REQUEST FOR APPLICATIONS – FEDERAL FUNDS

The State of Nebraska, Department of Health and Human Services, Division of Public Health (“DHHS”) Nebraska Comprehensive Cancer Control Program, is issuing this Request for Applications (“RFA”) for the purposes of entering into grant agreement(s) (“subaward” or “subawards”) and awarding federal funds to an eligible and qualified entity to address the priorities in the Nebraska Cancer Plan related to the Healthy People 2020 Objectives to prevent overall cancer deaths. A more detailed description may be found in Project Description, Section 2.

<table>
<thead>
<tr>
<th>RFA #</th>
<th>RELEASE DATE</th>
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<tbody>
<tr>
<td>1910</td>
<td>August 26, 2019</td>
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<table>
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<tr>
<th>APPLICATION DUE DATE</th>
<th>POINT OF CONTACT</th>
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<tr>
<td>SEPTEMBER 26, 2019</td>
<td>Elizabeth Green</td>
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<table>
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<tr>
<th>INITIAL PERIOD OF PERFORMANCE</th>
<th>TOTAL FUNDING AVAILABLE</th>
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<tr>
<td>NOVEMBER 12, 2019- SEPTEMBER 1, 2020</td>
<td>$100,000</td>
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The resulting subaward from this RFA is subject to and shall follow federal regulation, as set forth herein. Subrecipients receiving subawards may only be paid up to the actual and allowable costs (as defined herein) of completing the Project Description, Section 2. No Subawards resulting from this RFA will be fee-for-service contracts, regardless of the method of payment, and no Subrecipient may keep a profit from its subaward. More detail about the terms of this funding is set forth in Terms, Section 5, below.

A copy of this RFA may be found online at DHHS’ website at www.dhhs.ne.gov. Until final Subawards are signed, all other information pertinent to this RFA, including but not limited to any amendments or addenda, will be posted on the DHHS website.
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1. RFA OVERVIEW

1.1. Funding Information

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<thead>
<tr>
<th>Federal Agency Name</th>
<th>Catalog of Federal Domestic Assistance (CFDA) Name</th>
<th>CFDA Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centers for Disease Control and Prevention</td>
<td>Preventive Health and Health Services Block Grant 2018</td>
<td>93.991</td>
</tr>
</tbody>
</table>

The total anticipated available funds for Subaward under this RFA is $100,000 [one hundred thousand dollars 00/100 dollars]. A total award of this amount of funds is not guaranteed, but is subject to the Applications received, to actual money awarded to DHHS from the Federal Awarding Agency, and to DHHS’ discretion. DHHS may establish a cap on total amount of funds that any one Applicant, or Applicants acting jointly, may request. Any cap shall be set forth in the Applications Instructions, Section 4.4, below. The total funds may be split among multiple Subrecipients in the discretion of DHHS.

1.2. Period of Performance

The Period of Performance is the time during which a successful Applicant may incur costs to carry out the work authorized under this RFA and the resulting Subaward. See the definitions in 2 CFR § 200.77 or 45 CFR § 75.2. The initial Period of Performance for this RFA is from October 16th, 2019 to September 1, 2020. This period may be extended by DHHS as allowable by the Federal Funding Agency. If state funds are involved in the award, this may also determine whether DHHS may extend a Period of Performance.

For the initial Period of Performance, all costs must be invoiced to DHHS by September 15th, 2020 and liquidated (i.e., spent) by September 1st, 2020. These dates are dependent on federal periods of allowability and DHHS’ own ability to timely process payments. They may be subject to change; final dates will be included in the final Subaward between the parties. If an Applicant believes it cannot meet these deadlines, it should not apply for funding under this RFA. Obligation and liquidation deadlines may be extended as allowed by the Federal Funding Agency, but no extensions are guaranteed. Future Periods of Performance, as allowed by DHHS, may have different obligation and liquidation deadlines.

1.3. Applicable Law

Because the funds to support the activities under this RFA involve federal funds, usage of these funds is subject to federal law, in addition to any applicable state law. The Uniform Grant Guidance, 2 CFR §§ 200 et seq. (“UGG”) applies to subawards funded from the United States Department of Agriculture (USDA), the Department of Housing and Urban Development (HUD), the Department of Labor (DOL), the Environmental Protection Agency (EPA) or other federal agencies. The United States Department of Health and Human Services (HHS) has adopted the UGG, but has implemented and re-codified it at 45 CFR §§ 75 et seq. (“HHSGG”); for awards funded by HHS, those regulations apply. Throughout this RFA, both the UGG and the HHSGG will be cited, although they are substantially similar.

