Throughout the document, the Uniform Guidance is referenced.

- **Uniform Administrative Requirements, Cost Principles, Audit Requirements for Federal Awards**
- **Part 75-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards**

Forms/General Questions

1. **Is it possible to provide the budget form in Excel?**
   a. HRSA only shares the PDF. Form has an expiration date. Use the current form.
   b. A word form is also available at the link [https://grants.nih.gov/grants/funding/phs398/phs398.html](https://grants.nih.gov/grants/funding/phs398/phs398.html). Please keep in mind, the word form sometimes causes errors when uploading or adding additional lines/rows. If you use the Word version, please PDF before uploading.

2. **What are the specific form numbers?**
   a. The budget specific form numbers are found on the bottom of the forms themselves. [https://grants.nih.gov/grants/funding/phs398/phs398.html](https://grants.nih.gov/grants/funding/phs398/phs398.html)

3. **It looks like the justification on page 2 is a repeat of what is on page 1. Is that correct or are there differences?**
   a. Justification page provides more room to explain the job role, the planned work, and the reason or use for each item.

4. **On the letter of intent, what is the UNC IPF Number?**
   a. The IPF is 20-4946.

5. **What if we need more rows for the Personnel expense section?**
   a. List the total amount for the personnel expenses on the last line of the budget form as a total. Then on a separate attachment, provide the same detail you did on the personnel page for them. Attach this document as a PDF when to the budget form you upload. Make sure you put “see attachment” on the line.

6. **Is she speaking to situations where you are working with a fiscal sponsor?**
   a. All of the financial information provided should be for the fiscal agent.

Contract Questions (General)

7. **This is a seventh-month project, correct? October 1, 2020 to April 30, 2021?**
   a. Contracts are expected to begin around October 1, 2020. The contract will end on April 30, 2021.

8. **I understand that there are various sized grants that you are giving. Can you repeat that and give the amounts that can be awarded?**
   a. We are able to award up to $100,000 per applicant. We recommend you apply for the funding you need for the time-limited period.
   b. No carry forward or carryover of unused funds is allowed.

9. **Is there a match requirement?**
   a. There is not a match requirement
10. Speaking of invoicing, will there be an initial advance payment? Is invoicing quarterly? When can payment be expected after invoice submission?
   a. No, this is a cost reimbursed grant.
   b. Invoices will be due monthly, using the appropriate template and mechanism for submission (these will be provided if your organization is funded).
   c. It will take about 45 days from the date the invoice is submitted for the 1st reimbursement to be sent to your organization and approximately 30 days for the subsequent reimbursements.
   d. Technical assistance will be provided to all successful applicants on budgeting and invoicing.
   e. Costs can be invoiced to UNC only after the costs are incurred/paid by the funded entity.

11. Does the PD/PI have to have any particular expertise? Can it be a program manager, or does it have to be someone higher up in the organization?
   a. The PD/PI can also be identified as the Executive Director of the organization –

Salary/Personnel/Contractors/Sub-Contractors

12. What about staff salary for this example: virtual support groups (and the tablets to allow participation) for pregnant women with special needs, or for women with Opioid Use Disorder or HIV?
   a. Funding is time limited, approximately October 1, 2020 to April 30, 2021. Although personnel are an allowable expense, we encourage applicants to limit personnel costs in their applications to costs that would be sustainable after the funding ends.
   b. As long as the temporary staff will not be paid after April 30, 2021 with the grant funds or will not be laid-off or furloughed due to lack of funding, this would be allowable. The budget narrative should clearly explain how the position(s) would be sustained.

13. Would evaluating our activities fall under consultant costs?
   a. This depends on how you are paying for them. If you have an external evaluator, they are considered a consultant or subaward (depending on the scope of work done by the group doing the evaluation). If it is a member of your staff, it is a staff position. The Uniform Guidance has more information about the differences between subawards, contractors and consultants.

14. Would a subcontract agreement with a visiting nurse association be reportable as a 'Consortium/Contracted Costs' direct cost?
   a. Yes, this would go under “contracted costs” on the budget form.

15. Do I enter our requested indirect costs under "CONSORTIUM/CONTRACTUAL COSTS FACILITIES AND ADMINISTRATIVE COSTS"?
   a. No, the indirect costs for the submitting agency goes on the Checklist page of the PHS 398 form.
   b. There is an example online at https://maternalhealthlearning.org/telehealth/

16. So just to clarify, if someone is not a FTE, allowable costs are for additional hours above what they would normally work?
   a. We need more information to answer this question. Please email Folami_cook@med.unc.edu to provide additional details and clarification.

