

Applications will not be solicited through this document; awards will be made based on applications received on previous due date

Amendment II, (05/2/14)

The purpose of this amendment is to:

1. Provide Prevention and Public Health Funds (PPHF) to this Funding Opportunity Announcement (FOA).
2. Incorporate the Provisions and Funding Restrictions regarding the use of funds in PPHF awards
3. PPHF funds will be awarded to grantees through a separate Notice of Award (NOA), resulting in two NOAs for this FOA. Grantees funded by PPHF will:

- Maintain awards in a subaccount as described in the Notice of Award
- Report on the use of PPHF funds provided through this award

Revise Title; revise PPHF CFDA; include PPHF reporting Requirements and Restrictions language

Revisions are in red type

Centers for Disease Control and Prevention (CDC)
Procurement and Grants Office

Instructions for Preparing an Annual Performance Report/Continuation Application

Catalog of Federal Domestic Assistance (CFDA) Number: 93.945 and **93.757**

Funding Opportunity Announcement (FOA) Number: **CDC-RFA-DP13-130502PPHF14**

PPHF 2014: Nutrition, Physical Activity, and Obesity (NPAO) Activities - State Public Health Actions to Prevent and Control Diabetes, Heart Disease, Obesity and Associated Risk Factors and Promote School Health – funded in part by 2014 Prevention and Public Health Funds

Eligibility:

This award will be a continuation of funds intended only for grantees previously awarded under DP13-1305: **State Public Health Actions to Prevent and Control Diabetes, Heart Disease, Obesity and Associated Risk Factors and Promote School Health.**

Anticipated FY14 PPHF funding will be \$25,372,815

Anticipated total FY14 funding including PPHF funds will be \$67,550,587

Application Submission:

Not applicable; Awards will be made based on applications received on previous due date.

CDC requires grantees to submit their Annual Performance Report through www.Grants.gov. If

you encounter any difficulties submitting your interim progress report through www.Grants.gov, please contact CDC's Technical Information Management Section at (770) 488-2700 prior to the submission deadline. If you need further information regarding the application process, please contact Kang Lee at (770) 488-2853 or Stephanie Latham at (770) 488-2917. For programmatic information, please contact your Lead Project Officer.

Reports must be submitted by **March 27, 2014**. Late or incomplete reports could result in an enforcement action such as a delay in the award/or a reduction in funds. CDC will accept requests for a deadline extension on rare occasions and after adequate justification has been provided.

General Application Packet Tips:

- Properly label each item of the application packet
- Each section should use 1.5 spacing with one-inch margins
- Number all narrative pages only
- Do not exceed 35 pages (excluding work plan, appendices, and budget). See Section 5 for additional information.
- Use a 12 point font
- Where the instructions on the forms conflict with these instructions, follow these instructions:
 1. CDC requires the use of PDF format for ALL attachments.
 2. Use of file formats other than PDF may result in the file being unreadable by CDC staff.
 3. Directions for creating PDF files can be found on www.Grants.gov.

Checklist of required contents of application packet:

1. Application for Federal Domestic Assistance-Short Organizational Form
2. SF-424A Budget Information-Non-Construction Programs
3. Budget Justification, including estimated unobligated balances in the required FFR attachment format (enhanced grantees only). Please see 2C1 below.
4. Indirect Cost Rate Agreement
5. Project Narrative

Instructions for accessing and completing required contents of the application package:

- a) Go to: www.Grants.gov
- b) Select: "Apply for Grants"
- c) Select: "Step 1: Download a Grant Application"
- d) Insert the **Funding Announcement Number** only, formatted as:
CDC-RFA-DP13-130502PPHF14
- e) Download application package and complete all sections.

1. **Application for Federal Domestic Assistance-Short Organizational Form:**

- A. Complete all sections.
 - i. In addition to inserting the legal name of your organization in Block #5a, insert the CDC Award Number provided in the CDC Notice of Award. Failure to provide your award number could cause delay in processing your application.
 - ii. Please insert your organization's Business Official information in Block #8.

SPECIAL NOTE: Items 2, 3, and 4 should be attached to the application through the "Mandatory Documents" section of the "Grant Application" page. Select "Other Attachments Form" and attach as a PDF file.

2. SF424A Budget Information and Justification: (By February 18, 2014 in an e-mail notification, CDC will provide you the anticipated award amounts by basic and enhanced components as well as for each of 4 projects under the enhanced component for the 2nd continuation budget period.)