The HHSGG shall apply to this RFA if it awards funds from block grants authorized by the Omnibus Budget Reconciliation Act of 1981, unless Nebraska statute or regulation has established provisions for the payment costs and services; in all other respects, as provided herein, those block grant subawards are governed by 45 CFR §§ 96 et seq.

Additional federal and state statutes and regulations may apply to the funding contained herein. These may be included in Additional Program Requirements, Section 5.7, below, as well as in the Subaward itself.

Further information about allowable costs and activities may be set forth herein.
1.4. Eligible Entities

Any Applicant for this RFA must be a “non-federal entity,” as set forth in 45 CFR § 75.2 or 2 CFR § 200.69. A “non-federal entity” is limited to local governments, Indian tribes, institutions of higher education, or nonprofit organizations; further definitions in the UGG or the HHSGG may apply. If this RFA involves funds from the United States Department of Labor, the definition of “non-federal entity,” per 2 CFR § 2900.2, includes for-profit entities, as well. Any Application submitted by an Applicant who is ineligible shall be rejected without scoring.

1.5. Award of Funding

DHHS will evaluate Applications in the manner set forth herein. An Intent to Subaward will be posted on the DHHS Website with selected Applicants. Funds will be awarded through a written agreement, termed a Subaward, which will incorporate this RFA by reference. No promise for funds is binding on DHHS, and no funds will be paid to any Applicant until a Subaward has been executed by both the Applicant and DHHS.

DHHS has the option to renew subaward agreements for up to one (1) additional, one-year period.

In the Evaluation of Applications, DHHS shall not discriminate for or against an organization on the basis of the organization's religious character or affiliation, as consistent with 45 CFR §§ 87 et seq.

2. PROJECT DESCRIPTION

2.1. Background and Purpose

DHHS, Division of Public Health, Comprehensive Cancer Control Program is issuing this RFA for the purposes of lessening the burden of Cancer in Nebraska. Cancer is the second leading cause of death in Nebraska. Additionally nearly 15 million cancer survivors live in the United States today. This RFA seeks to fund applications that address cancer from a wide range of stages; including prevention, screening, to access to treatment, and the needs of survivors. Applicants must select activities that are in alignment with the Healthy People 2020 Cancer Objectives and the Nebraska Cancer Plan.

2.2. Cancer Control Priorities

The Nebraska Cancer Plan lists the following six priorities, which have been established by the Centers for Disease Prevention and Control:

1. Encourage people to make healthy choices.
2. Educate people about cancer screening tests.
3. Increase access to good cancer care and reduce health disparities.
5. Implement policy, systems and environmental changes.
6. Demonstrate outcomes through evaluation.

These six priorities form the foundation of the plan, and the basis of every objective included in the plan. Objectives are defined in the Nebraska Cancer Plan as specific quantifiable targets that measure the accomplishment of the plan. Applications must also cite relevance to Healthy People 2020 that relate to their selected objectives or strategies.

2.3. Cancer Control Strategies

The Nebraska Cancer Plan defines strategies as specific discrete activities designed to achieve the longer five year objectives contained in the plan. This RFA seeks to fund applications for Cancer Control Strategies either contained directly in the plan, or recognized as evidence based by sources cited in the Nebraska Cancer Plan under the relevant Objective. Only strategies coming from these sources will be recognized as
evidence based. Applicants **may not** apply for funding to support strategies around any of the following objectives:

1. 5 Year SMART Objective J
2. 1 Year SMART Objective J1
3. 5 Year SMART Objective K
4. 1 Year SMART Objective K1
5. 5 Year SMART Objective L
6. 1 Year SMART Objective L1
7. 1 Year SMART Objective L2

2.4. **Project Evaluation**
Applicants will be required to submit a proposed overall evaluation question, quarterly benchmarks and indicators. Subrecipients will be required to report on these measures over the course of the performance period. DHHS reserves the right to require adjustments and modifications to the proposed performance measures.

2.5. **Project Reporting Requirements**
Subrecipients must submit quarterly invoices, quarterly reports, and a final report. They must also participate in quarterly calls with DHHS.
3. RFA PROCEDURE

This RFA seeks Applications to complete activities allowable under the funding source identified in 1.2, above. All Applications must conform to all instructions, conditions, and requirements included in this RFA. Applicants should carefully examine this RFA, as well as the requirements on the state or federal funds involved. Applications that DHHS determines do not conform to the requirements of this RFA, or Applications from ineligible entities, may be considered non-responsive and rejected without scoring.