17. Does the PD need to be funded by this grant?
   a. The Project Director does not need to be funded by this grant.
18. Where would you list a student aide in the budget hired for 6 months as a research analyst?
   a. The person would be listed as an employee and paid in the same mechanism as other employees in that agency.

19. I am assuming that the personnel list is only for individuals who are being paid by this project.
   a. Only list the personnel for whom the project is paying for.

20. Would additional hours for an existing IT staff go under personnel or contractor.
   a. This would go under Personnel since they are your existing staff.
   b. This depends on how the person is going to be hired. For more information, please email: Folami_cook@med.unc.edu

21. If an organization has a proven record of sustainability, and solid funding streams, are we still discouraged to hire support personnel to help with outreach and capacity building?
   a. Funding is time limited, approximately October 1, 2020 to April 30, 2021. Although personnel are an allowable expense, we encourage applicants to limit personnel costs in their applications to costs that would be sustainable after the funding ends.
   b. As long as the temporary staff will not be paid after April 30, 2021 with the grant funds or will not be laid-off or furloughed due to lack of funding, this would be allowable. The budget narrative should clearly explain how the position(s) would be sustained.

22. Do we need to list everyone’s name here - anyone who may be paid from the project?
   a. Everyone who is being paid by the project should be listed on the budget form. If you are hiring someone new write the role title and TBD in the line.
   b. You may attach additional pages if necessary to list all personnel to be paid by the project. Please make sure this is included in the overall budget PDF (i.e. please upload 1 PDF for the budget that includes all relevant documents).

23. Can you clarify whether personnel can be covered if it is to support the telehealth services that are also supported?
   a. Funding is time limited, approximately October 1, 2020 to April 30, 2021. Although personnel are an allowable expense, we encourage applicants to limit personnel costs in their applications to costs that would be sustainable after the funding ends.
   b. As long as the temporary staff will not be paid after April 30, 2021 with the grant funds or will not be laid-off or furloughed due to lack of funding, this would be allowable. The budget narrative should clearly explain how the position(s) would be sustained.

24. Are the percentages of the PI’s time allowable?
   a. If the Principal Investigator is working on the project, their time should be charged accordingly.

25. Is the fringe benefits number the amount that is connected with the salary requested?
   a. Yes, the fringe benefits are calculated based on the salary requested.
26. Is there a cap on the fringe rate?
   a. No there is not. Fringe benefits rates are limited to the agencies Federally Approved/Agreed upon rate agreement, their established rate used for all agreements (usually approved by a board of the agency) or the de minimus rate for indirect (not fringe benefits), per the federal Uniform Guidance document. More details are available in the Uniform Guidance. It is expected that the fringe benefit rates that the agency normally uses for all work and projects will be the same fringe benefit rates used for this project.

27. What if we are a volunteer organization that would pay someone to help with the grant. No paid staff currently.
   a. The person would be a contractor with your organization. You should complete this part of the budget form. More details are available in the Uniform Guidance on determining the type of payment.

28. If we are not asking for funding for personnel do we fill out this portion of the budget form?
   a. Yes, you can have zero budget for staffing. You would leave the name of the people blank and put zeros in the spaces on the budget form. Names, e-mail addresses, and roles of employees working on the project may be required for Conflict of Interest (COI) documentation reasons, if awarded.

29. Are base salaries capped at NIH salary cap?
   a. Yes, they are. Salary cap is adjusted periodically, and new policy statements are released by HRSA as the federal salary cap is adjusted. For more information: https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&ved=2ahUKEwjxldK6ocjrAhXy1FkKHVENDMsQFjACegQ1AxAB&url=https%3A%2F%2Fwww.hrsa.gov%2Fsites%2Fdefault%2Ffiles%2Fhrsa%2Fgrants%2Fmanage%2Fgrants-policy-bulletin-2020-03E.pdf&usg=AOvVaw3l5235GGG61qkq86573HZS

