

National Center for Emerging and Zoonotic Infectious Diseases (NCEZID)

Division of High Consequence Pathogens and Pathology (DHCPP)/Prion and Public Health Office (PPHO)

Creutzfeldt-Jakob Diseases (CJD): Increasing Educational Support for CJD Families and the Nation

Opportunity number: CDC-RFA-CK-25-0144

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Before you begin

If you believe you are a good candidate for this funding opportunity, secure your <u>SAM.gov</u> and <u>Grants.gov</u> registrations now. If you are already registered, make sure your registrations are active and up-to-date.

SAM.gov registration (this can take several weeks)

You must have an active account with SAM.gov. This includes having a Unique Entity Identifier (UEI).

See Step 2: Get Ready to Apply

Grants.gov registration (this can take several days)

You must have an active Grants.gov registration. Doing so requires a Login.gov registration as well.

See Step 2: Get Ready to Apply

Apply by the application due date

Applications are due by 11:59 p.m. Eastern Time on March 18, 2025.



To help you find what you need, this NOFO uses internal links. In Adobe Reader, you can go back to where you were by pressing Alt + Left Arrow (Windows) or Command + Left Arrow (Mac) on your keyboard.

Before you begin 4



Step 1: Review the Opportunity

In this step

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Basic information

Centers for Disease Control (CDC)

National Center for Emerging and Zoonotic Infectious Diseases (NCEZID)

Division of High Consequence Pathogens and Pathology (DHCPP)/Prion and Public Health Office (PPHO)

Support caregivers and patients with Creutzfeldt-Jakob Diseases (CJD) and raise awareness of CJD.

Summary

Creutzfeldt-Jakob disease (CJD) is a rare and incurable brain disorder. Most patients die within six months of becoming ill. The disease leaves patients completely dependent on their caregivers for daily living. This funding opportunity will enhance support to family members of patients, assist in the national surveillance for CJD and its emerging variants, and raise awareness of CJD. You will develop and distribute CJD fact sheets, plan and implement a national conference to educate families and researchers regarding CJD, and maintain and staff a toll-free helpline to educate patients and family members.

Funding details

Type: Cooperative agreement

Expected total program funding over the performance period: \$500,000

Expected total program funding per budget period: \$100,000

Expected awards: 1

Funding range per applicant per budget period: \$75,000 to \$100,000

Expected average award amount per budget period: \$75,000

CDC plans to award projects for five 12-month budget periods for a five-year performance period.

The number of awards is subject to available funds and program priorities.

Key facts

Opportunity name:
Creutzfeldt-Jakob
Diseases (CJD):
Increasing Educational
Support for CJD Families
and the Nation

Opportunity number: CDC RFA CK25-0144

Announcement type: New

Assistance listing: 93.317

Key dates

Application deadline: March 18, 2025, by 11:59 p.m. ET

Expected award date: September 1, 2025

Expected start date: September 1, 2025

See other submissions for other time frames that may apply to this NOFO.

Statutory authority

This funding opportunity is sponsored by the Centers for Disease Control and Prevention as authorized by 42 U.S.C. 247b(k)(2).

Eligibility

Eligible applicants

Only these types of organizations may apply:

- · State governments.
- · County governments.
- City or township governments.
- · Special district governments.
- · Independent school districts.
- Public and state-controlled institutions of higher education.
- Native American tribal governments (federally recognized).
- Public housing authorities and Indian housing authorities.
- Native American tribal organizations, other than federally recognized tribal governments.
- Nonprofits having a 501(c)(3) status, other than institutions of higher education.
- Nonprofits without 501(c)(3) status, other than institutions of higher education.
- Private institutions of higher education.
- · For-profit organizations.
- · Small businesses.

State, territorial, local, and tribal government organizations may also opt to select a bona fide agent to apply on their behalf.

Bona fide agents must submit documentation that demonstrates their arrangement with the eligible applicant. See <u>other attachments</u>.

Responsiveness criteria

CDC will review your application to make sure it meets all basic requirements before moving forward.

Basic application requirements include:

Organization meets program <u>eligibility</u>.

- Application submitted by March 18, 2025, by 11:59 p.m. ET
- Proposals have no research activities (See <u>45 CFR 75.2</u> for the definition of research)

See the <u>application checklist</u> to understand which elements of the application are part of the responsiveness criteria.

Application limits

In addition to the responsiveness criteria above, applicants may submit only one application under an organization's UEI.

Cost sharing and matching funds

There is no cost sharing requirement.

