodations are provided in a timely manner; and
  - c. Written and printed materials developed in accessible formats (easy to read, large print, etc.), or providing access to alternative formats.

For contracts which include direct patient care or service delivery through a program, the ADA requires entities provide full and equal access for people with disabilities. This includes, but is not limited to:

- a. Reasonable modifications of policies, practices, and procedures;
- b. Effective communication; and
- c. Accessible facilities.

### 3.2.2 Objectives for Services

The Applicant shall work to achieve the following objectives for this project:

- 3.2.2.1 Determine need and create appropriate technical assistance resources in order to effectively disseminate information and training related to best practices for social needs screening to all MDPCP practices during the base year by May 2022.
- 3.2.2.2 Using technical assistance resources and training, assist practices with implementing best practices for social needs screening for all patients in 100% of Track 2 MDPCP practices and 50% of Track 1 MDPCP practices during the option year by March 2023.

- 3.2.2.3 Determine need and create appropriate technical assistance resources in order to effectively disseminate information and training related to best practices for patient demographic collection processes to all MDPCP practices during the base year by May 2022.
- 3.2.2.4 Using technical assistance resources and training, assist practices with implementing best practices for patient demographic collection processes for all patients in 100% of Track 2 MDPCP practices and 50% of Track 1 MDPCP practices during the option year by March 2023.
- 3.2.2.5 Communicate to providers the importance of screening patients for unmet social needs, collecting demographic data, and how they can use this data to improve care for diverse patient populations during the base year by May 2022.

### **3.2.3 Deliverables for Services**

To achieve the above objectives, the applicant will provide the following deliverables:

- 3.2.3.1 Identify technical assistance needs for primary care practices in Maryland to achieve best practices for screening for social needs

The Applicant will host focus groups with a representative sample of MDPCP practices and participate in 1:1 conversations with practices, in order to garner a sufficient understanding of what practices will need to implement social needs screenings in their practices for all patients. Through these activities, the Applicant will gather information and feedback as to the construct of technical assistance resources.

- a. The Applicant will identify which practices are currently screening for social needs
- b. The Applicant will understand how practices are currently screening for social needs
- c. The Applicant will understand barriers and needs for practices to implement or update social needs screening
- d. The Applicant will conduct a qualitative assessment for how primary care practices feel about the integration and introduction of social needs screening

Additionally, the Applicant will conduct primary research and consult with experts on best practices for social needs screenings in primary care.

#### Deliverables

- a. Gather information on barriers, threats, and needs for implementing social needs screening in primary care practices, and conduct research on social needs screening best practices. For the base year, this is to be completed by April 30, 2022.
- b. Provide a written report or presentation to MDH on current screening practices, barriers to implementing screening for all patients, practice attitudes toward social needs screening, and best practices for social needs screening according to research. For the base year, this is to be completed by April 30, 2022.



3.2.3.2 Create technical assistance including trainings and toolkits for the implementation of best practices for screening for social needs based off of needs and feedback from practices, as well as primary research

The Applicant will utilize knowledge and anecdotal data gathered from primary care practices to inform technical assistance resources. These resources will encompass documents, guides, toolkits, and other resources for both initial trainings and ongoing maintenance work. These materials will include implementation assistance for any necessary adjustments to practice EHRs. These materials will supplement trainings conducted by the Applicant to the primary care practices.

- a. The Applicant will identify all needs for technical assistance and how best to distill that content into materials and trainings.
- b. The Applicant will create a timeline for conducting technical assistance trainings and material dissemination.
- i. The Applicant will consider and develop various related trainings such as trainings pertaining to changes in clinical care related to unmet social needs
  - c. The Applicant will create technical assistance resources.
  - d. The Applicant will determine how best to follow up with primary care practices to determine status of learning and adopting screening procedures and fill any gaps in knowledge.

Deliverables

- a. Utilize all information provided by primary care providers and create a technical assistance package for best practices on social needs screenings that includes trainings, toolkits on best practices for social needs screenings, and other materials and then present this technical assistance package to MDH. This is to be completed during the base year and no later than May 31, 2022.

3.2.3.3 Identify technical assistance needs for primary care practices in Maryland to achieve best practices for collecting accurate patient demographics

The Applicant will host focus groups with a representative sample of MDPCP practices and participate in 1:1 conversations with practices, in order to garner a sufficient understanding of what practices will need to implement patient demographic data collection in their practices for all patients. Through these activities, the Applicant will gather information and feedback as to how to construct technical assistance resources.

- a. The Applicant will identify which practices are currently collecting self-reported patient demographics, and what demographic data they are collecting.
- b. The Applicant will understand how practices are currently collecting patient demographics.
- c. The Applicant will understand barriers and needs for practices to implement or update processes for collecting self-reported patient demographics.
- d. The Applicant will conduct a temperature check for how primary care practices feel about the integration and/or introduction of patient demographics collection processes.

Additionally, the Applicant will conduct primary research and consult with experts on best practices for collecting self-reported demographic data in healthcare. This includes tailoring demographic data collection to the relevant patient population. For example, including breakdowns of race and ethnicity data categories based on the local population.

Deliverables

- a. Gather information on barriers, threats, and needs for collecting self-reported patient demographic data collection in primary care practices. This is to be completed during the base year and no later than April 30, 2022.
- b. Provide a written report or presentation to MDH on: current workflows for collecting self-reported patient demographic data and documenting that data in the practice EHR, barriers to collecting this data, practice attitudes, and best practices for self-reported patient demographic data collection according to research. This is to be completed during the base year and no later than April 30, 2022.

3.2.3.4 Create technical assistance including trainings and toolkits for the implementation of best practices for collecting patient demographics based off of needs and feedback from practices

The Applicant will utilize knowledge and anecdotal data gathered from primary care practices to inform technical assistance resources. These resources will encompass documents, guides, toolkits, and other resources for both initial training and ongoing maintenance work. These materials will include implementation assistance for any necessary adjustments to practice EHRs. These materials will supplement training conducted by staff to the primary care practices.

- a. The Applicant will identify all needs for technical assistance and how best to distill that content into materials and trainings
- b. The Applicant will create a timeline for conducting technical assistance trainings and material dissemination
- c. The Applicant will create technical assistance resources

Deliverables

- a. Utilize all information provided by primary care providers and create a technical assistance package for collecting self-reported demographic data that includes trainings and other materials and then present this technical assistance package to MDH. This is to be completed during the option year and no later than July 31, 2022.
- b. Disseminate technical assistance materials to primary care practices in MDPCP. This is to be completed during the option year and should begin no later than August 1, 2022.