Indirect Cost Rate

30. Are indirect charges allowed?
   a. Indirect charges are allowed.

31. Is the federally negotiated rate allows?
   a. Yes, your federally negotiated rate is allowed (submit a copy with your application).
   b. If you do not have a federal indirect cost agreement, you will be eligible for a 10% indirect cost de minimis rate. The de minimis rate can be charged at 10% of Modified Total Direct Costs (MTDC). MTDC is defined in 2 CFR 200.68 of the Uniform Guidance

32. If we choose 10%, do we put that as "Other base" and indicate "10% de minimus" as reason?
   a. Yes, you put that as “other” on the form and put “10%” in the space where it asks for the percent. Please also specify you are using the de minimis rate in the text box and that it uses the MTDC calculation methodology

33. The 10% indirect cost applies for all applicants, correct? Not just for HHS contractors?
   a. The 10% de minimis rate applies to any applicant that does not have a federally negotiated rate or does not have an indirect rate agreement from their board of directors, etc.
34. For a non-profit with a federally negotiated rate, is there a limit on the indirect rate that can be charged or is it whatever our federally negotiated rate is?
   You will be required to supply your federal negotiated rate agreement letter, and this is the rate that will be charged for indirect costs.

35. If we have a federally approved rate, will that count against us as a "higher rate"? I'm at a university medical system and we do have a rate of 55% indirect. I'm sure this is a federally negotiated rate. Is this likely to be considered high and less likely to get funding. My institution's rate is high.
   a. All organizations should use their federally negotiated indirect cost agreement rate. Your institution will likely have several rates that are listed on the signed rate agreement. This is the rate agreement that will need to be used. Per the Uniform Guidance, the rate must be honored and used. If the agency has multiple rates, a non-research rate should be used. Please e-mail questions to Folami_Cook@med.unc.edu if there are questions on which rate should be used.
   b. The IDC rate may be considered when reviewing all applications.

36. Can you request less than your federally approved rate?
   a. No

37. Can you request less than your federally approved rate they are part time
   a. No, you will need to use the federally negotiated rate in your agreement letter and your standard fringe benefit rates you always use. You cannot create new rates for this project.

38. We have a federally negotiated agreement in place with different F&A rates depending on the proposed projects. Do we treat this proposal as a research agreement or a service agreement? What would we be main purpose of the proposal?
   a. This proposal is not considered research. It will be a sub-contract between the UNC-CH and the applicant.
   b. The main purpose of the CARES Act funding is to increase access to, utilization of and accessibility of telehealth/medicine services and supports; specifically, our case, maternal health
   c. This will most likely fit under a different category such as “Other Sponsored Activities”. It is not research, so the research rate would not be appropriate to use.

39. What is the indirect rate for 501c’s?
   a. The 501c organization may have a federally negotiated rate agreement, if so, this is the indirect rate you will use.
   b. If you do not have this agreement, the non-profit may have an agreement that the Board of Directors or another entity has identified; if so, this is the rate you will use.
   c. If the organization does not have either of the above, they will get the de minimums of 10% (on MTDC). See Uniform Guidance for details

40. Do we assess IDC (Indirect Cost) on equipment?
   a. In most cases, the answer is No. Generally, equipment is exempt from MTDC. Check Uniform Guidance or your federally approved rate or your specifically approved agency rate on how to treat equipment.
   b. Please send a specific example to Folami_cook@med.unc.edu for review.
How to categorize expenses

41. Where would video platform for mental health costs go?
   a. This would go under “other”. See Uniform Guidance for details

43. We would like to include a procurement contract for a particular IT platform. Where does this go on the form?
   a. This is likely allowable and would likely be listed under “other.” Uniform guidance will have more information on determining if the particular agreement would fall under a subaward or not.

Allowable expenses

42. Can you review allowable costs please?
   b. Uniform guidance will have additional guidance on allowable costs.

43. Please define the difference between Equipment and Supplies –
   a. Equipment is any individual cost for a purchase that is $5,000 or more and has a shelf-life of at least 12 months. An example would be the purchase of a telehealth equipment server that costs $5,500. (so long as the agency also uses the federal cost of $5,000 to determine equipment threshold)
   b. Supplies are anything that is less than $5,000. An example would be the purchase of iPads or tablets for clients/patients to use in their home to conduct telemedicine visits. Each iPad or Tablet is $500.
   c. Uniform Guidance will have more details regarding the specifics of classifying equipment.

44. Are marketing expenses would be allowable? We want to implement some new programming but need to advertise to find the attendees.
   a. Yes, marketing costs are an allowable cost.
   b. You would place the amount and details in the “other” area of the budget form.