Program description

Background

Overview

Creutzfeldt-Jakob disease (CJD) is an incurable brain disorder and usually fatal within six months of diagnosis. Patients require caregivers for basic living needs. The disease is rare, occurring in one-to-two per million persons annually. In 1996, a variant form of CJD emerged in the United Kingdom and was linked to bovine spongiform encephalopathy (BSE). Over 230 variant CJD cases have been identified worldwide, including four cases in the United States. Epidemiological evidence suggests the domestic BSE exposure was outside of the U.S.

You will help distribute the latest information on CJD and other human prion diseases to patient families. The program will also support public health service professionals and groups at highest risk for CJD and related diseases.

National surveillance for CJD and its emerging variants will be supported by:

- Providing family members with easy access to CJD experts.
- Facilitating educational opportunities and interactions between researchers and family members.
- · Increasing general awareness about CJD.
- Increasing understanding of the importance of autopsies of clinically suspected and diagnosed CJD cases to identify the emergence of a new prion disease, such as possible human chronic wasting disease.

By providing timely health information on CJD, CDC will be able to effectively monitor outbreaks and reduce the variants of CJD that are preventable. The goal is to identify new prion diseases in people as early as possible, such as Chronic Wasting Disease (CWD). In the United States, the ongoing outbreak of CWD among deer and elk continues to spread (from two states in 1999 to 35 states in 2024). Animal outbreaks likely increase human exposure to CWD.

Related work

The Creutzfeldt-Jakob disease (CJD) program builds on and complements past and current programmatic work. NCEZID has provided support to families and others most affected by prion diseases via cooperative agreements since 2005 (e.g., CDC-RFA-CK20-2001).

Purpose

The purpose of this program is to provide educational resources and support to family members of patients with a suspected or diagnosed case of Creutzfeldt-Jakob disease and other human prion diseases and increase the national surveillance for CJD and its emerging variants.

Program logic model

The following logic model includes the strategies and activities.

The logic model also includes the program's expected outcomes. Outcomes are the results that the program plans to achieve and usually show the intended direction of change, such as increase or decrease.

CDC expects the program to achieve the outcomes with an asterisk (*) during the five-year period of performance.

Not all outcomes apply to all strategies. The table shows how they apply. Use these outcomes as a guide for developing performance measures.

Table: Strategies and outcomes

Strategies and activities	Short-term outcomes	Intermediate outcomes	Long-term outcomes
1. Fact Sheets Develop and maintain updated CJD fact sheets on your website for home care and funeral staff to raise awareness of prion iatrogenic and genetic diseases Distribute up-to-date fact sheets for CJD patients and families and post on your website	Patients and family members: Increased knowledge of CJD Increased awareness about CJD diagnostic services (National Prion Disease Pathology Surveillance Center) Increased knowledge of home and postmortem care for CJD patients Increased understanding of the importance of autopsies	Improved quality of care for CJD patients Improved CJD surveillance Family members are supported for caring for a family member with CJD Family members have the information they need to make informed decisions	Improved quality of life for people living with CJD and their families Identification of possible emergence of new prion diseases

Strategies and activities	Short-term outcomes	Intermediate outcomes	Long-term outcomes
2. CJD Conference Plan and implement all aspects of conference to educate families and researchers regarding CJD Determine and manage all conference promotional activities Develop program content Manage registration of participants and speakers Develop and disseminate conference summary	Researchers and health care providers: Increased knowledge of social impacts of disease Increased exchange of potential research areas	Improved research on impact of CJD on families	
Train helpline staff Educate CJD patients and family members	Maintain and staff toll-free helpline		

Strategies and activities

This section elaborates on the strategies and activities described in the logic model and provides details about program implementation.

The following activities will be implemented during the period of performance:

Fact Sheets

• Create CJD fact sheets for health professionals caring for patients, funeral homes, and professionals involved in monitoring of iatrogenic diseases

and genetic diseases. The fact sheets will be housed on the CJD website and should be updated as needed.

- Create and distribute fact sheets for CJD patients' family members. The
 facts sheet will be posted on the CJD Foundation website and kept up to
 date.
- Engage families of CJD patients to identify needs for information from fact sheets

CJD Conference

- Plan and implement all aspects of conference to educate families and researchers regarding CJD
- Determine and manage all conference promotional activities
- Develop program content
- · Manage registration of participants and speakers
- Develop and disseminate conference summary report

Helpline

- Set up and staff a toll-free helpline
- · Train helpline staff
- Promote the helpline as a service to CJD patients and families
- Helpline staff will provide resources to CJD patients and family members

Focus populations

The focus populations are CJD Patients and family members, health care professions and researchers.