- A. Download the form from www.grants.gov.
- B. Complete all applicable sections.
- C. Estimated Un-obligated.
 - 1. Grantees receiving only the basic component funding should provide an estimate of anticipated un-obligated funds at the end of the current budget period using the first line and applicable columns in Section A of SF424a. Grantees receiving both enhanced and basic funding should submit this information using the addendum format (detailed breakdown for the basic component and each of 4 separate projects under the enhanced component) to the consolidated FFR, which was specified in the revised notice of award, as part of the Continuation Application/Annual Performance Report.
- D. The estimated un-obligated balance should be realistic in order to be consistent with the annual FFR to be submitted following the end of the budget period.
- E. Based on the current rate of obligation, if it appears there will be un-obligated funds at the end of the current budget period, provide detailed actions that will be taken to obligate this amount.
- F. If it appears there will be insufficient funds, (1) provide detailed justification of the shortfall; and (2) list the actions taken to bring the obligations in line with the authorized funding level.
- G. The proposed budget should be based on the federal funding level stated in the letter from CDC.
- H. Provide a detailed, line-item budget justification of the funding amount requested to support the activities to be carried out with those funds. Enhanced grantees need to submit their detailed budget narrative, using the recommended format provided by CDC, aligned by domains and categorical funding area (CAN). Categorical funding area ceiling tables for anticipated Year 2 funding amounts broken down by domain and categorical funding area will be provided to each grantee under separate cover by CDC program staff. Attach in the "Mandatory Documents" box under "Budget Narrative Attachment Form". Document needs to be in the PDF format.

- I. The budget justification must be prepared in the general form, format, and to the level of detail as described in the CDC Budget Guidance. The sample budget guidance is provided on CDC's internet at:
<http://www.cdc.gov/od/pgo/funding/grants/foamain.shtm>.
- J. For any new proposed subcontracts provide the information specified in the Budget Guidance.
- K. When non-federal matching is required, provide a line-item list of non-Federal contributions including source, amount, and/or value of third party contributions proposed to meet a matching requirement.

3. Indirect Cost Rate Agreement: (This is not applicable to grantees subject to OMB Guidance A-21 – Educational Institutions. The rates stay the same as the first year award.)

- A. If indirect costs are requested, include a copy of the current negotiated Federal indirect cost rate agreement or a cost allocation plan approval letter for those Grantees under such a plan.
- B. Clearly describe the method used to calculate indirect costs. Make sure the method is consistent with the Indirect Cost Rate Agreement.
- C. To be entitled to use indirect cost rates, a rate agreement must be in effect at the start of the budget period.
- D. If an Indirect Cost Rate Agreement is not in effect, indirect costs may be charged as direct if (1) this practice is consistent with the grantee's/applicant's approved accounting practices; and (2) if the costs are adequately supported and justified. Please see the Budget Guidelines (<http://www.cdc.gov/od/pgo/funding/grants/foamain.shtm>) for additional information.
- E. If applicable, attach in the "Mandatory Documents" box under "Other Attachments Form". Name document "Indirect Cost Rate".

4. Project Narrative:

Current Budget Period Progress (Year 1):

- A. Under separate cover CDC will provide to grantees the most up-to-date information on each state's approved Year 1 activities and performance measures. Grantees may voluntarily use this information to document actual results to date (through January 31, 2014). This will include information on
 - 1. performance measures
 - 2. qualitative information regarding progress on activities within each intervention.
- B. Grantees may choose to include this information in the "Mandatory Documents" box under "Project Narrative Attachment Form". Document needs to be in the PDF format.

Additional guidance and training on completing the Annual Performance Report will be provided by CDC.

New Budget Period Integrated Workplan (Strategies, Interventions, Activities and Measures):

Grantees will submit their Year 2 planned activities as part of the Integrated Budget and Workplan, providing the required content included in the recommended format provided by CDC, to include Year 2 activities and performance measures. For enhanced components this information must be aligned by domains and categorical funding area (CAN).

5. Additional Program Requirements

Additional programmatic guidance on the suggested format for the Integrated Budget and Work Plan will be provided to grantees under separate cover by CDC program staff.

As a resource to grantees, CDC will also provide a blank Integrated Budget and Work Plan suggested format (Excel file) to assist states in completing their proposed work plan and budget for Year 2. Categorical funding area ceiling tables for anticipated Year 2 funding amounts broken down by domain and categorical funding area (CAN/program appropriation) will be provided at the time the guidance will be posted.

For enhanced grantees requesting direct assistance for personnel in lieu of enhanced financial assistance, the request should specify how the position will support various domains and categorical funding areas by percentage of time.