3.1. RFA Point of Contact (“POC”)

Elizabeth Green
301 Centennial Mall South
PO Box 95026
Lincoln, NE 68509
402-471-0369
Elizabeth.green@nebraska.gov

From the date the RFA is issued until the Intent to Subaward is issued, communication from the Applicant or prospective Applicant is limited to the POC listed above (but see exceptions, below). After the Intent to Subaward is issued, the Applicant may communicate with individuals DHHS has designated as responsible for negotiating the Subaward on behalf of DHHS. No member of the state government, employee of the state, or member of the Evaluation Committee is empowered to make binding statements regarding this RFA. The POC will issue any clarifications or opinions regarding this RFA in writing. Only the POC has the authority to modify the RFA, answer questions, or render opinions on behalf of DHHS. Applicants shall not have any communication with, or attempt to communicate or influence any Evaluator.

The following exceptions to these restrictions are permitted:

1. The email submission of the Application to the designated email address designated in Submission of Applications, Section 3.5;
2. Contact made pursuant to pre-existing contracts, subawards, or obligations;
3. Contact required by the schedule of events or an event scheduled later by the RFA POC; and
4. Contact required for negotiation and execution of the final subaward.

DHHS reserves the right to reject an Applicant’s application, withdraw an Intent to Subaward, or terminate a Subaward if DHHS determines there has been a violation of these procedures.

3.2. Schedule of Events

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>DATE/TIME</th>
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<tbody>
<tr>
<td>1. Release RFA</td>
<td>August 26, 2019</td>
</tr>
<tr>
<td>2. Last day to submit written questions</td>
<td>September 9, 2019</td>
</tr>
<tr>
<td>3. State responds to written questions through RFA “Addendum” and/or “Amendment” to be posted to the Internet at: <a href="http://dhhs.ne.gov/Pages/Grants-and-Contract-Opportunities.aspx">http://dhhs.ne.gov/Pages/Grants-and-Contract-Opportunities.aspx</a></td>
<td>September 13, 2019</td>
</tr>
<tr>
<td>4. Application Review Period Begins (Application due date)</td>
<td>September 26, 2019 5:00 PM Central Time</td>
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<tr>
<td>5. Evaluation Period</td>
<td>September 26, 2019 to October 9, 2019</td>
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<tr>
<td>7. Period of Performance Start*</td>
<td>November 12, 2019</td>
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*The Period of Performance start may occur before a Subaward is finalized, agreed to, and executed by the parties. Because this is just the period during which costs are allowable, it does not reflect that any agreement between DHHS and any successful Applicant has gone into effect or is binding in any way. No binding agreement has been made between DHHS and any Applicant until a Subaward is fully executed by both parties.

### 3.3. Written Questions and Answers

Questions regarding information needed for an Application, as well as the meaning or interpretation of any RFA provision, must be submitted in writing to POC via email and clearly marked “RFA Number 1910 Questions.” The POC is not obligated to respond to questions that are received late, as set forth in the Schedule of Events.

Applicants should present, as questions, any assumptions upon which the Application is or might be developed. Applications will be evaluated without consideration of any known or unknown assumptions of an Applicant. The Subaward will not incorporate any known or unknown assumptions of an Applicant.

Questions must be sent via e-mail to Elizabeth.green@nebraska.gov. DHHS requests that Applicants submit questions using the following format:

<table>
<thead>
<tr>
<th>RFA Section Reference</th>
<th>RFA Page Number</th>
<th>Question</th>
</tr>
</thead>
</table>

Written answers will be posted at the DHHS Website per the Schedule of Events. Written answers will become part of this RFA.

### 3.4. Submission of Applications

Applicants must submit a complete Application, including all the parts required herein, in one of three ways:

1. Electronically via email to DHHS.RFAResponses@nebraska.gov. The subject of the email shall indicate “RFA # (with the appropriate number filled in): Response of [Name of Organization].” The email shall include the Application as a single Portable Document Format (PDF) or multiple PDFs. Failure to provide the Application in the correct format may result in DHHS being unable to read or open the Application and thus rejecting it without Evaluation. The email shall request a read receipt. A read receipt will be supplied to the Applicants upon receipt of the email by DHHS’ Central Procurement Services. Central Procurement Services shall not forward the Applications to the POC until the beginning of the Application Review Period.