3.2.3.5 Assist primary care practices with implementing best practices for social needs screening and collecting patient demographics for all patients

The Applicant will use the technical assistance packages created to assist primary care practices with implementing social needs screening practices. This technical assistance package will include multiple resources that can then be catered to each practice and their needs for implementing social needs screening protocols or improving their current social needs screening processes. These resources will also include information on how to integrate screening and demographic data collection processes into various EHR systems. This technical assistance package will be utilized for initial implementation, as well as assist with maintaining best practices in screening protocols.

The Applicant shall offer in person technical assistance if preferred for the practice, and virtual if not.

- a. The Applicant will provide resources in the technical assistance package to primary care providers and practices in the MDPCP

- i. The Applicant will include resources for implementing and integrating screening and data collection processes in EHR systems
- b. The Applicant will work with practices individually to create a plan for implementation that includes a realistic timeline and utilizes the resources from the technical assistance package that would best work for each practice
- c. The Applicant will create a timeline for touch bases after initial implementation in order to ensure practices are on track with integration of screening practices

Deliverables

- a. Utilizing the technical assistance package, assist all primary care practices in MDPCP who choose to receive assistance with the implementation of best practices for social needs screening and self-reported demographic data collection. This assistance should include appropriate timelines and are centered on utilizing the principles outlined in SMART goals. This is to be completed during the option year and should begin no later than August 1, 2022 and should be completed by March 1, 2023.

3.2.3.6 Create tracking system for which practices are implementing social needs screening and collecting patient demographics for all patients

The Applicant will work to establish appropriate timelines for touch points with all primary care practices that implement the social needs screening and demographic data collection best practices. The Applicant will also work to create a tracking system that will act as a source of truth for where practices are in the implementation process. This system will also indicate when follow up is needed, allowing for the prevention of any practice falling behind in implementation.

- a. The Applicant will create an overall timeline for implementation across all primary care practices for social needs technical assistance
- b. The Applicant will create a system to track where all practices are in the implementation process, in order to best assist each practice with where they are in the process and troubleshoot any barriers or issues that arise

Deliverables

- a. Create a timeline for implementation and a tracking system for all primary care practices engaging in implementing social needs screening and demographic data collection best practices. This is to be completed during the option year and should be completed no later than August 1, 2022.

3.2.3.7 Develop guidance and strategies to create sustainable practices that maintain these screening tools and data collection workflows

The Applicant will gather information from primary care practices and other stakeholders to create a baseline understanding of how to build a toolkit for ensuring the social needs screening best practices are sustainable. The Applicant will also research best practices for creating sustainable change in similar projects. The Applicant will then synthesize all of this data to create a plan that will allow the social needs screening protocols to be sustainable and maintained.

Deliverables

- a. Send a written report or presentation to MDH on strategies to maintain sustainable practices for social needs screening and demographic data collection. This is to be completed during the option year and should be completed by September 1, 2022.

### 3.2.3.8 Create and deliver content for 3-5 MDPCP webinars on the importance of collecting self-reported demographic data from patients, and how to work with diverse patients, staff, and communities.

The Applicant will create and present content to the MDPCP network on why collecting self-reported demographic data is important, as well as how to work with diverse patients, staff, and communities.

- a. Targeted trainings may include topics , such as:
  - i. Having conversations on gender identity with patients who are transgender
  - ii. Experiences of the healthcare system for patients with limited English proficiency
  - iii. Creating accessible patient care for patients with disabilities

#### Deliverables

- a. Propose a list of topic areas and high-level outlines for 3-5 webinars. This is to be completed during the option year and should be completed no later than October 1, 2022.
- b. Work with MDPCP to create a timeline for webinar trainings. This is to be completed during the option year and should be completed no later than November 1, 2022.
- c. Create webinar content and present 3-5 webinars to the MDPCP practice audience. This is to be completed during the option year and no later than May 1, 2023.

### 3.2.4 Staffing

The Applicant will ensure there is adequate staffing to meet all previously mentioned service expectations and tasks.

- a. The Applicant will assign a project manager to this project.
  - i. This project manager will work closely with MDPCP staff to coordinate and achieve all outlined project objectives, action items, and deliverables. This project manager will be responsible for running meetings with key stakeholders biweekly. This project manager will construct a shareable methodology for tracking project progress and will provide updates to stakeholders biweekly. This project manager will report on updates, technical assistance needs and barriers, and metrics covering practice progress including implementation and uptake of new methods.
- b. The Applicant will ensure adequate staff are assigned to support this project.
- c. The Applicant will ensure all staff assigned to this project have sufficient education and training.

### 3.2.5 Reports

3.2.5.1 The Applicant will provide monthly reports to MDPCP staff by the tenth of the following month. These reports should include progress updates including needs, barriers, threats, and opportunities pursuant to the project.

3.2.5.2 The Applicant will also provide detailed reports quarterly that cover metrics on progress and qualitative information highlighting ideas and responses related to adoption of new methods and processes among targeted practices.

**3.3 Invoicing**

**3.3.1 General**

(a) All invoices for services shall be signed by the Grantee and submitted to the Grant Monitor. All invoices shall include the following information:

- Grantee name;
- Remittance address;
- Federal taxpayer identification number (or if sole proprietorship, the individual’s social security number);
- Invoice period;
- Invoice date;
- Invoice number
- State assigned Contract number;
- State assigned (Blanket) Purchase Order number(s);
- Goods or services provided; and
- Amount due.

Invoices submitted without the required information cannot be processed for payment until the Contractor provides the required information.

(b) The Department reserves the right to reduce or withhold Grant payment in the event the Grantee does not provide the Department with all required deliverables within the time frame specified in the Grant or in the event that the Grantee otherwise materially breaches the terms and conditions of the Grant until such time as the Grantee brings itself into full compliance with the Grant.

(c) A flat fixed price will be provided for technical assistance work and additional payments will be awarded for each practice that implements social needs screening and collection of patient demographics.

