



**SOUTH DAKOTA**

**RURAL HEALTH TRANSFORMATION**

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# Digital Health Modernization and Technology Grant Program

Technical Assistance Calls



## SOUTH DAKOTA

RURAL HEALTH TRANSFORMATION

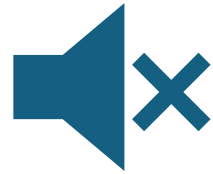
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# Housekeeping



## Today's session is being recorded

Recording will be used to allow all questions and answers to be transcribed and posted to our website.



## All lines are muted



## Enter questions in chat

We will try our best to answer all questions; however, some questions may need to be captured for further consideration. These will be posted to the website.



# Agenda



- Grant Program Overview
  - Background
  - Eligibility
  - Funding Tiers
  - Application Cycle
  - Application
  - Finance/Reporting
  - Subrecipient Requirements
- Q&A
- Adjourn



# Background

Digital Health Modernization and Technology Grant Program (Program) is designed to support healthcare entities and providers, particularly those serving underserved and rural communities in South Dakota, in modernizing their digital health technology and equipment to enhance patient safety, improve interoperability, increase operational efficiency, and improve patient outcomes.



# Program Goals

Patient Care Quality	Digital Technology	Data Security	Interoperability	Sustainability
Enhance Patient Care Quality: Facilitate the adoption of digital technologies and equipment that lead to better diagnostic accuracy, continuity of care, and patient outcomes.	Modernize Digital Technology: Bridge the technology gap between large urban health systems and small or rural providers.	Ensure Data Security and Compliance: Support technology upgrades necessary to meet current and future data privacy and cybersecurity standards.	Improve Interoperability: Support integration with South Dakota Health Link (SDHL) to enable interoperability between healthcare entities and systems.	Long-Term Sustainability: Program should increase access to care and improve clinical outcomes while ensuring investments made can be sustained beyond the term of the RHT grant.



# Who is Eligible?

- Federally Qualified Health Centers (FQHCs) and Look-Alikes
  - Critical Access Hospitals (CAHs) and Rural Hospitals
  - Tribally Operated Clinics and Facilities
  - Community-Based Mental Health Centers
  - Ambulatory, Specialty, and Rural Health Clinics
  - Long-Term, Post-Acute Care Facilities
  - Home Health and Hospice Agencies
  - Other healthcare service providers and organizations
- 
- Must be physically located in South Dakota or have locations in SD which may be eligible.
  - Projects should focus on provider-identified challenges and solutions.



# Application Cycle

- Grant Year 1
  - February 20, 2026 – July 31, 2027
  - Application is open May 7, 2026 – June 30, 2026
  - Notification of awards will be announced in August 2026
- Grant Year 2 (Pending future funding approval)
  - Tentative Application January 7, 2027 – March 18, 2027
  - Tentative Review is March 19, 2027 – May 14, 2027.
  - Tentative Awards will begin June 1, 2027.

## Funding Available Grant Year 1

- \$89.3 Million



# Grant Application Tiers



# A – Electronic Health Record (EHR) Adoption

(This tier should only be used by applicants who do not have an EHR)

## Implementation

- Adoption of Certified EHR Technology
- Data migration and associated data cleanup
- Technical or other consultants to assist with implementation

## HIE Integration (Interoperability)

- Interface costs to connect to SDHL
- Technical or other consultants to assist with integration

## Maintenance and Support

- Maintenance and support costs for 3 years may be included for new EHRs



# B – EHR Upgrade or Enhancement

## EHR Upgrades

- Upgrade to a new version or significant improvements of your current Certified EHR Technology
- Strategic EHR Optimization
- Data migration and associated data cleanup
- Technical or other consultants to assist with upgrades, improvements, or optimization

## EHR Enhancement

- Implement new modules, third-party technology or enhancements to your current certified EHR
- Data migration and associated data cleanup
- Technical or other consultants to assist with enhancements

## HIE Integration or Enhancement (Interoperability)

- Interface costs to connect to SDHL
- Data enhancements to current interfaces with SDHL
- Technical or other consultants to assist with integration or enhancements

## Maintenance and Support

- Maintenance and support may be included for three years for EHR upgrades or enhancements
- Only for the cost increase attributable to the upgrade or enhancement.