2. Submission directly to the POC via United States Postal Service mail. The Application shall be sent to the POC’s address listed above in Point of Contact, Section 3.1. The Application itself shall remain sealed and shall not be opened until the beginning of the Application Review Period.

3. Hand-delivery to the POC at the address listed above in Point of Contact, Section 3.1. The Application itself shall remain sealed and shall not be opened until the beginning of the Application Review Period.

Regardless of submission method, Applicants must use the forms supplied by DHHS in this RFA unless specifically otherwise indicated herein. All Applications must be received by the beginning of the Application Review Period, as stated in the Schedule of Events, Section 3.2.
3.5. Evaluation Committee

Applications are evaluated by members of an Evaluation Committee(s). The Evaluation Committee(s) will consist of individuals selected at the discretion of DHHS. All members of the Evaluation Committee will disclose to DHHS any potential conflicts of interest before evaluation. Members with a conflict will be removed from the Evaluation Committee before scoring.

Any contact, attempted contact, or attempt to influence an evaluator that is involved with this RFA may result in the rejection of this Application and further administrative actions.

3.6. Evaluation of Applications

All complete Applications that are responsive to the RFA will be evaluated. DHHS reserves the right to evaluate Applicants and award funds in a manner utilizing criteria selected at DHHS' discretion and in the best interest of meeting the objectives of the funding involved. The Evaluation will be conducted by the following method:

DHHS will initially evaluate all Applications to determine whether the Applicant is an eligible entity; whether the Application meets the minimum requirements of this RFA; and whether the Applicant poses risk of noncompliance with federal statutes, regulations, and the terms and conditions of the Subaward, such that DHHS should not award funding. DHHS will award to the top scoring Applicant or Applicants, as DHHS determines and as funding allows. DHHS will conduct a fair, impartial, and comprehensive evaluation of all Applications in accordance with the predetermined criteria based on the Application. The Applicant's responses to the Forms will be scored through a point method set forth below. DHHS will evaluate on the following categories with a maximum point potential for each:

1. Applicant’s Organizational Overview. Applicants will receive high scores if they have a defined and clear organizational structure; organizational experience in federal grants; qualified and capable personnel with experience in federal grants or equivalent credentials or experience; or can otherwise demonstrate that they will be a reliable subrecipient who will use all awarded funds in a manner consistent with law and the requirements of this RFA. (50 points)

2. Applicant’s Work Plan. Applicants will receive higher scores if their work plan responds to the Project Description and meets the goals or objectives of the federal funding and RFA, as well as evidencing the ability to meet expected outcomes, adhere to reporting deadlines or other deadlines, and complete any required evaluation activities. DHHS exercises sole discretion as to whether the Application adequately addresses the purposes and objectives of the federal funding DHHS has received. (100 points)

3. Applicant’s Budget. Applicants will receive higher scores if the budget is tailored to the work plan and utilizes allowable direct and indirect costs. Total request for funding itself will not determine score; rather, Applicants will be scored based on whether budget accurately reflects allowable costs of completing the work set forth in the work plan. (25 points)

4. Evaluation Question. Applicants will receive higher scores if they demonstrate knowledge of evaluation definition. As well as having made use of more than surveillance data alone such as including other data sources, with timelines for data collection and reporting. (25 points)

DHHS may award to a single top Applicant, or may award to multiple top scoring Applicants, at its sole discretion. If all Applicants meet the minimum requirements and are meritorious, DHHS may also elect to award to all Applicants.

3.7. Late Applications

Applications received after the time and date of the Application opening will be considered late Applications. Late Applications will be rejected. All Applications must be electronically or physically received by the date and time of the Application Opening. The State is not responsible for Applications that are late or lost regardless of cause or fault. It is the Applicant’s responsibility to ensure Applications are received timely.
3.8. Corrections

An Applicant may correct a mistake in an Application prior to the time of opening by giving written notice to the POC of intent to withdraw the Application for modification, or to withdraw the Application completely. Changes in an Application after the Evaluation Period has begun are acceptable only if the change is made to correct a minor error. Whether an error is minor shall be determined by DHHS.

3.9. Grievance and Protest Procedures

All grievances must follow the DHHS Subaward Grievance/Protests Procedures, available on the DHHS website. Grievances must be filed timely.