**3.3.2 Invoice Submission Schedule**

The Grantee shall submit invoices in accordance with the following schedule:

Invoices will apply quarterly in accordance with the Federal funding year. Invoices will be due by the 15th of the month in the following quarter for all services rendered during the previous quarter. The Federal funding year begins October 1st, so invoices will abide by the following schedule for the base year:

<b>Quarter Services Were Provided</b>	<b>Invoice Due Date</b>
Jan 1, 2022 - March 31, 2022	Apr 15, 2022
Apr 1, 2022 - June 30, 2022	July 15, 2022

Invoices will abide by the following schedule for the option year:

<b>Quarter Services Were Provided</b>	<b>Invoice Due Date</b>
July 1, 2022 - Sept 30, 2022	Oct 15, 2022
Oct 1, 2022 - Dec 31, 2022	Jan 15, 2023

Jan 1, 2023 - March 31, 2023	Apr 15, 2023
Apr 1, 2023 - June 15, 2023	June 15, 2023

## **SECTION 4 – APPLICATION FORMAT**

### **4.1 Two Part Submission**

Offerors shall submit Proposals in separate volumes:

- Volume I – Project Narrative
- Volume II – Budget Justification/Narrative

### **4.2 Proposals**

4.2.1 Applications must be submitted by email to the email address listed on the Key Information Summary Sheet. The Procurement Officer will not accept submission after the date and exact time stated in the Key Information Summary Sheet. The date and time of submission is determined by the date and time of arrival in the Procurement Officer email box. Time stamps on outgoing email from Applicants shall not be accepted.

4.2.1.1 The email submission subject line shall state the RFA Title and number and either Technical Proposal or Budget Narrative.

4.2.1.2 Two Part Submission:  
 A. Technical Proposal (See 4.3.)  
 B. Budget Narrative (See 4.4)

4.2.2 Applications will be shown only to State employees, members of the Evaluation Committee, or other persons deemed by the Department to have a legitimate interest in them.

**\*All information submitted as part of this proposal is subject to release under the Public Information Act (PIA). If you would like the Maryland Department of Health (MDH) to consider redactions in the event that your proposal is subject to a PIA request, submit a proposed PIA copy including justifications for each redaction and under what statute that justification is qualified for redaction.**

### **4.3 Volume I – Project Narrative**

**Note: No pricing information is to be included in the Project Narrative (Volume 1). Pricing information is to be included only in the Budget Justification/Narrative (Volume II).**

4.3.1 **The Technical Proposal** shall include the following documents and information in the order specified as follows:

4.3.1.1 **Transmittal Letter:**

- Applicant;
- Solicitation Title and Solicitation Number that the Proposal is in response to;
- Signature, typed name, and title of an individual authorized to commit the Applicant to its Proposal;
- Federal Employer Identification Number (FEIN) of the Applicant, or if a single individual, that individual's Social Security Number (SSN);
- Applicant's eMMA number;
- Applicant's MBE certification number (if applicable);
- Applicant's SBR number (if applicable) – please contact eMMA at 410-767-1492 if you don't know your number.

**4.3.1.2 The Project Narrative** shall include the Scope of Work, including the Work Plan (as described in Section 3.2). The project narrative must also include the following items:

- a. Executive Summary - Include an overview of the project including the scope of the project. Include a description of how the project including interventions would address the problem this project seeks to address.
- b. Program Management - Identify all roles of the team assigned to this project and their associated responsibilities. Include information on their qualifications (such as education, experience) for their assigned role on the project.
- c. Partnerships - Describe the roles of any potential partnerships with internal or external programs or organizations, relevant to completing this Scope of Work, such as partners providing training content, materials, and/or technology, and others.
- d. Performance Measures - Process measures should be included.
  - i. Process measures should include numbers of practices that implement workflows.
  - ii. For these measures:
    1. Identify data sources, data collection and analysis methodology, and reporting frequency.
- e. Dissemination - Describe any plans for disseminating technical assistance resources to practices and providers. Include any plans for disseminating project results at the conclusion of the results.

**4.3.1.3 Mandatory Requirements Documentation**

**4.3.1.4 Applicant Technical Response to RFA Requirements and Proposed Work Plan:**

- a. The Applicant shall address each Scope of Work requirement (Section 3.2) in its Project Narrative and describe how its proposed services, including the services of any proposed subcontractor(s), will meet or exceed the requirement(s). If the State is seeking Applicant agreement to any requirement(s), the Applicant shall state its agreement or disagreement. Any paragraph in the Project Narrative that responds to a Scope of Work (Section 3.2) requirement shall include an explanation of how the work will be done. Any exception to a requirement, term, or condition may result in having the Application classified as not reasonably susceptible of being selected for award or the Applicant deemed non-responsive.
- b. Applicant shall acknowledge they have read the American with Disabilities Act Statement in Section 3.2 and will meet all requirements.

**4.3.1.5 Signed W-9 with Contact Person Names and Phone Number**

#### **4.4 Volume II – Budget Narrative**

- 4.4.1** Under separate sealed cover from the Project Narrative and clearly identified in the format identified in Section 4.2 “Applications,” the Applicant shall submit an original unbound copy of the Budget Narrative. The Budget Narrative shall contain all price information in the format specified in **Exhibit C**. The Applicant shall complete the Budget Narrative Form only as provided in the Budget Narrative Form.
- 4.4.2** The Applicant shall attach to the Budget Form **Exhibit B** document that details the total cost of the proposed activities. The budget categories may include: Personnel (salary and fringe), Consultants; Travel; Contractual; Supplies; Operating Costs; and Other project-related costs.

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## **SECTION 5 – EVALUATION COMMITTEE, EVALUATION CRITERIA, AND SELECTION PROCEDURE**

### **5.1 Evaluation Committee**

Evaluation of Applications will be performed by a committee established for that purpose and based on the evaluation criteria set forth below. The Evaluation Committee will review Applications, participate in Applicant oral presentations and discussions, and provide input to the Procurement Officer. The Department reserves the right to utilize the services of individuals outside of the established Evaluation Committee for advice and assistance, as deemed appropriate.

### **5.2 Project Narrative Evaluation Criteria**

The criteria to be used to evaluate each Project Narrative listed below in descending order of importance.

- 5.2.1 Ability to meet all objectives, goals, and deliverables for the outlined project
- 5.2.2 Ability to participate in project during the outlined timeline and outlined budget
- 5.2.3 Acknowledged commitment to health equity and values associated with project
- 5.2.4 Experience working with providers and practices to implement processes and/or change at the practice level
- 5.2.5 Experience working with providers and practices to implement social needs screening processes
- 5.2.6 Experience providing relevant technical assistance resources for practices to implement process change
- 5.2.7 Acknowledged agreement to meet the American with Disabilities Act Statement in Section 3.2 and will meet all requirements.

