

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

Amendment I, (05/02/14)

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. Provide PPHF Requirements
4. Revise Title;
5. Revise PPHF CFDA;
6. Include PPHF reporting Requirements and Restrictions language

**Centers for Disease Control and Prevention (CDC)
Procurement and Grants Office
Instructions for Preparing an Interim Progress Report
Catalog of Federal Domestic Assistance (CFDA) Number: **93.759**
Funding Opportunity Announcement (FOA) Number: **CDC-RFA-DP13-131602PPHF14****

PPHF 2014: Tobacco Use Prevention - Consortium for Tobacco Use Cessation Technical Assistance – financed solely by 2014 Prevention and Public Health Funds

National Center for Chronic Disease Prevention and Health Promotion

Eligibility:

This award will be a continuation of funds intended only for grantees previously awarded under **DP13-1316 Consortium for Tobacco Use Cessation Technical Assistance**.

Anticipated FY14 PPHF funding will be \$450,000

Application Submission:

CDC requires grantees to submit their Interim Progress Reports 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 Veronica Davis at (770) 488-2743. For programmatic information, please contact Stephen Babb 770-488-1172

Reports must be submitted by **April 22, 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 **25** pages
 - 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
4. Indirect Cost Rate Agreement
5. Project Narrative

Instructions for completing required contents of the application package:

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

Download form from www.Grants.gov and complete all sections.

- A. *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.*
- B. *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. SF 424A Budget Information and Justification:

- A. Download the form from www.grants.gov.
- B. Complete all applicable sections.
- C. Estimated Un-obligated
 1. Provide an estimate of anticipated un-obligated funds at the end of the current budget period.
3. If use of estimated un-obligated funds is requested in addition to funding for the next year, complete all columns in Section A of 424A and submit an interim

Financial Status Report (FFR), available on the CDC internet at <http://www.gpo.gov/fdsys/pkg/FR-2012-06-11/pdf/2012-14049.pdf>.

4. 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.
 - D. 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.
 - E. 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.
 - F. The proposed budget should be based on the federal funding level stated in the letter from CDC.
 - G. In a separate narrative, provide a detailed, line-item budget justification of the funding amount requested to support the activities to be carried out with those funds. Attach in the “Mandatory Documents” box under “Budget Narrative Attachment Form”. Document needs to be in the PDF format.
 - H. 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/grantmain.htm>.
 - I. For any new proposed subcontracts provide the information specified in the Budget Guidance.
5. **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/grantmain.htm>) for additional information.
 - E. If applicable, attach in the “Mandatory Documents” box under “Other Attachments Form”. Name document “Indirect Cost Rate”.

6. **Project Narrative: Current Budget Period Progress:**

Provide a brief report addressing the following elements of each objective or activity.

- A. Status (met, ongoing, or unmet)

- B. Major findings, significance of those findings (a description of how the findings impact or contribute to the public health goal of **(insert public health goal)**)
- C. Barriers encountered, and how the barriers were addressed
- D. If applicable, include the reasons that goals were not met and a discussion of assistance needed to resolve the situation.
- E. Attach in the “Mandatory Documents” box under “Project Narrative Attachment Form”. Document needs to be in the PDF format.

New Budget Period Proposed Objectives and Activities:

- A. List proposed objectives for the upcoming budget period. These objectives must support the intent of the original Funding Opportunity Announcement (FOA) or Program Announcement (PA).
- B. Each objective and activity must contain a performance or outcome measure that assesses the effectiveness of the project.
- C. For each objective:
 1. List activities that will be implemented;
 2. Provide a timeline for accomplishment;
 3. Identify and justify any redirection of activities; and
 4. Explain the methods you will use to implement the new, redirected activities.
- D. In addition to this information, include comments pertaining to budgetary issues that might hamper the success or completion of the project as originally proposed and approved. Please utilize the work plan format in the original work plan, if applicable.

Continuation for Tobacco Use Cessation Technical Assistance – American Lung Association Promote Comprehensive Cessation Insurance Coverage and Health Systems Change

The American Lung Association will provide technical assistance to state tobacco control programs on increasing tobacco cessation through comprehensive insurance coverage of cessation treatments and health systems change. Technical assistance topics will include expanding cessation coverage in Medicaid and private insurance and integrating tobacco dependence treatments into the clinical workflow, including through electronic health records. This will allow state tobacco control programs to take advantage of opportunities to expand smokers’ access to evidence-based cessation treatments that have been opened by the Patient Protection and Affordable Care Act, Meaningful Use, the Joint Commission’s hospital cessation performance measures, and CDC’s Tips from Former Smokers campaigns. The Lung Association will work with the American Academy of Pediatrics in implementing the health systems change component of this cooperative agreement.

Consortium for Tobacco Use Cessation Technical Assistance – North American Quit line Consortium – Enhance State Quit line Capacity

The North American Quit line Consortium (NAQC) will provide technical assistance to state tobacco control programs on enhancing state quit line capacity and sustainability. Technical

assistance topics will include quit line service delivery models, providing cessation medications through quit lines, developing public private partnerships with health insurers and employees to sustain state quit line funding, securing the 50% federal quit line administrative match for quit line counseling to Medicaid enrollees, and fostering quit line capacity to receive electronic referrals from health care practices. NAQC will also assess quit line funding, reach, and performance through analysis of quit line data. This cooperative agreement will allow state quit lines to take advantage of opportunities to expand their reach and impact that have been opened by the Patient Protection and Affordable Care Act, Meaningful Use, and CDC's Tips From Former Smokers campaigns.

PPHF Requirement:

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

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.