Grantees should include travel costs in their detailed budgets for appropriate staff to attend a planned 3-day grantee meeting to be held in Atlanta, Georgia in September 2014 (tentative dates: September 9-11, 2014). Each grantee may send up to 5 attendees, to include at least one person responsible for program evaluation; in selecting participants, grantees should ensure that representatives involved across all domains will be present.

Reporting

Prevention Fund Reporting Requirements: This award requires the grantee to complete projects or activities which are funded under the Prevention and Public Health Fund (PPHF) (Section 4002 of Public Law 111-148) and to report on use of PPHF funds provided through this award. Information from these reports will be made available to the public.

Grantees awarded a grant, cooperative agreement, or contract from such funds with a value of \$25,000 or more shall produce reports on a semi-annual basis with a reporting cycle of January 1 - June 30 and July 1 - December 31; and email such reports to the CDC website (template and point of contact to be provided after award) no later than 20 calendar days after the end of each reporting period (i.e. July 20 and January 20, respectively). Grantee reports must reference the NoA number

and title of the grant, and include a summary of the activities undertaken and identify any sub-awards (including the purpose of the award and the identity of each sub-recipient).

Responsibilities for Informing Sub-recipients: Grantees agree to separately identify each sub-recipient, document the execution date sub-award, date(s) of the disbursement of funds, the Federal award number, any special CFDA number assigned for PPHF fund purposes, and the amount of PPHF funds. When a grantee awards PPHF funds for an existing program, the information furnished to sub-recipients shall distinguish the sub-awards of incremental PPHF funds from regular sub-awards under the existing program.

Funding Restrictions

Restrictions, which must be taken into account while writing the budget, are as follows:

- Sec. 503(a) No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111-148 shall be used, other than for normal and recognized executive-legislative relationships, for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation designed to support or defeat the enactment of legislation before the Congress or any State or local legislature or legislative body, except in presentation of the Congress or any State or local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any State or local government itself.

(b) No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111-148 shall be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before the Congress or any State government, State legislature or local legislative body, other than normal and recognized executive-legislative relationships or participation by an agency or officer of an State, local or tribal government in policymaking and administrative processes within the executive branch of that government. (c) The prohibitions in subsections (a) and (b) shall include any activity to advocate or promote any proposed, pending, or future Federal, State, or local tax increase, or any proposed, pending, or future requirement or restriction on any legal consumer product, including its sale or marketing, including but not limited to the advocacy or promotion of gun control.

- Sec. 218. None of the funds made available in this title may be used, in whole or in part, to advocate or promote gun control.

- Sec 253. Notwithstanding any other provision of this Act, no funds appropriated in this Act shall be used to carry out any program of distributing sterile

needles or syringes for the hypodermic injection of any illegal drug.

- Sec 738. None of the funds made available by this Act may be used to enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to any corporation that was convicted (or had an officer or agent of such corporation acting on behalf of the corporation convicted) of a felony criminal violation under any Federal or State law within the preceding 24 months, where the awarding agency is aware of the conviction, unless the agency has considered suspension or debarment of the corporation, or such officer or agent, and made a determination that this further action is not necessary to protect the interests of the Government.

- Sec 739. None of the funds made available by this act may be used to enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless the agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests of the Government.

- Sec 433. None of the funds made available by this Act may be used to enter into a contract, memorandum of understanding, or cooperative agreement with, made a grant to, or provide a loan or loan guarantee to, any corporation that was convicted (or had an officer or agent of such corporation acting on behalf of the corporation convicted) of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless the agency has considered suspension or debarment of the corporation, or such officer or agent and made a determination that this further action is not necessary to protect the interests of the Government.

- Sec 434. None of the funds made available by this act may be used to enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation with respect to which any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsibly for collecting the tax liability, unless the agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests of the Government.

- Recipients may not use funds for research.

- Recipients may not use funds for clinical care.

- Recipients may only expend funds for reasonable program purposes, including personnel, travel, supplies, and services, such as contractual agreements for screening services.
- Awardees may not generally use HHS/CDC/ATSDR funding for the purchase of furniture or equipment. Any such proposed spending must be identified in the budget.
- The direct and primary recipient in a cooperative agreement program must perform a substantial role in carrying out project objectives and not merely serve as a conduit for an award to another party or provider who is ineligible.
- Reimbursement of pre-award costs is not allowed.
- Funds will not be used to supplant existing state funding for breast and cervical screening services.