# C – EHR Replacement

## Replacement of Non-Certified EHR Technology

- Replacement costs of non-Certified EHR
- Data migration and associated data clean up
- Technical or other consultants to assist with implementation

## Replacement of Certified EHR Technology

- Replacement of a current (as of 09/01/2025) Certified EHR is subject to a cap placed by CMS, please reach out to confirm eligibility before applying to replace a Certified EHR
- Funding requests should focus on upgrades, enhancements, or new features that build on existing Certified EHR Technology

## HIE Integration (Interoperability)

- Interface costs to reconnect/connect to SDHL
- Technical or other consultants to assist with integration

## Maintenance and Support

- Non-certified EHR replacement projects qualify for 3 years of maintenance and support.
- Certified EHR replacement projects only qualify if the project began on or after February 20, 2026.



# D – Technology and Equipment

## Telehealth Technology

- Purchase and deployment of mobile telehealth carts, secure patient portals, remote monitoring devices, and licensing for virtual visit platforms or other AI enabled technology or equipment
- Technical or other consultants to assist with implementation and deployment

## Diagnostic Equipment

- Mobile or remote-enabled diagnostic equipment and associated licensing
- Other equipment or technology that ensures rural residents have access to care closer to home
- Technical or other consultants to assist with integration

## Network Upgrades

- Servers, firewalls, network switches and routers or other hardware necessary to support increased digital demands and data throughput
- Technical or other consultants to assist with implementation

## Maintenance and Support

- Maintenance and support costs for 3 years may be included for new technology or equipment



# E – Digital Security

## Cybersecurity

- Implementation of advanced threat detection, intrusion prevention systems, and secure cloud or storage backup solutions.
- Network penetration testing or risk assessments
- Multi-factor authentication systems
- Technical or other consultants to assist with implementation, testing, and assessment

## Virtual Desktop/Remote Access

- Secure solutions for staff to access patient data remotely
- Technical or other consultants to assist with implementation

## Maintenance and Support

- Maintenance and support costs for 3 years may be included for digital security



## Workforce Training

# F – Workforce Technology Training

- Training to ensure staff competency with new technologies or equipment deployed under this Program
- Comprehensive training for staff on new EHR usage, data security protocols, telehealth equipment use, HIE integration and workflow management, or other related training courses
- Training materials, attendance at professional development courses directly related to digital health systems implemented or deployed under this Program



# G – Regional Innovation Centers

## Regional Innovation Centers

- Costs to create Regional Innovation Centers to assist other regional partners with technical or clinical resources for EHR implementation, South Dakota Health Link use and integration, or other assistance with implementation or deployment of technology or equipment under this Program.
- Regional Innovation Centers may also create regional or statewide collaborations to reduce chronic disease, use technology to help patients with navigation across multiple care settings, or other health improvements through use of digital technology and partnership.
- Training materials, workshop participation, travel and other expenses necessary to achieve the goals of your Regional Innovation Center.



# G – Regional Innovation Centers

## Regional Innovation Centers (continued)

- 3-5 innovative projects across the state, serving widespread populations
- Examples of focus areas for Regional Innovation Centers
  - Behavioral Health
  - Chronic Disease
  - Technical Resource Center
- This is a five-year renewable contract, contingent upon annual funding and performance benchmarks.
- Regional Innovation Centers should be sustainable beyond the term of the grant.