3.10. DHHS Reservations of Authority During Application and Evaluation Process

After Evaluation of the Applications, or at any point in the RFA process, DHHS may take one or more of the following actions:

1. Amend the RFA;
2. Extend the time of or establish a new Application opening time (i.e., allowing additional time to submit Applications);
3. Waive deviations or errors in the RFA process and in Applications that are not material, do not compromise the RFA process or an Application, and do not improve an Applicant's position;
4. Accept or reject a portion of or all of an Application;
5. Accept or reject all Applications;
6. Withdraw the RFA; or
7. Elect to reissue the RFA.

DHHS reserves the right to adjust the Applicant's budget with successful Applicants after the Intent to Subaward is issued. DHHS also reserves the right to adjust the Work Plan with Applicant to meet the requirements of the grant, Federal Funding Agency, law, or to meet DHHS programmatic needs. DHHS also reserve the right to apply additional conditions based on the successful Application and the result of a pre-award risk assessment. If a scoring method is used to rank applications to determine funding amounts, all adjustments shall have no bearing on rank.

If DHHS rejects all Applications, it may enter either reissue an RFA with the same or different specifications and terms, or it may negotiate a single or multiple Subawards with individual Applicants or non-Applicants.
4. APPLICATION INSTRUCTIONS

4.1. Application Contents

A complete, responsive Application must contain the following completed documents:
1. Form 1 – Application Cover Sheet;
2. Form 2 – Applicant’s Organization;
3. Form 3 – Applicant’s Work Plan;
4. Form 4 – Applicant’s Evaluation Question; and
5. Form 5 – Applicant’s Budget.

Applications that do not contain all of the required sections will be rejected. An editable Microsoft Word-formatted document of the Forms will be posted on the DHHS Website, which Applicants may fill in and submit.

4.2. Applicant’s Organizational Overview (approximately 500 words)

The Applicant’s Organization Overview section shall contain the following information about the Applicant. If the Application is a cooperative or joint venture between two or more entities, all information required in this section shall be provided for all entities, even if a new legal entity has been created or is planned to be created for the purposes of the Subaward.

1. Organization Information. Applicant’s full legal name, including any other “doing business as” names, or any previous names the organization used. A DUNS number shall be provided. A parent DUNS number shall also be provided, if applicable.
2. Summary of Federal Grants Experience. A description of Applicant’s previous experience with receiving federal funds. This shall include, but not be limited to, experience receiving federal funds as a recipient or a subrecipient. Applicant should describe and demonstrate knowledge of the Uniform Grant Guidance / HHS Grants Guidance (as applicable), as well as any specific experience with the particular federal program and funding source that funds this RFA.
3. Summary of Programmatic Experience. A description of Applicant’s experience with the type of programming or work contained in the Project Description, or other relevant work.
4. Personnel and Management. Applicant should identify individuals employed by Applicant, on its board of directors, or otherwise affiliated with Applicant, who have a demonstrated knowledge or experience with federal grants, the Uniform Grant Guidance or the HHS Grants Guidance, programmatic experience, or other relevant experience.
5. Agreements Terminated or Costs Disallowed. Applicant must provide a summary of any agreements executed within the last five (5) years with federal awarding agencies or pass-through entities (either as grant agreements, cooperative agreements, subawards, or contracts) that:
   • Were terminated for cause; or
   • Where Specific Conditions were placed on Applicant (see 2 CFR § 200.207 or 45 CFR § 75.207).

If an Applicant has been disbarred by the United States Federal government, it is not eligible to receive funding under this RFA.

4.3. Applicant’s Work Plan (Must use template provided)

The Work Plan must respond in detail to the Project Description. It must contain a description of the work activities Applicant is proposing to complete under the RFA. It should contain an understanding of the requirements for the project under the applicable federal or state funding sources (or both), and, as applicable, descriptions of timelines and outcome/process measures.
4.4. Applicant's Evaluation Plan (Must use template provided)

Applicants must submit an evaluation plan. Program evaluation is the systematic collection of information about the activities, characteristics, and outcomes of programs to make judgments about the program, improve program effectiveness. Evaluations generally involve the collection, analysis, and synthesis of data from a variety of sources, including program document reviews, program participant records, and interviews or focus groups with program staff and participants. Surveillance data alone are often insufficient for addressing program evaluation questions, particularly process evaluation questions.

4.5. Applicant’s Budget (Must use template provided)

Each budget should contain only costs that are allowable under the applicable federal statutes, regulations, terms and conditions of this RFA. Applicants will not be allowed to change their budgets once submitted to DHHS, unless the POC specifically requests, in writing, budget changes. Budgets may be modified as required by DHHS or in agreement between DHHS and the Applicant after the Intent to Subaward is announced. Applicants should not rely on budget changes or modifications in submitting their proposed budget, but should be able to perform the program activities consistent with their budget.

