

State Biomonitoring Programs: Assessing Disproportionate Exposure to Environmental Chemicals among Communities

Opportunity number: CDC-RFA-EH-24-0043

Notice of Funding Opportunity Applicant Questions

The purpose of this document is to provide an updated list of questions asked by applicants about the notice of funding opportunity. This document is to provide transparency for all programs on the questions asked by applicants.

Project Narrative

1. I have a few questions regarding the Project Narrative and the associated page limit of 10 pages. Are all the following intended to be included in the 10-page Project Narrative?

Background

Approach

Outcomes

Evaluation and Performance Measurement

Work Plan

Focus Populations and Health Disparities

Organizational Capacity

Collaborations

- a. **Yes, include these sections in the project narrative. The project narrative has a 10-page limit. Please refer to pages 29 – 30 of the NOFO.**

2. The NOFO provides specs for the Project Narrative as 10 pages. Does this include the Work Plan as well as the Evaluation and Performance Measurement Plan? These two plans aren't listed in the list of separate attachments.

- a. **The workplan table can be added as a separate attachment. The Evaluation and Performance Measurement Plan is included in the 10-page narrative.**

Equipment Purchase – Component C

3. We are currently planning to include about 50K for new lab equipment to support biomonitoring efforts. Is this required to be under Strategy C because it is new equipment even if we don't exceed the annual funding thresholds?

- a. **It does not have to be submitted under Strategy C. The annual budget does not include a funding threshold for equipment purchases.**

4. Can you provide some clarity on what may or may not qualify as eligible equipment in the biomonitoring NOFO?

- a. **As noted in the NOFO, "awards under this method provide you with funds to strengthen laboratory capability and capacity. Under Strategy C, you may receive funding to purchase laboratory equipment to analyze human biomonitoring samples." Only items with a lifespan of more than a year and a per-unit acquisition cost of \$5k or**

more are considered equipment (see the definitions in <https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-75/subpart-A>).

5. For Strategy C, do I just include the explanation and budget with the other Strategy or is it supposed to be separate?
 - a. **The explanation can be included in the project narrative. The budget for Strategy C budget can go in the budget narrative but denote separately what is for Strategy C.**
6. For Strategy C do I only request the amount that is on the quotes, or can I request the full \$350K because I am unsure if the price will change.
 - a. **We will fund based on the equipment quotes.**

Biomonitoring Project Design

7. Can we use funding for this study on non-human monitoring (e.g., well testing or drinking water) to help characterize route of exposure?
 - a. **No, the funding cannot be used for non-human monitoring. While programs find it beneficial to offer this testing, you cannot use CDC funds.**
8. What kind of incentives are we allowed to give to the participants in order to encourage them? My understanding is that gift card is allowed, is there a limit though? Also, how about food items? Would ice cream trucks be fine to attract participants?
 - a. **In general, incentives for participants are about \$10 per person, depending on the nature of participation from the target population and the difficulty in attempting to recruit participants. For anything over and above \$10 per person, you will need to justify significantly higher expenses in the proposal. The budget will be reviewed by objective reviewers, should your application get to that stage of the review. Any expense proposed will be analyzed to ensure it's reasonable, allocable, allowable, and necessary. It's up to you to justify your approach and expenses in open competition with other potential applicants.**
9. Is it okay for a proposed workplan to have overlapping sample collection sites for both Strategy A (Community project) and Strategy B (Statewide project)? Do we need to select independent collection sites for each of the 2 strategies?
 - a. **Yes, the program can decide how to collect samples for both Strategy A and B.**

Organizational Capacity

1. Can you clarify if you need CVs or resumes, or if the terms are being used interchangeably?
 - a. **Applicants may provide either a Curriculum Vitae (CV) or a resume that clearly outlines the skills to complete the proposed project activities.**
2. Most of this proposal is very structured/formatted, but is there a preferred format for resumes?
 - a. **No, we do not have a preferred format for resumes.**
3. Can you please clarify for me the CLIA Lab certificate requirement for this grant application?
 - a. **Since results could be returned to participants, the methods used must be CLIA compliant. And the laboratories must have a current CLIA certificate, even if the program decides not to report results back to participants. CLIA auditors do not always**

evaluate every method a laboratory uses, so the laboratory director would sign off that their method is CLIA compliant.