# How to Submit Your Application?

- Complete the Application Worksheet
  - Complete this prior to starting your online application
- Application materials are found at:
  - <https://sdhealthlink.org/healthlink-resources/rural-health-transformation-funding>
- Submit your Application at:
  - [https://sdhealthlink.org/dhmtg\\_application/](https://sdhealthlink.org/dhmtg_application/)
- You will receive an email notice your application was received (keep this for future reference)



# Grant Application Requirements

- Refer to Attachment B: Grant Application Worksheet for directions. Fill out the application offline before entering it on SDHL grant portal.
- Put all projects that can be completed by July 2027 in the grant application. Delineate the work plan and budget by tiers (A, B, C, etc.).
- Fill in the online application.



# Grant Application Package

Upload these  
documents.

- Project Narrative (Template Provided)
  - Needs Assessment
  - Funding Tier Narrative
  - Project Management Plan
  - Service Area Covered
  - Sustainability Plan
- Project Budget (Template Provided)
- Equipment Invoices and Quotes
- Letter of Commitment
- W9
- IRS Determination (501(c)3 organizations)



# Special Considerations for Regional Innovation Centers

## Guidelines for Application

- Separate Application
  - Do not combine with other funding tiers. One organization can apply for multiple tiers, but a proposal for a regional innovation center will be separate.
- Separate Budget (Template Provided)
  - Aligned with Grant 1 period
- Grant Period
  - Although the contract will be for the Grant 1 period, the contract may be renewed for the remaining grant periods pending performance and meeting milestones and outcomes.

## Project Narrative Required (Template Provided)

- Services
- Audiences and Service Area Covered
- Project Management Plan
- Outcomes
- Qualifications
- Sustainability Plan



# Preparing Your Budget

- Provide a detailed budget for each item and/or tier requested as part of your application. Applicants should submit a budget request for the current Grant Period only.
  - Applicants should think about a multi-year plan as you are gathering your needs. You may want to propose projects in Grant Period one that you will use as building blocks to projects that you propose in Grant Period two or beyond.
- Applicants should align their budget and projects with the Start Date and End Date of Grant Period one below and should ensure that proposed projects can be completed by the spending deadline.
- Grant Period 1: 2026
  - Start Date: 02/20/2026
  - End Date: 07/31/2027



# Budget Considerations

- If approved projects are not complete by the Spending Deadline – the funds go away.
- Applicants may request up to 10% of the total grant budget to support personnel and associated fringe benefits for this project.
- Awardees may use grant funds to hire a consultant to manage the grant contract.
- Although awardees are allowed three years of EHR maintenance and support funding, only budget one year in Grant Period 1. Awardees can then include the second and third year of EHR maintenance and support in Grant Period 2 and Grant Period 3 applications.
- If you have purchased equipment and technology between February 20, 2026, and May 7, 2026, you may include the cost in the budget. Upload the invoice in the quote upload field.
- Construction is not an allowed cost.
- If you do not have an indirect rate agreement you may use 15% de minimis of modified direct costs.



# What to Expect Next

- Your application will be reviewed for eligibility, evaluated, and scored.
  - The formal review and award process will be completed by mid-August 2026.
  - You may submit your application at any time you have it completed up to the June 30, 2026 deadline.
- Our goal is to support as many projects as possible; however, because our budget is fixed for each grant period, the selection process may be competitive.
- Any projects that cannot be funded in one grant period will be eligible to apply in the next RFA grant cycle.



# Finance and Reporting

You will receive a subrecipient contract from the DOH

Grant Manager will reach out to set up your onboarding call



# Invoices | Reimbursement

- The invoice template will be provided. The invoice shall be auditable, clear, detailed, and include the following information:
  - Invoice date
  - DOH assigned subrecipient agreement number
  - Time period covered
  - Submission by original invoice on letterhead
- The invoice shall also be accompanied by the following documentation:
  - Time tracking documentation signed by employee and supervisor
  - Sub-contractor invoice(s) on letterhead
  - Receipts for equipment, travel, supplies, and other expenses listed on the invoice
  - A report that summarizes activities completed during invoice period that ties to the expenses included in the invoice
- Invoices should be submitted by the 15<sup>th</sup> of the month for timely payment.