The following costs are prohibited under this award (See 42 U.S.C. § 300w-3(b)):

- Provide inpatient services
- Make cash payments to intended recipients of health services
- Purchase or improve land; purchase, construct, or permanently improve (other than minor remodeling) a building or facility; or purchase major medical equipment
- Satisfy requirement for the expenditure of nonfederal funds as a condition for receipt of federal funds
- Provide financial assistance to any entity other than a public or nonprofit private entity

If an Applicant has or has prepared a cost allocation plan for this subaward, it may submit it along with the Application.

If Applicants plan to charge indirect costs other than through a cost allocation plan, Applicants thus must provide one of the following along with their budget: 1) A current federally-approved indirect cost rate agreement; 2) A currently approved indirect cost rate agreement with DHHS; or 3) A calculation of de minimis indirect costs consistent with federal rules. DHHS may provide a calculator to aid programs in calculating de minimis indirect costs, upon request; Indirect costs and cost allocation plans may also be negotiated after the Intent to Subaward. As consistent with law, Applicants may voluntarily opt to take a lower indirect rate than their approved agreement, or indirect cost calculation, allows.
5. TERMS

Applicants must be aware of the following terms when submitting their Applications. These terms will be included in the resulting Subaward between the parties, as well.

5.1. Addenda

The following Addenda will be incorporated into any Subaward with a selected Applicant. They are available online at the DHHS Website:

- Addendum A - DHHS Standard Terms – Subawards

DHHS reserves the right to amend these terms at any time during the RFA; to negotiate the terms with selected Applicants; to amend or change these terms for any subsequent Subaward signed and executed by the parties; or any combination of the above. Terms required by federal or state law will not be negotiated, and if an Applicant cannot agree to these terms, DHHS may withdraw or modify the Intent to Subaward and take any of the actions set forth herein.

5.2. Budget Changes

The final Subaward may contain terms to allow a Subrecipient to modify a budget, with or without approval from DHHS. Applicants should not, however, rely on this when submitting budgets.

5.3. Direct Costs

Under this Subaward, DHHS shall only pay for actual and allowable costs (as defined in the UGG or HHSGG) incurred during the Period of Performance.

To be allowable, all costs must be:

- Necessary for the performance of the Subaward activities;
- Reasonable, as provided in 2 CFR § 200.404 or 45 CFR § 75.404;
- Allocable to the federal award, as provided in 2 CFR § 200.405 or 45 CFR § 75.405;
- Consistent with all other requirements of the Cost Principles in 2 CFR § 200 Subpart E or 45 CFR § 75 Subpart E; and
- Consistent with all other law, regulation, policy, or other requirements applicable to the state or federal funds involved.

To be actual, all costs must be finalized and spent by the appropriate dates set forth in the Subaward.

Particular Federal Funding Agencies may have additional requirements and stipulations regarding allowable costs under that particular funding.

Applicants should be aware that direct personnel costs must be consistent with 45 CFR § 75.430 or 2 CFR § 200.430, as applicable. These costs must be able to be backed by sufficient documentation, or must be shown to be allocable to the award via an alternative, allowable method, such as a random moment time study.

5.4. Indirect Costs

Federal law defines indirect costs as "costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved." 2 CFR § 200.56 and 45 CFR § 75.2. All indirect costs may only be paid if they are consistent with the UGG or HHSGG, as applicable.
As provided in 2 CFR § 200.414 and 45 CFR § 75.414, indirect costs may only be paid from a federal grant if paid through a federally-approved rate or a rate negotiated between DHHS and the Applicant. If the Applicant has never had a federally-approved indirect rate, it may charge indirect costs as consistent with the federal rules for de minimis indirect costs.

Cost Allocation plans may set forth a direct allocation of all costs under a subaward, or may allocate only a portion of those costs along with an indirect rate. Subrecipients may not, however, charge items as direct costs and also as indirect costs.

5.5. Program Income

Any revenue generated by the Subaward is Program Income (see definition in 2 CFR § 200.80 or 45 CFR § 75.2). Program Income requires an accounting of its use and must be handled in accordance with 2 CFR § 200.307 or 45 CFR § 75.307. As per the Notice of Award for the federal funds involved in this RFA or from other regulation, all program income generated by the Subawards awarded as a result of this RFA must be handled under the addition method. Please see the regulations cited above for more detail.