### **5.3 Budget Narrative Evaluation Criteria**

All Qualified Applicants will be ranked from the lowest (most advantageous) to the highest (least advantageous) based on the rating of the Project Narratives. The Budget Narrative (including the Budget Form and Budget Narrative), will be evaluated based on reasonable cost given the time and effort described in the Project Narrative. The budget line items must be within the stated guidelines set forth in this RFA and as submitted on **Exhibit C – Budget Narrative**.

### **5.4 Selection Procedures**

#### **5.4.1 General**

The Grant will be awarded in accordance with the Standard Grant Agreement method outlined in the Announcement. The State may determine an Applicant to be non-responsive and/or an Applicant's Application to be not reasonably susceptible of being selected for award at any time after the initial closing date for receipt of Applications and prior to Grant award. If the State finds an Applicant to be not responsive and/or an Applicant's Project Narrative to be not reasonably susceptible of being selected for award, that Applicant's Budget Narrative will be returned if the Budget Narrative is unopened at the time of the determination.

#### **5.4.2 Award Determination**

Upon completion of the Project Narrative and Budget Narrative evaluations and rankings, each Applicant will receive an overall ranking. The Procurement Officer will recommend award of the Grant to the responsible Applicant that submitted the Application determined to be the most advantageous to the State. In making this most advantageous Application determination, technical factors and financial factors will be weighted equally.

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## **RFA ATTACHMENTS**

### **EXHIBIT B – Budget Forms**

This must be completed and submitted with the Project Narrative in a separate envelope.

### **EXHIBIT C—Budget Narrative**

This form must be completed and submitted with the Budget Form in a separate envelope from the Project Narrative.

### **ATTACHMENT A – Standard Grant Agreement “Sample”**

This is the sample grant agreement used by the Department. **It is provided with the RFA for informational purposes and is not required to be submitted an Application submission time.** Upon notification of recommendation for award, a completed standard grant agreement will be sent to the recommended awardee for signature. The recommended awardee must return to the Procurement Officer three (3) executed copies of the Standard Grant Agreement within five (5) Business Days after receipt. Upon award, a fully executed copy will be sent to the Grantee.

### **ATTACHMENT B – RFA Document Checklist**

Use this checklist to ensure that the required documents for the Project Narrative and Budget Narrative are completed.

### **ATTACHMENT C – Work Plan Template**

This is a sample work plan template that can be used for this project. It is provided with the RFA for guidance when working through the application.

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**EXHIBIT B – BUDGET FORM**

**BUDGET FORM**

The Budget Narrative shall contain all price information in the format specified on these pages. Complete the Budget Form only as provided in the Budget Form format. Do not amend, alter or leave blank any items on the Budget Form. Failure to adhere to any of these instructions may result in the Budget Narrative being determined non-responsive and rejected by the Department.

Submitted By: \_\_\_\_\_  
 Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Location(s) from which services will be performed (City/State): \_\_\_\_\_

FEIN: \_\_\_\_\_

eMMA #: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ -- \_\_\_\_\_

Fax: (\_\_\_\_\_) \_\_\_\_\_ -- \_\_\_\_\_

E-mail: \_\_\_\_\_

**Budget Summary for Base Year (March 2022- June 2022)**

<b>Line Item</b>	<b>Total Cost</b>
Salary	
Fringe	
Contractual	
Operating Costs	
Supplies	
IDC	
<b>TOTAL</b>	

**IDC % CAP - 10%**

**Budget Summary for Option Year (July 2022-June 2023)**

Line Item	Total Cost
Salary	
Fringe	
Contractual	
Travel	
Operating Costs	
Supplies	
IDC	
<b>TOTAL</b>	

**IDC % CAP - 10%**

**EXHIBIT C – BUDGET NARRATIVE**

**BUDGET NARRATIVE TEMPLATE**

(Please submit a separate Narrative for each Budget Period)

**Sample Line Item Justification**

**Personnel (Preventionist): \$15,600**

**Justification:** The Preventionist will be responsible for: conducting project-related relationship-building activities with new and existing partners; developing informational materials for community leaders and the public, including fact sheets and social media posts related to the project topic; coordinating and facilitating monthly project meetings with partners; conducting awareness-building activities within key demographic areas in the community to engage the project target audience; developing and providing professional training at targeted local governmental agencies and private businesses; attending community events relevant to the project and the project’s partners. The Project Coordinator will also attend RISEMD meetings, collect data, conduct evaluation activities, prepare reports, and act as a liaison with the MDH Grant Monitor.

\$30/hr x 520 hours = \$15,600

**ATTACHMENT A – Standard Grant Agreement “Sample”**

**ORGANIZATIONS RECEIVING APPROPRIATIONS FROM THE STATE  
STANDARD GRANT AGREEMENT**

This Agreement, which is executed in compliance with Section 7-402 of the State Finance and Procurement Article of the Annotated Code of Maryland, is made this <enter day> day of <month, year>, between the State of Maryland (the “State”), acting through the Maryland Department of Health, (the “Department”), located at <enter MDH Address> and the <grantee name> (the “Grantee”), located at <grantee address> in <county / city> County, <state, zip>, a Maryland Limited Liability Company / Corporation.