# Sub-Recipient Requirements



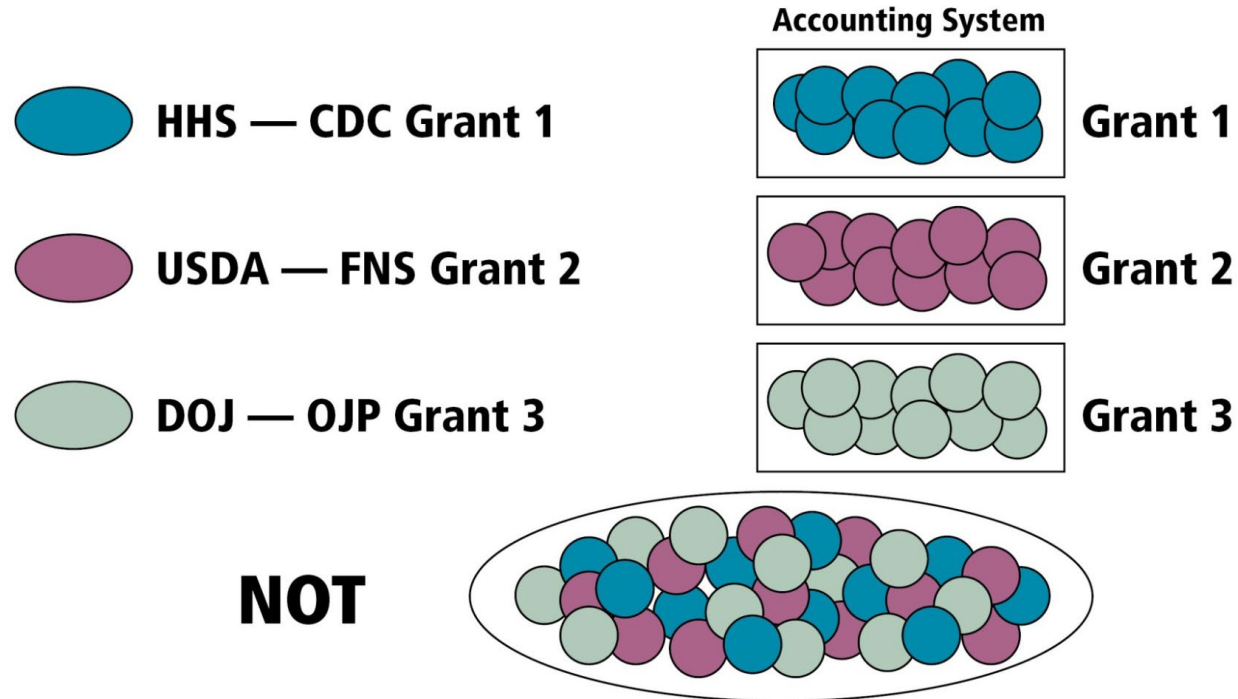
# Subrecipient Agreement

- The terms and conditions of the subrecipient agreement contain state and federal regulations that all parties must follow.
- Each agreement lists the links to the federal guidance which governs the award. By accepting this award, all parties agree to follow these regulations.



# Adequate Tracking of Federal Award Funds

## Segregation of Funds



- Create separate accounting records for each federal award.
- Do **NOT** commingle federal funds with other federal awards or non-federal dollars.



# General Ledger Account

- Create a separate ledger account for each federal fund, Assistance Listing Number (ALN), or Federal Award Identification Number (FAIN).
- The ledger account created for each federal award must reflect all payroll and operating expenditures, obligation, and revenue activity.
- The DOH Division of Finance may review ledger activity in subrecipient monitoring as required by the federal granting agency.



