

# CDC-RFA-OE22-2203: Strengthening U.S. Public Health Infrastructure, Workforce, and Data Systems

## Application Checklist

Use this checklist when preparing your application package. Applicants are to only apply to Component A or to Component B of this Notice of Funding Opportunity, but not both.

| Items REQUIRED to apply for CDC-RFA-OE22-2203                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |        |
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| Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Reference | Status |
| 1. Application for Federal Assistance (SF-424A)<br>If applying for Component A, Strategies A1-A3, you must complete the SF-424A. Please label each “Grant Program Function or Activity” on the SF-424A as the verbatim strategies you plan to apply for. The verbatim strategy titles are A1 Workforce, A2 Foundational capabilities, and A3 Data modernization. For Component B, please label “Grant Program Function or Activity” as “Component B”. The SF-424A can be found on the <a href="https://www.grants.gov">grants.gov website</a> as an online form, or it can be downloaded as a fillable PDF. It is preferred that the online SF-424A form is used. Please refer to “Attachment D_SF424_A_Guidance” for tips on completing this document.  | Pg. 39    |        |
| 2. <a href="#">Risk Assessment Questionnaire</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Pg. 40    |        |
| 3. Project Abstract Summary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Pg. 42    |        |
| 4. Project Narrative<br>If applying for Component A, please identify each section by each verbatim strategy you plan to apply for (i.e., A1 Workforce, A2 Foundational capabilities, and A3 Data modernization). The project narrative may have a maximum of 50 pages total. CDC is requiring the following for the project narrative component: <ul style="list-style-type: none"> <li>- Background</li> <li>- Organizational Capacity of Applicants to Implement the Approach documents (see checklist item number 5)</li> <li>- Work plan (see checklist item number 6)</li> <li>- Abbreviated: Applicant Evaluation and Performance Measurement Plan (to be updated within 6 months)</li> </ul>                                                      | Pg. 42    |        |
| 5. Organizational Capacity of Applicants to Implement the Approach<br>See the notice of funding opportunity for a description of acceptable documentation. Component A applicants will submit four documents: <ul style="list-style-type: none"> <li>- Organizational Capacity_Component A_Services</li> <li>- Organizational Capacity_Component A_Hiring</li> <li>- Organizational Capacity_Component A_Accreditation</li> <li>- Organizational Capacity_Component A_Population Size</li> <li>- (Only for those applying for A3 Data modernization) Organizational Capacity_Component A_ELC_Support</li> </ul> Component B applicants will submit one document: <ul style="list-style-type: none"> <li>- Organizational Capacity_Component B</li> </ul> | Pg. 30    |        |
| 6. Work Plan (Excel)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Pg. 32    |        |

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| <ul style="list-style-type: none"> <li>- Download Attachment B_PHI Workplan_Component A or Attachment B_PHI Workplan_Component B, which can be found under the <i>Related Documents</i> tab on the announcement page.</li> <li>- When saving the completed work plan, please use the following naming convention: “ApplicantName_PHIWorkplan_CompA_YYYYMMDD” or “ApplicantName_PHIWorkplan_CompB_YYYYMMDD”</li> <li>- The completed work plan should be submitted via the Project Narrative form as an attachment.</li> </ul> |                         |  |
| <p>7. Budget Narrative</p> <p>If applying for Component A, please identify each section by each verbatim strategy you plan to apply for (i.e., A1 Workforce, A2 Foundational capabilities, and A3 Data modernization). For more detailed guidance regarding the budget narrative, please refer to CDC’s Office of Financial Resources (OFR) <a href="#">Budget Preparation Guidelines</a>.</p>                                                                                                                                | Pg. 44                  |  |
| <p>8. <a href="#">Disclosure of Lobbying Activities (SF-LL)</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Pg. 47                  |  |
| <p align="center"><b>OPTIONAL Items for CDC-RFA-OE22-2203</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                         |  |
| <p><b>Item</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p><b>Reference</b></p> |  |
| <p>1. Table of Contents</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Pg. 42                  |  |
| <p>2. Data Management Plan</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Pg. 28                  |  |
| <p>3. Collaborations with organizations not funded by the CDC</p> <ul style="list-style-type: none"> <li>- Applicants may upload relevant memoranda of understanding, memoranda of agreement, or letters of support and use the naming convention ApplicantName_Collaborations_MOU_YYYYMMDD</li> </ul>                                                                                                                                                                                                                        | Pg. 20                  |  |