1. Effective on the date of execution of this Agreement, the State is extending to the Grantee a grant in the amount of <amount in words> Dollars (\$ xx,xxx.xx) (the “Grant”), which the Grantee shall use only for the following purposes: <grant purpose>
2. Any expenditure of Grant funds that is not consistent with purposes stated in paragraph 1 may, at the sole discretion of the Department, be disallowed. Should any expenditure be disallowed or should the Grantee violate any of the terms of this Agreement, the State may require repayment to the State Treasury, an offset from any State Grant to the Grantee in the current or succeeding fiscal year, or other appropriate action. The Grantee shall repay to the State any part of the Grant that is not used for the purposes stated in paragraph 1 within 3 months after the date of this Agreement.
3. The Grantee may not sell, lease, exchange, give away, or otherwise transfer or dispose of real or personal property, or any part of or interest in real or personal property, acquired with Grant funds without the prior written consent of the Department. This includes transfer or disposition to a successor on the merger, dissolution, or other termination of the existence of the Grantee. The Grantee shall give the Department written notice at least 30 calendar days before any proposed transfer or disposition. Any proceeds from a permitted transfer or disposition shall be applied to repay to the State a percentage of that portion of the Grant allocable to the particular real or personal property transferred or disposed of, unless the Department and the Grantee agree to other terms and conditions. The percentage shall be equal to the percentage of the unadjusted basis of the property that would remain if the property had been recovery property placed in service after December 31, 1980 and if all allowable deductions had been taken up to the time of disposition under the Accelerated Cost Recovery System (ACRS) specified in the United States Internal Revenue Code, Section 168(b)(1).
4. For any item of real or personal property that is acquired with Grant funds and has an original fair market value of Five Thousand Dollars (\$5,000) or more, the Grantee shall, at its own expense, and for the reasonable useful life of that item or for 5 years, whichever is less, obtain and maintain insurance. The insurance shall provide full protection for the Grantee and the State against loss, damage, or destruction of or to the real or personal property. The Grantee shall, on request, provide the Department with satisfactory evidence of its compliance with this requirement. Proceeds of insurance required by this paragraph shall be applied toward replacement of the real or personal property or toward the partial or total repayment of the State of the Grant, in the sole discretion of the Department.
5. The Grantee may not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or any other characteristic forbidden as a basis for discrimination by applicable laws, and certifies that its Constitution or by-laws contains a non-discrimination clause consistent with the Governor’s Code of Fair practices.
6. The person executing this Agreement on behalf of the Grantee certifies, to the best of that person’s knowledge and belief, that:
  - A.) Neither the Grantee, nor any of its officers or directors, nor any employee of the Grantee involved in obtaining contracts with or grants from the State or any subdivision of the State, has engaged in collusion with respect to the Grantee’s application for the Grant or this Agreement or has been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or of the United States;
  - B.) The Grantee has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the Grantee, to solicit or secure the Grant or this Agreement, and the Grantee has not paid or agreed to pay any such entity any fee or other consideration contingent on the making of the Grant or this Agreement; **the grantee understands and complies with the Conflicts of Interest provision of the Public Ethics Law, Maryland Code Annotated, General Provisions, Title 5, Subtitle 5.**
  - C.) The Grantee, if incorporated, is registered or qualified in accordance with the Corporations and Associations Article of the Annotated Code of Maryland, **is in good standing**, has filed all required annual reports and filing fees with the Department of Assessments and Taxation and all required tax returns and reports with the Comptroller of the Treasury, the Department of Assessments and Taxation, and the Department of Labor, Licensing and Regulation, and has paid or arranged for the payment of all taxes due to the State; and
  - D.) No money has been paid to or promised to be paid to any legislative agent, attorney, or lobbyist for any services rendered in securing the passage of legislation establishing or appropriating funds for the Grant.

E.) Neither the Grantee, nor any of its officers or directors, nor any person substantially involved in the contracting or fund raising activities of the Grantee, is currently suspended or debarred from contracting with the State or any other public entity or subject to debarment under the Code of Maryland Regulations, COMAR 21.08.04.04.

7. Within 60 calendar days after the close of any grant period in which the Grantee receives funds under this Agreement, the Grantee shall provide to the Department an itemized statement of expenditures, showing how the funds were expended for that grant period. In addition, a copy of the statement shall be mailed to the Director, General Accounting Division, Office of the Comptroller of the Treasury, Room 200, Louis L. Goldstein Treasury Building, Annapolis, Maryland 21401. The Grantee shall retain bills of sale or other satisfactory evidence of the acquisition of any real or personal property for at least 3 years after the date of this Agreement. The Department, the Department of Budget and Management, the State Comptroller, and the Legislative Auditor, or any of them, may examine and audit this evidence, on request, at any reasonable time within the retention period.

8. The Grantee shall comply with Section 7-221, 7-402, and 7-403 of the State Finance and Procurement Article of the Annotated Code of Maryland, as applicable.

9. The laws of Maryland shall govern the interpretation and enforcement of this Agreement.

10. This Agreement shall bind the respective successors and assigns of the parties.

11. The Grantee may not sell, transfer, or otherwise assign any of its obligations under this Agreement, or its rights, title, or interest in this Agreement, without the prior written consent of the Department.

12. No amendment to this Agreement is binding unless it is in writing and signed by both parties.

13. The following items are incorporated by referenced and made a part of this Agreement Appendix A & B, Attachment A, B, C, D, E.&F.

IN TESTIMONY WHEREOF, WITNESS the hands and seals of the parties.

GRANTEE

DEPARTMENT

\_\_\_\_\_  
(Name of Corporation or Association)

\_\_\_\_\_  
Maryland Department of Health.  
(Name of Corporation or Association)

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
SEAL

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
SEAL

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX A**

The Department’s Grant Monitor is:

The Grantee’s Grant Monitor is:

<Name and Title of MDH grant monitor>  
<Address>  
<Office>  
Maryland Department of Health  
<Phone>  
<Email>

**I. BACKGROUND INFORMATION OF AGREEMENT**

<Enter background information of the Agreement>

**II. DUTIES OF THE GRANTEE**

**SCOPE OF WORK:**

<Enter all duties and scopes of work for the grant agreement>

**III. DUTIES OF THE DEPARTMENT**

Other than awarding the funds to the grantee for this project, Maryland Department of Health Primary Care Program Management Office will:

- Provide necessary technical support and monitoring to grantee to ensure state and federal grant compliance.