Note: The MTAP has a team who can also support the development of marketing strategies for new services, supports or programs. This is part of the technical assistance MTAP can provide.

45. Are these allowable expenses: Administration costs, consultant costs, paying providers such as doulas, Evaluation, and training?
   a. Yes, some of these are allowable expenses as long as they directly relate to proposed project activities.
   b. Administrative expenses would be part of the indirect costs (IDC).
   c. Funding is time limited, approximately October 1, 2020 to April 30, 2021. Personnel, such as Doulas, Midwives, CHW, peer navigators, etc., who provide direct services (individual or group) are an allowable expense.
   d. As long as the temporary staff will not be paid after April 30, 2021 with the grant funds or will not be laid-off or furloughed due to lack of funding, this would be allowable. The budget narrative should clearly explain how the position(s) would be sustained.
   e. Evaluation activities are an allowable expense. The MTAP has a team who can support the evaluation development and implementation of services, supports or programs. This is part of the technical assistance MTAP will provide during the funding period.
46. We have off-campus and on-campus rates. If patients are using the telehealth equip at home, can we use the off-campus rate?
   
a. This is an agency/institution specific question. Check with your Office of Research for specific guidance.

48. Why is evaluation discouraged as an allowable cost if the Statement of Work asks specifically how success and impact will be measured.
   
a. Evaluation is not discouraged as an allowable cost. Evaluation costs can be put under personnel (if they are staff) or contract/sub-contract services.
   
b. The CARES ACT funding is not research, it is a service contract.
   
c. The MTAP team has a team who can also support the development and design of evaluation for your proposed project. This is part of the technical assistance the MTAP is providing throughout the funding period.

49. Would funding cover the costs incurred during data collection? We are currently doing this work with a research design that has an approved IRB. We want to collect data to determine the efficacy of interventions provided through programming.
   
a. This funding is for services, supports, or practices; not research. If the evaluation is related to the proposed maternal telehealth services or supports, then it is an allowable expense.
   
b. Funding is time limited, approximately October 1, 2020 to April 30, 2021. Although personnel are an allowable expense, we encourage applicants to limit personnel costs in their applications to costs that would be sustainable after the funding ends.
   
c. As long as the temporary staff will not be paid after April 30, 2021 with the grant funds or will not be laid-off or furloughed due to lack of funding, this would be allowable. The budget narrative should clearly explain how the position(s) would be sustained.

50. Can any lab services be paid for? Like home based visiting nurses to draw labs.
   
a. It is not likely this is considered an allowable expense. The CARES ACT funds are to be used to initiate, expand or increase access to telehealth/telemedicine.

51. Medication Assisted Treatment – Can you pay for this directly if the patients are uninsured or underinsured?
   
a. Clinical care services/treatment are not allowable expenses. For example, mental health therapy sessions for an individual or a telehealth prenatal visit conducted by a nurse are not eligible for payment from these funds. Please email folam_cook@med.unc.edu for specific questions pertaining to this issue.

Training

52. Can you explain the allowable costs for Training?
   
a. Training costs are allowable.
   
b. We will be NOT fund CEUs but can fund registration costs
   
c. In the budget, you should identify the name of the training, the costs, and provide as much detail as possible.
   
d. List each training in the “Other” section of the form
   
e. Anyone who is working with the proposed project is eligible to participate in training, regardless of salary support
Subscriptions

53. Can you provide details on the allowable costs related to subscriptions (video platforms, WiFi, hot spots, etc.):
   a. MTAP funding can pay for subscriptions that begin during the funding period.
   b. Monthly subscriptions services (paid month-to-month) are allowable only between 10/1/20-4/30/21. For example, monthly Wi-fi charges.
   c. Annual subscriptions that are paid one-time at the commencement of the service are treated as licensing agreements. The cost of the full annual subscription is allowed. For example: annual software license or telehealth platform license.
   d. You may NOT bank subscription fees or annual licenses. For example, you cannot purchase an annual subscription for 2 years knowing the funding is only for 7 months or purchase telephone minutes in advance for use after 4/30/21
   e. Subscription costs go under the “other” section.
      a. If a subscription costs is $5,000 or more, it still goes under the “other” section.