This RFA and any resulting Subaward will be subject to the HHS Grants Policy Statement. A copy of it is available here: https://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf
6. GLOSSARY OF TERMS

All terms shall have the meaning as set forth in 2 CFR §§ 200 et seq. or 45 CFR §§ 75 et seq. unless otherwise specifically set forth herein.

Agent/Representative: A person authorized to act on behalf of another.

Amend: To alter or change by adding, subtracting, or substituting.

Amendment: A written correction or alteration to a document.

Applicant: Non-Federal Entity that has applied for funding under this RFA.

Application: The written proposal submitted by the Applicant applying for funding under this RFA, which is composed of Forms 1 through 5.

Application Due Date: The date the RFA must be submitted to DHHS, and if not submitted by that time, rejected.

DHHS Website: www.dhhs.ne.gov.

Evaluation: The process of examining an Applicant after opening to determine the Applicant’s responsibility, responsiveness to requirements, and to ascertain other characteristics of the Application that relate to determination of the successful award.

Evaluation Committee: Committee(s) appointed by DHHS that advises and assists DHHS in the evaluation of Applications.

Evaluator: An individual on the Evaluation Committee who advises and assists in the evaluation of Applications.

HHS Grants Guidance (“HHSGG”): The regulations codified at 45 CFR §§ 75 et seq., a re-codified version of the UGG, which provide the general administrative requirements for grant funding flowing down from the federal Department of Health and Human Services. See also Uniform Grant Guidance.

Intent to Subaward: A document noting the results of the RFA evaluation process, and identified any identified Applicant(s) with whom DHHS intends to award federal funds, but not a binding agreement with any promise to award.

Mandatory/Must: Required, compulsory, or obligatory.

May: Discretionary, permitted; used to express possibility.

Must: See Mandatory/Must and Shall/Will/Must.

Non-Responsive: When an Application does not meet the minimum requirements of this RFA.

Point of Contact (“POC”): The person designated to receive communications and to communicate.

Request for Applications (“RFA”): Written solicitation of competitive applications for federal grant funding.

Shall/Will/Must: An order/command; mandatory.
**Should:** Expected; suggested, but not necessarily mandatory.

**Subaward:** In addition to the definition in 2 CFR § 200.92 and 45 CFR § 75.2, Subaward means the Grant Agreement executed, pursuant to the terms of the RFA, with the Non-Federal Entity.

**Subrecipient:** In addition to the definition in 2 CFR § 200.93 and 45 CFR § 75.2, Subrecipient means the Non-Federal Entity that has executed a Subaward with DHHS.

**Uniform Grants Guidance (“UGG”):** The regulations codified at 2 CFR §§ 200 et seq., which provide the general administrative requirements for grant funding flowing down from the federal government. See also HHS Grants Guidance.

**Will:** See Shall/Will/Must.
FORM 1 – APPLICATION COVER SHEET

Instructions: This form must be signed and returned, along with the application materials, before the Application Due Date, to the POC or designated email address, as applicable.

<table>
<thead>
<tr>
<th>RFA #</th>
<th>RELEASE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1910</td>
<td>August 26, 2019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>APPLICATION DUE DATE</th>
<th>POINT OF CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEPTEMBER 26, 2019</td>
<td>Elizabeth Green</td>
</tr>
</tbody>
</table>

CERTIFICATION AND GUARANTEE OF COMPLIANCE

By signing this Application Cover Sheet, the Applicant guarantees compliance with the provisions stated in this Request for Application and certifies that all information contained in this Application is accurate. This Application is submitted pursuant to the terms of the RFA, and if the Applicant is awarded funding, it will be incorporated into the Subaward between the parties. I understand that if anything in this Application conflicts with the RFA or with the subsequent Subaward, the Subaward and RFA shall govern as set forth in the Subaward.

ORGANIZATION*: ________________________________________________________________________

ORGANIZATION DUNS NUMBER: _______________ PARENT DUNS (IF APPLICABLE): ________________

COMPLETE ADDRESS: ________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

CONGRESSIONAL DISTRICT: _______________________

TELEPHONE NUMBER: ___________________________ EMAIL ADDRESS: ___________________________

_____ I CERTIFY THAT THIS ORGANIZATION IS AN “ELIGIBLE ORGANIZATION” AS DEFINED BY THIS RFA.

_____ I CERTIFY THAT THIS ORGANIZATION IS NOT PRESENTLY DEBARRED OR SUSPENDED.

SIGNATURE: ________________________________________________________________________

TYPED NAME & TITLE OF SIGNER: ________________________________________________________________________

*Name must match DUNS Number.
1. **Organization Information.** Applicant’s full legal name, including any other “doing business as” names, or any previous names the organization used. A DUNS number shall be provided. A parent DUNS number shall also be provided, if applicable.