This includes but is not limited to:

- Completion of the MDH Office of the Inspector General Risk Assessment
- Completion of the Standard Grant Agreement Checklist
- Determination of Good Standing with The State of Maryland
- Review for Debarment, Suspension, or any Exclusion from doing business with Maryland
- Determination regarding No Conflicts of Interest
- Review of Single Audits
- Review for Debarment, Suspension, or any Exclusion from doing business with the Federal Government
- Connect grantee with practices and providers in MDPCP
- Assist with maintaining relationships with practices and providers in MDPCP



**APPENDIX B (insert revised budget)**

**Cost Estimate for:**

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**PERIOD OF PERFORMANCE -**

**<Enter Budget>**

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**SECTION IV. INCORPORATION BY REFERENCE**

Both parties hereby agree that the documents described below, if any, are hereby incorporated into and made an integral part of this Agreement: (Type "None", if none)

Exact Title of Document(s)	Number of Pages
Conditions of Award- Attachment A	2
Federal Funds- Attachment B	2
Debarment Affirmation- Attachment C	2
Certification Regarding Tobacco Smoke- Attachment D	1
<u>Certification Regarding Lobby- Attachment E</u>	<u>5</u>
Additional Information required for Prevention and Health Promotion Administration Grants – Attachment F	2

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CONDITIONS OF AWARD

Maryland Department of Health (MDH)  
Primary Care Program Management Office  
<Enter Federal Awarding Agency Here>  
<Enter Name of Federal Award and Grant Number Here>

**Period of Performance:** <Enter From and To Dates Here>

**Important Dates:**

<Enter Date Here>: Quarterly progress reports

<Enter Date Here>: All funds obligated

<Enter Date Here>: All funds must be spent

<Enter Date Here>: Final progress and fiscal report due to MDH

The grantee/sub-grantee/sub-recipient (circle one), shall comply with these conditions. Consequences for failure to comply with these conditions may include: a point reduction in score for future competitive and non-competitive applications, a reduction of overall award, audit exceptions and/or reduction in future awards.

**Program Requirements:**

1. The grantee/sub-grantee/sub-recipient <Enter Grantee Name Here> agrees to comply with MDH guidelines and initiatives with regards to their expenditures/purchases.
2. When procuring equipment, the recipient must comply with the procurement standards at 45 CFR Part 92.36 and 45 CFR 74.40 through 74.48, including 74.45, which requires the performance and documentation of some form of cost or price analysis with every procurement action.
3. The grantee/sub-grantee/sub-recipient will perform activities that coordinate, integrate, prioritize and sustain improvements in public health emergency preparedness.
4. The grantee/sub-grantee/sub-recipient shall cite <Enter Name of Federal Award Here> and the MDH Maryland Primary Care Program Management Office as a funding source when publishing or presenting data or programs partially or fully funded by MDH grants.
5. The grantee/sub-grantee/sub-recipient should inform the MDH Maryland Primary Care Program Management Office as a courtesy when a presentation or publication is made public that involves programs or data partially or fully funded by MDH, and any federal grants. All reports, data, software, or presentations generated from federal funded projects must be made available to MDH for review and comment prior to release or distribution.

**Fiscal Requirements:**

1. The grantee/sub-grantee/sub-recipient, shall **not** use <Enter Name of Federal Award Here> to:
  - a. Support the costs of operating clinical trials of investigational agents, equipment or treatments;
  - b. Make payments directly to recipients of services, except for reimbursement of reasonable and allowable out-of-pocket expenses associated with consumer participation in State or consortia activities;
  - c. Support legal services;

- d. Provide direct maintenance expenses of privately owned vehicles or any other costs associated with a vehicle, such as lease or loan payments, vehicle insurance, or license registration fees;
  - e. Purchase or improve land, or to purchase, construct, or make permanent improvements to any building, except for minor remodeling;
  - f. Pay property taxes;
  - g. Fund capital improvement projects;
  - h. Supplant personnel costs and/or other activities.
  - i. Prepare, distribute, or use of any material (publicity/propaganda) or to pay the salary or expenses of grants, contract recipients, or agents that aim to support or defeat the enactment of legislation, regulation, administrative action, or executive order proposed or pending before a legislative body.
2. The grantee/sub-grantee/sub-recipient will comply with all MDH and federal fiscal requirements for timely submission of detailed budgets and budget modifications, including monthly invoice requirements.
  3. The grantee/sub-grantee/sub-recipient will return any unspent and unobligated funds to MDH and provide the necessary supporting documentation.

**Audits:**

The grantee/sub-grantee/sub-recipient shall submit audits in accordance with Federal OMB 2 CFR 200, Subpart F - Audit Requirements. An electronic copy of all audits (2 CFR 200 Subpart F, as well as independent auditors) performed against federal funding should be forwarded to the Department for review.

**Site Visits and Surveys:**

1. As requested, the grantee/sub-grantee/sub-recipient shall participate fully in the MDH Maryland Primary Care Program Management Office Quality Improvement and Technical Assistance activities, which may include, but are not limited to:
  - a. Comprehensive site visits at the Department's request within the project period;
  - b. Interviews of staff, review of fiscal and program records, **monitoring, risk assessment**, review of inventory purchased against federal funding, interviews with administrators, and observation of program activities/facility.

**Equipment Inventory Requirements:**

Equipment purchased with federal funds may be recalled or requested to support local, regional and/or statewide emergency response efforts and must be catalogued for future reference and review. Cataloging of equipment should be updated and maintained throughout the project period.

**Risk Assessment:**

The grantee/sub-grantee/sub-recipient shall be required to participate in an MDH Risk Assessment in accordance with Federal OMB 2 CFR §200.205 (b) thru (d), §200.207, and §200.331 (b) thru (h). As part of this requirement, sub- recipients will be monitored based on a risk level of High, Medium or Low. Each risk level imposes certain monitoring requirements set by the MDH Office of the Inspector General in accordance with the above federal guidelines.

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**FEDERAL FUNDS**

A Summary of Certain Federal Fund Requirements and Restrictions  
[Details of particular laws, which may levy a penalty for noncompliance,  
are available from the Maryland Department of Health.]

1. Form and rule enclosed: 18 U.S.C. 1913 and section 1352 of P.L. 101-121 require that all *prospective* and present subgrantees (this includes all levels of funding) who receive more than \$100,000 in federal funds must submit the form “Certification Against Lobbying”. It assures, generally, that recipients will not lobby federal entities with federal funds, and that, as is required, they will disclose other lobbying on form SF- LLL.
2. Form and instructions enclosed: “Form LLL, Disclosure of Lobbying Activities” must be submitted by those receiving more than \$100,000 in federal funds, to disclose any lobbying of federal entities (a) with profits from federal contracts or (b) funded with nonfederal funds.
3. Form and summary of Act enclosed: Sub-recipients of federal funds on any level must complete a “Certification Regarding Environmental Tobacco Smoke,” required by Public Law 103-227, the Pro-Children Act of 1994. Such law prohibits smoking in any portion of any indoor facility owned or leased or contracted for regular provision of health, day care, early childhood development, and education or library services for children under the age of 18. Such language must be included in the conditions of award (they are included in the certification, which may be part of such conditions.) This does not apply to those solely receiving Medicaid or Medicare, or facilities where WIC coupons are redeemed.
4. In addition, federal law requires that:
  - a) OMB 2 CFR 200, Subpart F, Audit Requirements requires that grantees (both recipients and sub-recipients) which expend a total of \$750,000 or more in federal assistance shall have a single or program-specific audit conducted for that year in accordance with the provisions of the Single Audit Act of 1984, P.L. 98-502, and the Single Audit Act Amendments of 1996, P.L. 104-156. and the Office of Management and Budget (OBM) 2 CFR 200, Subpart F.
  - b) All sub-recipients of federal funds comply with Sections 503 and 504 of the Rehabilitation Act of 1973, the conditions of which are summarized in item (C).
  - c) Recipients of \$10,000 or more (on any level) must include in their contract language the requirements of Sections 503 (language specified) and 504 referenced in item (B).