Equal opportunities

The funding and eligibility are not limited based on, and does not discriminate on the basis of:

- Race
- Color
- National origin
- Disability
- Age
- Sex (including gender identity, sexual orientation, and pregnancy)
- Other constitutionally protected statuses

Health disparities

Not applicable.

Organizational capacity

Provide examples of applicant organization's knowledge, skills, and abilities including:

- Examples of experience in maintaining a toll-free helpline for the purpose of educating family members of CJD patients.
- Knowledge and skill of helpline personnel (e.g., have experience with the disease, its impacts on surviving family members, and sensitivity regarding post-mortem care).
- Preparation and maintenance of fact sheets, including posting to
 websites for family members of CJD patients. The factsheets should
 provide guidance and professional advice about the disease, related
 infection control issues, the need for autopsies, and necessary care for
 patients.
- Experience in planning and sponsoring a national conference annually to bring together family members and professionals working on CJD.
- Experience in designing the conference to educate families regarding surveillance and treatment of CJD.
- Experience facilitating dialogue between researchers working on CJD and family members. These discussions help researchers to gain more knowledge about the social impacts of the disease and exchange ideas on potential areas of research.

Collaborations

Coordinate with CDC-funded programs and other organizations including:

- Hospitals.
- Non-governmental organizations.
- Non-profit agencies.
- Other federal, state, or local government agencies.
- · Public health communities.
- Tribes and tribal organizations.

Engage with people and organizations not funded by the CDC including:

- · Program content experts.
- Family members of CJD patients.

• Experts working in relevant areas of public health and other sectors to plan conference workshops.

Data, monitoring, and evaluation

Performance measures

This section describes the draft performance measures you will need to report on after the award is made. CDC will likely refine the required measures and will work with the you to finalize them before any required data submission.

- Process measures for activities (Fact sheets, website, conference, and helpline).
- Number of fact sheets created and/or posted to website.
- · Web metrics (visits, downloads).
- Conference (agenda, participants, conference evaluation, conference summary).
- Helpline (number of staff trained, number of calls received, nature of calls, new issues identified by calls).

Evaluation and performance measurement plan

Applicants must provide an evaluation and performance measurement plan. Use the measures required under the <u>CDC strategy</u>.

At a minimum, plans must describe:

- Continuous program quality improvement using performance measures, evaluation questions, and evaluation findings.
- How key program partners will participate in the evaluation and performance measurement planning processes.
- Available data sources, feasibility of collecting appropriate evaluation and performance data, and other relevant data information (e.g., performance measures proposed by the applicant) for accuracy throughout the lifecycle of the project.
- Planned type of evaluations (i.e., process, outcome, or both).
- Key evaluation questions to be addressed by these evaluations.
- Other relevant information (e.g., measures, data sources).

Applicants will be required to submit a more detailed Evaluation and Performance Measurement plan, including a Data Management Plan, if

applicable, within the first six months of the award, as described in the Reporting Section.

Methods

Describe how the organization will:

- Use evaluation findings for continuous program quality improvement.
- Incorporate evaluation and performance measurement into planning, implementing, and reporting of project activities.
- Demonstrate that findings contribute to reducing or eliminating health disparities, if relevant.
- Coordinate with partners to participate in the evaluation and performance measurement process.
- Collect appropriate evaluation and performance data.
- Share evaluation findings with communities and populations of interest in a way that meets their needs.
- Include other relevant information, such as proposed performance measures.

Evaluation activities

Applicants may choose to take on specific evaluation activities. Describe:

- The type of evaluations, such as process, outcome, or both.
- Key evaluation questions these evaluations will address.
- · Measures and data sources.
- Any other relevant information.

An initial draft of the evaluation and performance measurement plan should be submitted with the application. You must submit a more detailed plan within the first six months of the award. See Reporting.

Work plan

Applicants must provide a work plan. The work plan will connect performance outcomes, strategies and activities, and measures. The work plan provides more details on measuring outcomes and processes.

Table: Sample format

Planned Activities	Progress or process measures From the data, monitoring, and evaluation section.	Relevant period of performance outcomes From the outcomes section.	Responsible position or party	Completion date
Strategy 1:				
1.				
2.				
3.				
Strategy 2:				
1.				
2.				
3.				

Paperwork Reduction Act

Any activities involving information collection from 10 or more individuals or organizations may require the Paperwork Reduction Act (PRA) approval. The PRA requires review and approval of the information collection by the White House Office of Management and Budget. For further information to determine if a proposed activity requires PRA approval, contact the project officer. Collections include items like surveys and questionnaires. If the proposed activities have collections requiring PRA approval, CDC is responsible for working with OMB to gain the approval.