# DOH's requirements for subrecipients

- Department of Health (DOH) validates the provided Unique Entity Identifier (UEI) on the federal website [Sam.gov](https://sam.gov) for suspension and debarment.
- DOH reports subawards (over \$30,000) within 30 days of signing the agreement as required by [Federal Funding Accountability and Transparency Act \(FFATA\)](#).
- Subrecipient Awards exceeding \$30,000 can be found on [USAspending.gov](https://USAspending.gov).
- Perform a risk assessment of the subrecipient entity to assess risk of fraud and non-compliance with the federal award terms and proper handling and recording of spending federal funds.
- Monitor subrecipients as needed to ensure compliance with terms and conditions of the federal award and state contract.



# What Records Need to be Maintained?

- Source documents - documentation that provides back up for **all expenses, obligations, and revenue** for the federal award **including time and effort reports** for staff paid by the award
- All completed financial or programmatic reports
- A copy of the agreement and any third-party agreements
- All records, associated with this award, must be kept for a **minimum** of 3 years from close out date of the award



# Acceptable Invoices Must Include:

- Invoice date
- DOH assigned subrecipient agreement number
- Time period covered by the reimbursement claim
- Submission by original invoice or contractor letterhead
- Invoice must be auditable, clear, and detailed and include expenses that are reasonable, allocable, and allowable and in accordance with the approved scope of work
- Include supporting documentation to substantiate amount claimed for reimbursement
- Subrecipient entity signature must include attestation as required in 200.415(b) Required Certifications

“I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812.”



## Subrecipient Invoice

Subrecipient Name  
Subrecipient Address  
Subrecipient City, State, Zip+4

Invoice Date \_\_\_\_\_  
Invoice number \_\_\_\_\_

Subrecipient Agreement # 255C09xxx

Period covered by this invoice: \_\_\_\_\_

### Total Expenses by Category

Salaries	\$	-
Fringe	\$	-
Supplies	\$	-
Travel	\$	-
Other (please explain)	\$	-
<b>Total Direct</b>	<b>\$</b>	<b>-</b>

Indirect cost: \$ -

Total expenses for billing period \$ -

Amount to be Reimbursed by DOH \$ -

*"I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812."*

\_\_\_\_\_  
Signature of Authorized Official

For questions on this invoice, please contact: \_\_\_\_\_  
(subrecipient contact info)

OGM 3.0

# Sample Invoice



# Subcontracting and Subawarding

- Per the terms of the state agreement, prior to entering into any agreement with a 3<sup>rd</sup> party using these federal funds, a written request must be made to DOH.
- Must perform a determination if the relationship with the third-party will be that of a contractor or a subrecipient.
- If the agreement with the 3<sup>rd</sup> party is a subrecipient agreement, then federal pass-through information is required to be in the agreement. Additional risk assessment and monitoring will be required.



# Requirements for 3<sup>rd</sup> party Subrecipients

- **Prior to completing the agreement, the entity will need to follow Federal guidance for subrecipients which includes, but is not limited to:**
  - Complete a risk assessment of the entity
  - Make sure the entity has a "**Conflict of Interest Policy**"
  - Verify the entity's Unique Entity Identifier (UEI) and that the entity is not listed on the Suspension and Debarment Federal website
  - Have policies, procedures, and forms in place for monitoring to make sure the entity follows federal requirements
  - Have a procedure to close out the award at the end of the period of performance prior to the end of the agreement with DOH to allow time for reporting
  - Reference all federal guidance found in the DOH subrecipient agreement to ensure the third-party monitoring and federal requirements are met.
- **Why is this important?**
  - Agencies are focused on ensuring that prime grantees are acting in accordance with their duties and that they have comprehensive policies, procedures, and monitoring tools in place to ensure that terms and conditions are met by the subrecipient to not put federal funding in danger.
  - Grantees that are pass-through entities must be prepared to evaluate subrecipients' compliance with their subawards, monitor the activities of their subrecipients, impose specific conditions as necessary, ensure required audits are completed, and take enforcement action when and if necessary.