Section 503 of the Rehabilitation Act of 1973, as amended, requires recipients to take affirmative action to employ and advance in employment qualified disabled people. An affirmative action program must be prepared and maintained by all contractors with 50 or more employees and one or more federal contracts of \$50,000 or more.

This clause must appear in subcontracts of \$10,000 or more:

- i. The contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The contractor agrees to take affirmative action to employ, advance in employment and otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicap in all upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
- ii. The contractor agrees to comply with the rules, regulations, and relevant orders of the secretary of labor issued pursuant to the act.
- iii. In the event of the contractor's non-compliance with the requirements of this clause, actions for non-compliance may be taken in accordance with the rules, regulations and relevant orders of the secretary of labor issued pursuant to the act.
- iv. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the director, provided by or through the contracting office. Such notices shall state the contractor's obligation under the law to take affirmative action to employ and advance in employment qualified handicapped employees and applicants for employment, and the rights of applicants and employees.
- v. The contractor will notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the contractor is bound by the terms of Section 503 of the Rehabilitation Act of 1973, and is committed to take affirmative action to employ and advance in employment physically and mentally handicapped individuals.
- vi. The contractor will include the provisions of this clause in every subcontract or purchase order of \$10,000 or more unless exempted by rules, regulations, or orders of the [federal] secretary issued pursuant to section 503 of the Act, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the director of the Office of Federal Contract Compliance Programs may direct to enforce such provisions, including action for non-compliance.

Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Sec. 791 et seq.) prohibits discrimination on the basis of handicap in all federally assisted programs and activities. It requires the analysis and making of any changes needed in three general areas of operation-programs, activities, and facilities and employment. It states, among other things, that:

*Grantees that provide health...services should undertake tasks such as ensuring emergency treatment for the hearing impaired and making certain that persons with impaired sensory or speaking skills are not denied effective notice with regard to benefits, services, and waivers of rights or consents to treatments.*

D) All sub-recipients comply with Title VI of the Civil Rights Act of 1964 that they must not discriminate in participation by race, color, or national origin.

E) All sub-recipients of federal funds from SAMHSA (Substance Abuse and Mental Health Services Administration), NIH (National Institute of Health), CDC (Center for Disease Control and Prevention), and HHS (Health and Human Services) are prohibited from paying any direct salary at a rate of Executive Level

II or more than \$189,600 per year. (This includes, but is not limited to, sub-recipients of the Substance Abuse Prevention and Treatment and the Community Mental Health Block Grants and NIH research grants, Public Health and Emergency Preparedness and Hospital Preparedness Program Cooperative Agreements.)

F) There may be no discrimination on the basis of age, according to the requirements of the Age Discrimination Act of 1975.

G) For any education program, as required by Title IX of the Education Amendments of 1972, there may be no discrimination on the basis of sex.

H) For research projects, a form for Protection of Human Subjects (Assurance/Certification/Declaration) should be completed by each level funded, assuring that either: (1) there are no human subjects involved, or that (2) an Institutional Review Board (IRB) has given its formal approval before human subjects are involved in research. [This is normally done during the application process rather than after the award is made, as with other assurances and certifications.]

I) In addition, there are conditions, requirements, and restrictions which apply only to specific sources of federal funding. These should be included in your grant/contract documents when applicable.

**DEBARMENT AFFIRMATIONS**

In accordance with the requirements of United States Office of Management and Budget's Grants and Cooperative Agreements with State and Local Governments OMB 2 CFR 200.213, Suspension and debarment:

**A. AUTHORIZED REPRESENTATIVE**

I HEREBY AFFIRM THAT:

I am the \_\_\_\_\_  
(Title)

and the duly authorized representative of

\_\_\_\_\_  
(Name of Grantee/sub-recipient/sub-awardee)

and that I possess the legal authority to make this Affidavit on behalf of myself and the entity for which I am acting.

**B. AFFIRMATION REGARDING DEBARMENT**

I HEREBY AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above entities, or any of its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity, except as follows [list each debarment or suspension providing the dates of the suspension or debarment, the name of the public entity and the status of the proceedings, the name(s) of the person(s) involved and their current positions and responsibilities with the entity, the grounds for the debarment or suspension, and the details of each person's involvement in any activity that formed the grounds for the debarment or suspension]:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**C. AFFIRMATION REGARDING DEBARMENT OF RELATED ENTITIES**

I FURTHER AFFIRM THAT:

1. The entity was not established and it does not operate in a manner designed to evade the application of or defeat the purpose of debarment pursuant to Sections 16-101, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland; and



2. The entity is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred entity, except as follows [indicate the reason(s) why the affirmations cannot be given without qualification]:

\_\_\_\_\_  
\_\_\_\_\_

D. SUB-CONTRACT AFFIRMATION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above entity, has knowingly entered into a contract with a public body under which a person debarred or suspended under Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date:  \_\_\_\_\_

By:  \_\_\_\_\_  
(Authorized Representative and Affiant)

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**DEPARTMENT OF HEALTH & HUMAN SERVICES**

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Public Health Services  
Health Resources and  
Service Administration  
Rockville, MD 20857

**CERTIFICATION REGARDING ENVIRONMENT TOBACCO SMOKE**

Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned, or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such federal funds. The law does not apply to children's services provided in private residences, portions of facilities used for impatiens drug or alcohol treatment, service providers whose sole sources of applicable Federal funds are Medicare or Medicaid; or facilities where WIC coupons are redeemed. Failure to comply will result with the monetary penalty of up to \$1000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing this certification, the offer or/contractor (for acquisitions) or applicant/grantee (for grants) certifies that the submitting organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

The submitting organization agrees that it will require that the language of this certification be included in any sub-awards which contain provisions for children's services and that all sub-recipients shall certify accordingly.