4. Will there be any required travel for the grant like to the National Biomonitoring Network meeting? Just wondering for budget purposes.

We will require one program lead travel to the Kickoff meeting in Year 1.

5. Regarding the eligibility, will all the organizations listed in the NOFO be eligible for application or are only the state government that is highlighted in yellow eligible?

a. All organizations listed in the eligibility section are eligible to apply.

6. The NOFO states that proof of nonprofit status must be submitted. As a government entity, do we need to include anything to show that our agency is not-for-profit? Or can we skip this step?

a. You must provide proof that you are a nonprofit.

b. How to prove nonprofit status.

i. Under some programs, an applicant must show that it is a nonprofit organization. (See the definition of nonprofit in 34 CFR 77.1.)

ii. An applicant may show that it is a nonprofit organization by any of the following means:

1. Proof that the Internal Revenue Service currently recognizes the applicant as an organization to which contributions are tax deductible under section 501(c)(3) of the Internal Revenue Code;

2. A statement from a State taxing body or the State attorney general certifying that:

a. The organization is a nonprofit organization operating within the State; and

b. No part of its net earnings may lawfully benefit any private shareholder or individual;

3. A certified copy of the applicant's certificate of incorporation or similar document if it clearly establishes the nonprofit status of the applicant; or

4. Any item described in paragraphs (b)(1) through (3) of this section if that item applies to a State or national parent organization, together with a statement by the State or parent organization that the applicant is a local nonprofit affiliate.

7. My question is whether it would be acceptable to propose using another state's Public Health Laboratory capability, even though the study would be conducted in a different state?

a. You will need to apply as a consortium with the state you propose to do laboratory analysis. Keep in mind that consortiums can only propose 2 investigations.

8. Would the list of laboratory equipment available to analyze samples for the investigation be included as an Attachment, just like the CV's and CLIA certificate are?

a. Yes, list the analytical instrumentation for the methods you are proposing as an attachment.

Application Guidance

9. The NOFO says that footnotes and text in graphics may be 10-pt font. Does that include text in tables (like Outcomes table, PMs table, etc.)?
- a. **It does not include the tables you mentioned. These tables should follow the standard 11-point font formatting found on page 28 of the NOFO.**
10. Is the budget justification supposed to span over the three budget periods in one narrative, 3 separate budget periods, or merely focus on the first budget period for this application?
- a. **The narrative is for the first budget period only.**
11. I don't see under required forms any mention of CDC Assurances and Certifications or Risk Assessment Question and Supporting Documents. In past CDC grant submissions, we've included these but since I don't see anything in this NOFO, we're leaning towards not including. Can you confirm that we do not need these forms?
- a. **Applicants need to have an updated Assurances/Certs in sam.gov (<https://www.cdc.gov/grants/applying/application-resources.html>) prior to the award being made. If they haven't already completed them on SAM.gov they are required to have those completed manually and attached.**
 - b. **In grants.gov, for this opportunity (<https://www.grants.gov/search-results-detail/350695>), click on the package tab to see the package details. The following forms are mandatory:**
 - **Application for Federal Assistance (SF-424) [V4.0]**
 - **Project Abstract Summary [V2.0]**
 - **Disclosure of Lobbying Activities (SF-LLL) [V2.0]**
 - **Budget Information for Non-Construction Programs (SF-424A) [V1.0]**
 - **Budget Narrative Attachment Form [V1.2]**
 - **Project Narrative Attachment Form [V1.2]**
 - c. **Optional forms:**
 - **Other Attachments Form [V1.2]**