# Charging Personnel Costs to the Award

- When charging personnel costs to the federal award, ensure proper tracking of time and effort is in place to properly record and certify the actual amount of time spent on the federal project.
- Timecards must be maintained electronically or hard copy.
- Timecards must accurately reflect employees time with managerial authorization and signatures of the employee and manager/supervisor.
- If the employee splits their time between multiple projects, the time and effort reporting should reflect 100% of the employee's worked and non-worked time for the actual time worked on all the projects.
- Non-worked time (vacation/sick leave) should be allocated proportionately to all the projects in a fair allocation with supporting documentation to determine allocation.



# Example of Proper Time and Effort Recording

ABC Non-profit  
 1254 United Blvd  
 Pierre, SD 57501  
 Telephone 605.223.1234

Employee Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Department \_\_\_\_\_

Project Name \_\_\_\_\_  
 Pay Period \_\_\_\_\_  
 Supervisor \_\_\_\_\_

## Bi-Weekly Timesheet

Day Date	Sun 3.7.21	Mon 3.8.21	Tue 3.9.21	Wed 3.10.21	Thu 3.11.21	Fri 3.12.21	Sat 3.13.21	Sun 3.14.21	Mon 3.15.21	Tue 3.16.21	Wed 3.17.21	Thu 3.18.21	Fri 3.19.21	Sat 3.20.21	Total Hours
<b>Task or Grant Project</b>															
After School Program		5	4.75	4.5		2			4	8	7	8	8		51.25
Fundraising				2							1				3
Headstart Program		3				6			4						13
Annual Leave			3.25		8										11.25
Sick Leave															0
Holiday															0
Leave: Other															0
<b>TOTALS</b>	<b>0</b>	<b>8</b>	<b>8</b>	<b>6.5</b>	<b>8</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>0</b>	<b>78.5</b>

*By signing below, I hereby attest that the time recorded on this time sheet is true and accurate to the best of my knowledge.*

\_\_\_\_\_  
 Employee Signature                      Date

\_\_\_\_\_  
 Supervisor Signature                      Date



# How to Capture Time & Effort

The entity must have a **Time and Effort written policy** that address the following:

- Record actual hours worked for each federal and non-federal project for those employees that work on multiple projects within your organization
- Employee signature on time forms and review and approval signature by the employee's supervisor
- Electronic timesheets are allowed when an entity has an established written policy recorded by the electronic timekeeping system



# Single Audit Requirement

- Per Federal Regulation 2 CFR part 200, Subpart F, an entity that **expends** \$1,000,000 or more during the entity's fiscal year in federal awards must have a single audit or program-specific audit conducted for that year.
- The entity must include expenditures of awards received directly from the federal government and expenditures of subrecipient awards received from a pass-through agency when calculating total expenditures of federal awards.
- Section A.7. of the state subrecipient agreement has requirements for subrecipients engaging in a single or program specific audit.

## 7. AUDIT REQUIREMENTS

If Sub-Recipient expends \$1,000,000 or more in federal awards during the Sub-Recipient's fiscal year, the Sub-Recipient must have an audit conducted in accordance with 2 CFR Part 200, Subpart F-Audit Requirements, by an auditor approved by the Auditor General to perform the audit. On continuing audit engagements, the Auditor General's approval should be obtained annually. Approval of an auditor must be obtained by forwarding a copy of the audit engagement letter to:

Department of Legislative Audit  
A-133 Coordinator  
427 South Chapelle  
% 500 East Capitol  
Pierre, SD 57501-5070



