



National Indian Health Board
**NATIONAL TRIBAL
COVID-19 RESPONSE**

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CDC CDC-RFA-OT20-2004 Supporting Tribal Public Health Capacity in Coronavirus Preparedness and Response Application Walk Through

Step 1: Register

- Data Universal Numbering System (DUNS)
 - The applicant organization may request a DUNS number by telephone at 1-866-705-5711 (toll free) or internet at <http://fedgov.dnb.com/webform/displayHomePage.do>
- System for Award Management (SAM)
 - The applicant must be registered within SAM
 - <https://www.sam.gov/SAM/>
- Grants.gov
 - The applicant must have a grants.gov account for the Tribe or organization.
 - Once this is complete, go on grants.gov, login, and search for “CDC-RFA-OT20-2004”. Then click on it. You can download the instructions here. This is also you need to click “Apply”. This will open up your application workspace, where you can access all of the online forms, and start to upload documents. You can save your progress, and come back to this page at any time.

Step 2: Project Information/Activities

1. Project Narrative
 - a. Organizational Capacity Statement/Documents
 - i. “Acceptable documentation includes but is not limited to a signed letter by the elected Tribal Leader or their designee on organization letterhead attesting to the existing capacity and capability; departmental organizational charts; an incident management structure organizational chart, and/or resumes/CVs for positions currently filled and position descriptions for vacant positions for key personnel”
 - b. Work Plan Excel File (<https://www.grants.gov/web/grants/view-opportunity.html?oppld=325942>) – use the template
 - i. Activities that align with the following strategies:
 1. emergency operations and coordination
 2. health information technology
 3. surveillance and epidemiology
 4. laboratory capacity
 5. communications
 6. countermeasures and mitigation
 7. recovery activities
 8. other preparedness and response activities related to COVID-19

2. Budget Narrative (https://apply07.grants.gov/apply/forms/readonly/BudgetNarrativeAttachments_1_2-V1.2.pdf)
 - a. Must include:
 - i. Salaries and wages
 - ii. Fringe benefits
 - iii. Consultant costs
 - iv. Equipment
 - v. Supplies
 - vi. Travel
 - vii. Other categories
 - viii. Contractual costs
 - ix. Total Direct costs
 - x. Total Indirect costs
3. Other Budget Forms
 - a. Upload a pdf of valid documentation of your indirect cost rate.
 - b. If you are a non-profit, upload a pdf of your proof of non-profit status.
 - c. Upload them as Other Attachments in grants.gov

Step 3: Required Forms

- Project Abstract Summary (https://apply07.grants.gov/apply/forms/readonly/Project_AbstractSummary-V1.1.pdf)
 - This is an online grants.gov form.
 - Type a short paragraph stating the project's major objectives.
 - There is also a square at the bottom of the form where you indicate how many people will be served by your project, and this figure is extremely important in calculating Component B funding amounts.
- Application for Federal Assistance SF-424 (https://apply07.grants.gov/apply/forms/readonly/SF424_2_1-V2.1.pdf)
 - This is an online grants.gov form
 - Information on your organization, title of application, and the person applying on behalf of your organization
- Budget Information for Non-Construction Programs (SF-424A) (<https://apply07.grants.gov/apply/forms/readonly/SF424A-V1.0.pdf>)
 - This is online grants.gov form
 - The form requires you to enter your completed budget figures by budget category.
- CDC Assurances and Certifications ([https://www.cdc.gov/grantassurances/\(S\(f4rf2okqj04c5dangoj4xzfj\)\)/Documents/2013%20Forms%20and%20Documents.zip](https://www.cdc.gov/grantassurances/(S(f4rf2okqj04c5dangoj4xzfj))/Documents/2013%20Forms%20and%20Documents.zip))
 - Complete the "Assurances Certifications Form" and "Assurances Non Construction" form, get them signed, and pdf them.
 - Upload them as Other Attachments in grants.gov
- Risk Assessment Questionnaire Requirement (<https://www.cdc.gov/grants/documents/PPMR-G-CDC-Risk-Questionnaire.pdf>)
 - Information on personnel, accounting, and audits
 - If you are uncomfortable or unable to answer any questions, skip them, and still submit it. The CDC may approach you later to answer the questions though.

- Disclosure of Lobbying Activities (https://apply07.grants.gov/apply/forms/readonly/SFLLL_1_2-V1.2.pdf)
 - This is an online grants.gov form
 - This is required even if nobody from your Tribe or project staff will be lobbying as part of this grant (which is not permitted).
 - If the Tribe has a lobbyist, enter their name on this form.
- HHS Checklist (https://apply07.grants.gov/apply/forms/readonly/HHS_CheckList_2_1-V2.1.pdf)
 - This is an online grants.gov form
 - The form asks for contact information as well as verification of other details.
 - The form asks if form HHS 690 has been completed and filed with HHS. It is safest to print it out from here (<https://www.hhs.gov/sites/default/files/forms/hhs-690.pdf>), get it signed, pdf it, and upload it under Other Attachments in grants.gov.