For more information about CDC's requirements under PRA see <u>CDC</u> <u>Paperwork Reduction Act Compliance</u>.

Funding policies and limitations

General guidance

 Budgets are arranged in eight categories: salaries and wages, fringe benefits, consultant costs, equipment, supplies, travel, other (includes consultant costs), and indirect costs.

- You may use funds only for reasonable program purposes consistent
 with the award, its terms and conditions, and federal laws and
 regulations that apply to the award. If you have questions about this
 determination, ask the grants management specialist.
- Generally, funds may not be used to purchase furniture or equipment. Clearly identify and justify any such proposed spending in the budget.
- Support beyond the first budget year will depend on:
 - Appropriation of funds.
 - Satisfactory progress in meeting project objectives.
 - A decision that continued funding is in the government's best interest.
- If we receive more funding for this program, we will consider:
 - Funding more applicants.
 - Extending the period of performance.
 - Awarding supplemental funding.

Unallowable costs

Funds from this award may not be used for:

- Research
- · Clinical care, except as allowed by law
- Furniture
- · Pre-award costs unless given prior written approval
- Anything other than normal and recognized executive-legislative relationships:
 - Publicity or propaganda purposes, including preparing, distributing, or using any material designed to support or defeat the enactment of legislation before any legislative body
 - 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 any legislative body
 - See <u>Anti-Lobbying Restrictions for CDC Recipients</u>

For guidance on restricted or unallowable costs, see 45 CFR part 75, <u>General</u> Provisions for Selected Items of Cost.

Indirect costs

Indirect costs have a common or joint purpose across more than one project and cannot be easily separated by project. Learn more at <u>CDC Budget</u> <u>Preparation Guidelines</u>.

To charge indirect costs, two methods are available:

Method 1 — **Approved rate.** There is an indirect cost rate approved by your organization's cognizant federal agency.

Provide a summary of the rate. Enclose a copy of the current approved rate agreement in the <u>attachments</u>.

Method 2 — *De minimis* rate. Per 2 CFR 200.414(f), if your organization has never received a negotiated indirect cost rate, your organization may elect to charge a *de minimis* rate. If your organization chooses this method, costs included in the indirect cost pool must not be charged as direct costs.

This rate is 15 percent of modified total direct costs (MTDC). See 2 CFR 200.1 for the definition of MTDC. Your organization can use this rate indefinitely.

Other indirect cost policies

- As described in 45 CFR 75.403(d), you must consistently charge items as either indirect or direct costs and may not double charge.
- Indirect costs may include the cost of collecting, managing, sharing, and preserving data.

Other indirect cost policies

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- Indirect costs may include the cost of collecting, managing, sharing, and preserving data.

Salary rate limitation

The salary rate limitation in the current appropriations act applies to this program. As of January 2025, the salary rate limitation is \$225,700. This will be updated in future years.

Program income

Program income is money earned as a result of award-supported project activities. Program income must be used for the purposes and under the conditions of the award. Find more about program income at 45 CFR 75.307.

Contacts



Step 2: Get Ready to Apply

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Get registered

Your organization must be registered in both SAM.gov and Grants.gov to apply. The requirements and applications are available online ahead of registration.

SAM.gov

Organizations must have an active account with SAM.gov. This includes having a Unique Entity Identifier (UEI). Please note: SAM.gov registration can take several weeks.

To register, go to <u>SAM.gov Entity Registration</u> and select Get Started. On the same page, the Entity Registration Checklist includes the information needed to register.

Upon registering or updating SAM.gov registration, an organization must agree to the financial assistance general certifications and representations. Organizations must agree to those for grants specifically, as opposed to contracts, because the two sets of agreements are different. Organizations will have to maintain registration throughout the life of any award.

Grants.gov

Organizations must also have an active account with <u>Grants.gov</u>. Step-by-step instructions are available at the Grants.gov <u>Quick Start Guide for Applicants</u>.

Find the application package

The application package contains all the forms needed to apply. The application package is available online. Go to <u>Grants Search at Grants.gov</u> and search for opportunity number CDC RFA CK25-0144

Please <u>contact Grants.gov</u> for any technical difficulties, including issues with application submission. To get updates on changes to this NOFO, select Subscribe from the View Grant Opportunity page for this NOFO on Grants.gov.

Need help? See Contacts and Support.

Help applying

For help related to the application process and tips for preparing the application, see <u>How to Apply</u>. For other questions, see <u>Contacts and Support</u>.