Technology

54. Does monitoring equipment need to be internet enabled? For example, blood pressure monitors must they be remote devices that transmit results to our EHR, or can they be digital devices that patients read and report to the clinic by phone or text?
   a. Equipment can either be internet enabled or the patient can transmit the information through text, screen shots, etc.

55. Is the purchase of Zoom, or another virtual platform to conduct virtual video visits an allowable cost?
   a. Yes. Please remember to include details in the budget justification that whatever is being proposed for use is complaint for protected information/patient visits (such as HIPAA complaint or that waivers exist for such compliance).

56. Are phones (cell phones or landlines), the purchase of phone minutes (through a refillable card or through cash), or data plans allowable costs?
   a. MTAP funds can pay for subscriptions that begin during the funding period. Subscriptions are treated as licensing agreements that are paid on an annual basis.

57. Can funding to be used to support the development of an app for telehealth. Costs would include technology, start-up and development fees, testing, etc.
   a. Yes. Describe all costs.

58. Can this grant be used to build technology?
   a. No

59. Will software be covered, to create educational video on prenatal topics
   a. Yes.

60. If we purchase technology to be used by our clients in their homes, would that be eligible?
   a. Yes, these are allowable costs. For any equipment greater than $5,000, the agency will need to track the equipment and maintain records for three years.
61. Will the supplies such as laptops, iPads, cell phones, hot spots, WIFI connections, etc. have to be returned at the end of the grant to the organization (be able to be kept by the entities using them?)
   a. Services are anything under $5,000, including the above-mentioned items. Equipment is anything over the cost of $5,000.
   b. The supplies you purchase for the program belong to the organization/agency that purchased it.
   c. The entities using the equipment or supplies would remain with them.
   d. The entities would need to keep records for the life of the deprecation of the equipment (which could be 3-5 or more years based on the cost of the equipment and the service life of the equipment) on the equipment and fill out any necessary property forms to keep track the equipment. For these reasons, funding equipment is discouraged.

62. Will the supplies such as laptops, iPads, cell phones, hot spots, WIFI connections, etc. have to be returned at the end of the grant to UNC?
   a. No, the equipment you purchase for the program belongs to the organization/agency that purchased it. Please describe the intended use after the end of the funding project period for these items in the budget justification.

63. Would car seats be covered?
   a. It is not likely this is considered an allowable expense. The CARE ACT funds are to be used to initiate, expand or increase access to telehealth/telemedicine.

64. Are home visits being expected during Shelter In Place during COVID?
   a. It is not likely this is considered an allowable expense. The CARES ACT funds are to be used to initiate, expand or increase access to telehealth/telemedicine.

65. Can the funds be used for the creation of training information brochures?
   a. Yes, as long as the training information brochures are supporting the proposed telehealth/medicine project that is proposed. Materials may require a funding statement that HRSA funded the items and additional language as required by HRSA.

66. I see gifts are included. How is this telehealth-related?
   a. This was a mistake. The project will not support gifts. The project will support resources that support the use, development or enhance of telehealth for patients, clients, communities, etc.

67. Can we purchase gift cards for data or minutes instead of cell phones? Or could we use a gift card as an incentive/thank you when someone downloads the telehealth app for remote monitoring? Or for completing an online assessment?
   a. Yes, phone cards for data or minutes are allowable expenses.

68. Are we able to use incentives (such as gift cards for cell phones, gas, groceries, diapers, etc.) to encourage equipment to be returned at the end of the pregnancy period so we can use it with another patient?
   a. Yes, these are allowable expenses. Phone cards or other gift cards should not be used as incentives but may be used as stipends for participation in certain activities that increase access to telehealth.
Budget Webinar for the Maternal Telehealth Access Project
For all information and resources for the RFA: https://maternalhealthlearning.org/telehealth/

Other

69. What is your definition of telehealth?

The following are few helpful hints for completing the Budget Form online

- When you are completing the budget justification form, you will see a scroll down bar on the RIGHT. We encourage you NOT to write below this area in the box. It is hard to read and does not print out correctly. Instead, we encourage you to write in the box “See Attachment” and attach the detailed budget justification as a PDF at the END of the form attachment. This way you will submit ONE (1) attachment with the Budget Form and the Justification to the online portal.

- When asking for the supplies that you need, do not use the word GIFTS. This funding will not support gifts. The supplies should be directly related to the proposed activities of the project.

- PDF your documents BEFORE you upload them!

- Re-read! Check your Math! And ask for Help!