**X**

---

Signature of Authorized Certifying Official

**Certification Regarding Lobbying**

The undersigned certifies to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with the awarding of any Federal contract the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement and the extension continuation, renewal amendment or modification of any Federal contract, grant loan or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract grant loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL "Disclosure Form to Report Lobbying" in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contract, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered unto. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352 title U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 for each such failure.

Award No.	Organizational Entry
Name and Time of Official signing for Organizational Entry <input checked="" type="checkbox"/>	Telephone No. of Signing Official <input checked="" type="checkbox"/>
Signature of Above Official <input checked="" type="checkbox"/>	Date Signed <input checked="" type="checkbox"/>

## INSTRUCTIONS FOR COMPLETION OF SF-LLL DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether sub-awardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A continuation sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District if known.  
Check the appropriate classification of the reporting entity that designates if it is, or expects to be a prime or sub-award recipient. Identify the tier of the sub-awardee, e.g. the first sub-awardee of the prime is the 1<sup>st</sup> tier. Sub-awards include but are not limited to subcontracts, sub-grants and contract awards under grants.
5. If the organization filing the report in item 4 checks “Sub-awardee”, then enter the full name, address, city, state, and zip code of the prime Federal recipient. Include Congressional District if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational Level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal Identifying number available for the Federal action identified in item 1 (e.g. Request for Proposal (RFP) number, Invitation for BID (IFB) number, grant announcement number, the contract, grant, or loan award number, the application/proposal control number assigned by the Federal agency). Include prefixes, e.g. “RFP-DE-90-001”.
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name First Name, and Middle initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box (es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box (es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal Official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-FFF-A Continuation Sheet(s) is attached.

16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instruction searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

**The Remainder of This Page is Left Blank**

**DISCLOSURE OF LOBBYING ACTIVITIES**

Complete this form to disclose lobbying activities pursuant to 31 U.S. C 1352 (See reverse for public burden disclosure.)

<p>1. Type of Federal Action:</p> <p>a. Contract</p> <p>b. Grant</p> <p>c. Cooperative agreement</p> <p>d. Loan</p> <p>e. Loan guarantee</p> <p>f. Loan insurance</p>	<p>2. Status of Federal Action:</p> <p>a. Bid/offer/application</p> <p>b. Initial award</p> <p>c. Post-award</p>	<p>3. Report Type</p> <p>a. Initial filing</p> <p>b. Material change</p> <p>For Material Change Only:</p> <p>Year _____ quarter _____</p> <p>Date of last report _____</p>
<p>4. Name and Address of Reporting Entity:</p> <p>_____ Prime _____ Sub-awardee</p> <p>_____ Tier _____ if known:</p> <p>Congressional District, <i>if known</i></p>		<p>5. If Reporting Entity in No. 4 is Sub-awardee, enter Name and address of Prime:</p> <p>Congressional District, <i>if known</i></p>
<p>6. Federal Department/Agency:</p>		<p>7. Federal Program Name/Description:</p>
<p>8. Federal Action Number, <i>if known</i>:</p>		<p>9. Award Amount, <i>if known</i>:</p>
<p>10. a. Name and Address of Lobbying Entity: (<i>If individual, last name, first name, MI</i>):</p>		<p>11. Individuals Performing Services (<i>Including address if different from No. 10a</i>) (<i>last name, first name, MI</i>):</p>
<p>11. Amount of Payment (<i>check all that apply</i>):</p> <p>\$ _____ actual _____ planned _____</p>		<p>13. Type of Payment (<i>Check all that apply</i>):</p> <p><input type="checkbox"/> a. Retainer</p> <p><input type="checkbox"/> b. One-time fee</p> <p><input type="checkbox"/> c. Commission</p> <p><input type="checkbox"/> d. Contingent fee</p> <p><input type="checkbox"/> e. Deferred</p> <p><input type="checkbox"/> f. Other, specify: _____</p>
<p>12. Form of Payment (<i>check all that apply</i>):</p> <p><input type="checkbox"/> a. Cash</p> <p><input type="checkbox"/> b. In-kind: specify: nature _____</p> <p>value _____</p>		
<p>14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11:</p> <p align="center">(attached Continuation Sheet(s) SF-LLL-A <i>if necessary</i>)</p>		
<p>15. Continuation Sheet(s) SF-LLL-A attached: _____ yes _____ no</p>		
<p>16. Information required through this form is authorized by title 31 U.S.C. sections 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the per above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and</p>		<p>Signature: _____</p> <p>Print Name: _____</p>

will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,00 for each such failure.	Title: _____ Telephone No: _____ Date: _____
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Continuation Sheet

Reporting Entity: \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

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## ATTACHMENT B – RFA Document Checklist

### **Project Narrative Checklist:**

- Transmittal Letter
- Project Narrative including Scope of Work (*See Section 3.2 Scope of Work – Requirements*)
- Work Plan (*See Attachment C*)

### **Budget Narrative Checklist:**

- Budget Form (*See Exhibit B – Budget Form*)
- Budget Narrative (*See Exhibit C – Budget Narrative*)



**ATTACHMENT C – Work Plan Example**

For the work plan, the Applicant will include information on activities, descriptions of those activities, objectives, key deliverables, and timelines. Below are samples.

Activity Descriptions and Resources	
Activity 1 Title	
Activity Description	
Objectives for Activity	
Contributing Partners and Roles	
Activity Deliverables	
Anticipating Budgetary Amount	
Activity 2 Title	
Activity Description	
Objectives for Activity	
Contributing Partners and Roles	
Activity Deliverables	
Anticipating Budgetary Amount	
Activity 3 Title	
Activity Description	
Objectives for Activity	
Contributing Partners and Roles	
Activity Deliverables	
Anticipating Budgetary Amount	
Activity 4 Title	
Activity Description	
Objectives for Activity	

Contributing Partners and Roles	
Activity Deliverables	
Anticipating Budgetary Amount	

Work Breakdown Structure

Task/Activities	Deliverables/Milestones /Unit Measure	Tentative Dates/Timeframes for Delivery
Activity 1 Title		
• Task	Deliverable/milestone	Date
Activity 2 Title		
• Task	Deliverable/milestone	Date