2. **Summary of Federal Grants Experience.** A description of Applicant’s previous experience with receiving federal funds. This shall include, but not be limited to, experience receiving federal funds as a recipient or a subrecipient. Applicant should describe and demonstrate knowledge of the Uniform Grant Guidance / HHS Grants Guidance (as applicable), as well as any specific experience with the particular federal program and funding source that funds this RFA.

3. **Summary of Programmatic Experience.** A description of Applicant’s experience with the type of programming or work contained in the Project Description, or other relevant work.

4. **Personnel and Management.** Applicant should identify individuals employed by Applicant, on its board of directors, or otherwise affiliated with Applicant, who have a demonstrated knowledge or experience with federal grants, the Uniform Grant Guidance or the HHS Grants Guidance, programmatic experience, or other relevant experience.

5. **Agreements Terminated or Costs Disallowed.** Applicant must provide a summary of any agreements executed within the last five (5) years with federal awarding agencies or pass-through entities (either as grant agreements, cooperative agreements, subawards, or contracts) that:
   - Were terminated for cause; or
   - Where Specific Conditions were placed on Applicant (see 2 CFR § 200.207 or 45 CFR § 75.207).
FORM 3 – APPLICANT’S WORK PLAN

1. In narrative briefly describe the selected Nebraska Cancer Plan Objective/Strategy and the application strategy, including the rational for selecting. Factors for selection might include burden of relevant cancers, stakeholder interest, recent assessment results, and cancer disparities ECT.

2. Describe the number of Nebraskans you anticipate this strategy will impact, or the impact it will have on Nebraskans who experience health disparities.

3. List the specific community partners you have enlisted to support the strategy, and what supports they have offered.

Complete the table below to indicate the selected Nebraska Cancer Plan Objective, Strategy (if applicable) this application addresses as well as the selected Healthy People 2020 Objective. Then continue to fill in the table to create a SMART (Specific, Measurable, Achievable, Relevant, and Time Oriented) objective for the individual application. Each Nebraska Cancer Plan Objective or Strategy should have one discrete application objective. Applicants must use the table provided.

<table>
<thead>
<tr>
<th>Nebraska Cancer Plan Objective:</th>
<th></th>
</tr>
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<tbody>
<tr>
<td>Nebraska Cancer Plan Strategy (if applicable):</td>
<td></td>
</tr>
<tr>
<td>Healthy People 2020 Objective:</td>
<td></td>
</tr>
<tr>
<td>Application Objective:</td>
<td></td>
</tr>
</tbody>
</table>

| Selected Strategy to achieve Objective: |  |
| Evidence Base of Program: |  |
| Baseline: | Data Source: | Time frame: |
| Activities to reach goal: | Responsible Parties: | Description: | Time frame for each step: |

| | | |
| | | |
| | | |
| | | |
FORM 4 – APPLICANT’S EVALUATION QUESTION

What is your overall evaluation question?

Please fill out the table below with your selected indicators, sources, data collection timing (quarterly, pre/post testing etc.) and the method of data analysis (comparison of pre/post testing, 10% increase, broad spectrum of staff reached etc.)

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Data Collection Source</th>
<th>Data Collection Timing</th>
<th>Data Analysis</th>
</tr>
</thead>
<tbody>
<tr>
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</table>
FORM 5 – APPLICANT'S BUDGET

BUDGET

(Not to exceed $25,000.00) – The budget must contain detailed descriptions of use of funds. Complete the budget form on below using the example budget form as a guide.

---

**Project Title**

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>TOTAL AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Whole dollar</td>
</tr>
<tr>
<td></td>
<td>amounts ONLY)</td>
</tr>
<tr>
<td>Staffing:</td>
<td></td>
</tr>
<tr>
<td>Travel:</td>
<td></td>
</tr>
<tr>
<td>Educational Materials:</td>
<td></td>
</tr>
<tr>
<td>Supplies:</td>
<td></td>
</tr>
<tr>
<td>Printing / Duplication:</td>
<td></td>
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<tr>
<td>Other: (Specify)</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

*Please itemize and be as specific as possible with each category of your budget*