# Procurement

## **Key Procurement Requirements for Subrecipients (2 CFR 200.317 - 200.327)**

- Documented Procedures: Subrecipients must have, use, and comply with written procurement procedures that align with federal regulations.
- Conflict of Interest: Procurement must not present a conflict of interest, ensuring integrity in the process.
- Competition: All procurement transactions must be conducted to provide full and open competition.
- Methods of Procurement:
  - Micro-purchases (\$10,000 or less): May be awarded without soliciting competitive quotations if the price is reasonable.
  - Small purchases (\$10,001 - \$250,000): Price or rate quotations must be obtained from an adequate number of qualified sources.
  - Formal methods (\$250,000+): Sealed bids or competitive proposals are required.
- Cost/Price Analysis: A cost or price analysis is required for all procurements exceeding the simplified acquisition threshold of \$350,000.
- Documentation: Subrecipients must maintain records documenting the history of procurement, including rationale for the method, selection of contract type, contractor selection, and price.



# Asset Inventory and Disposal

## Key Inventory & Destruction Requirements:

- Inventory Tracking (2 CFR 200.313(d)): Subrecipients must maintain accurate property records containing a description of the equipment, serial number, funding source, title holder, acquisition date, cost, percentage of federal participation, location, condition, and ultimate disposition data.
- Physical Inventory: A physical inventory must be taken, and results reconciled with property records at least once every two years.
- Equipment Disposal (2 CFR 200.313(e)): When equipment is no longer needed for the authorized project, the subrecipient must request disposition instructions from the pass-through entity.
  - Items with a fair market value of or less may be retained, sold, or disposed of with no further obligation to the federal government.
  - Items with a fair market value over may require compensation to the federal agency.
- Destruction/Abandonment: Property may be abandoned or destroyed only if it has no commercial value, is not sensitive, and does not threaten public health, usually requiring prior approval and, in some cases, public notice.
- Federally Owned Property: If the federal government retains title, the subrecipient must submit an annual inventory and request disposal instructions upon project completion.
- Record Retention: Property records must be kept for three years after final disposition



# Items reviewed in subrecipient monitoring

1. **Proper policies and procedures**
  - Internal Controls and written procedures
  - Segregation of duties, proper program and financial oversight
  - Procurement – Methods, Equipment Management, and Asset Inventory
  - Subrecipients
2. **Reporting**
  - Financial/Performance reports – accuracy and timeliness
  - Cash Management – Policy and timing of reimbursement requests
  - Audit requirements
3. **Allowable Costs / Unallowable Expenditures**
  - allowable expenditures – within scope of work and project objectives
  - supported, documentation is maintained on file to substantiate the expense
  - authorized, required/appropriate approval signatures or authorizations
  - reasonable, consistent with normal costs or activities for the project
4. **Documentation of Time and Effort**
  - Time and Effort Policy
  - Review of timecards to ensure payroll cost claims are supported by proper documentation of time and effort
5. **Program Income**

Gross income – earned by a recipient, subrecipient, or a contractor under a grant – directly generated by the grant-supported activity or earned because of receiving the award.



# What DOH Provides to a Subrecipient

- Invoice checklist guidance, minimum requirements for invoices requesting reimbursement claims
- Programmatic and financial management technical assistance
- Links to Federal requirement and guidelines
- On-going monitoring, training, and technical assistance
- Possible desk review monitoring or on-site review monitoring from DOH Division of Finance
- Program reviews
- Notice of Single Audit requirements and disclosure of amount of federal funding paid to your entity
- Close out letter



# What to Take Away

- Ask DOH for additional training, if needed
- Work with your DOH contact to answer any questions that arise
- Remember every federal award is different
  - **Review each agreement to know what is required of your entity**
- Make sure your finance office, accountants, and supervisors are aware of subrecipient funding
- Ask questions



# Reference Materials

- **The HHS Grants policy manual** <https://www.hhs.gov/sites/default/files/hhs-grants-policy-statement-oct-2025.pdf>
- **2 CFR Part 200 Uniform Administrative Requirements, Cost Principals, and Audit requirements for Federal Awards**  
<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>



# Closing Remarks





# SOUTH DAKOTA

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