Step 3: Prepare Your Application

In this step

Application contents and format

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Application contents and format

Applications include five main elements. This section includes guidance on each. Please include each of the following:

Table: Application contents

Elements	Grants.gov form to use
Project abstract	Use the Project Abstract Summary form
Project narrative	Use the Project Narrative Attachment form
Budget narrative justification	Use the Budget Narrative Attachment form.
<u>Attachments</u>	Insert each in the Other Attachments form
Other required forms	Upload using each standard form

See requirements for the optional letter of intent and other submissions.

Your organization's authorized official must certify your application.

The following sections provide instructions on document formats. Applications must provide the required documents. See <u>responsiveness</u> <u>criteria</u> and <u>initial review</u> to understand how this affects applications.

Required format for project abstract, project narrative, and budget narrative

File format: PDF

Font: Times New Roman

Font Size: 12-point font

Footnotes and text in graphics may be 10-point font.

Ink color: Black

Spacing: Single-spaced

Margins: 1-inch

Include page numbers

Project abstract

Page limit: 1

File name: Project abstract summary

Provide a self-contained summary of the proposed project, including the purpose and outcomes. Do not include any proprietary or confidential information. Please note: this information can be used for public information requests about funded projects.

Project narrative

Page limit: 20

File name: Project narrative

Project narratives must use the exact headings, subheadings, and order as follows. See <u>merit review criteria</u> to understand how reviewers will evaluate project narratives.

Background

Describe the problem this project plans to address. Be specific to populations and geographic areas served.

See the background section of the program description.

Approach

Strategies and activities

Describe how the project will implement the proposed strategies and activities to achieve performance outcomes. Explain whether they are:

- · Existing evidence-based strategies.
- Other strategies. Note where in the <u>evaluation and performance</u> <u>measurement plan</u> it describes how these strategies will be evaluated.

See the <u>strategies and activities</u> section of the program description.

Outcomes

Identify outcomes the project expects to achieve or make progress towards by the end of the performance period. Use the <u>program logic model</u> in the approach section of the program description to identify the outcomes.

Evaluation and performance measurement plan

Applicants must provide an evaluation and performance measurement plan. This plan describes how the project will fulfill the requirements in the data, monitoring, and evaluation section of the program description.

Work plan

Include a work plan using the requirements in the work plan section of the program description.

Focus populations and health disparities

Describe the specific population or populations the project plans to reach under this award. Explain how the project will include them and meet their needs. Describe how the work of the project will benefit public health and alleviate health disparities.

See the <u>focus populations</u> section of the program description.

Organizational capacity

Describe how the organization will address the requirements in the <u>organizational capacity</u> section of the program description.

Provide supporting attachments in this section, including:

- Resumes and job descriptions
- Organizational chart

Collaborations

Describe collaborations with programs and organizations, either internal or external to CDC. Explain how the organization will address the requirements in the <u>collaborations</u> section of the program description.

Budget narrative

Page limit: None

File name: Budget Narrative

The budget narrative supports the information provided in Standard Form 424-A.

As the budget is developed, consider if the costs are reasonable and consistent with the project's purpose and activities. Budgets will be reviewed, and costs will be approved prior to the award being made.

The budget narrative must explain and justify the costs in the proposed budget. Provide the basis used to calculate costs. See <u>CDC Budget</u> <u>Preparation Guidelines</u>.

Budget narratives must follow this format:

- Salaries and wages
- · Fringe benefits
- Consultant costs
- Equipment
- Supplies
- Travel
- · Other categories
- Contractual cost
- Total direct costs (total of all items)
- Total indirect costs

See <u>funding policies</u> and <u>limitations</u> for policies.

Attachments

Upload attachments in Grants.gov using the Other Attachments Form. When adding the attachments to the form, PDF, Word, or Excel formats are acceptable.

Table of contents

File name: Table of contents

Provide a detailed table of contents for the entire submission that includes all the documents in the application and all the headings in the <u>project narrative</u> section. There is no page limit.

Indirect cost agreement

File name: Indirect cost agreement

If indirect costs are included in the budget using an approved rate, include a copy of the current agreement approved by the relevant <u>cognizant agency for indirect costs</u>. If the *de minimis* rate is used, this attachment does not need to be submitted.

Resumes and job descriptions

File name: Resumes and job descriptions

For key personnel, attach resumes for positions that are filled. If a position isn't filled, attach the job description with qualifications and plans to hire.

Organizational chart

File name: Organizational chart

Provide an organizational chart that describes the organization's structure. Include any relevant information to show how parts of the organization apply to the proposed project.

Report on overlap

File name: Report on overlap

This attachment is required only if the applicant has submitted a similar request for a grant, cooperative agreement, or contract to another funding source in the same fiscal year and that request may result in any of the following types of overlap:

Programmatic

- They are substantially the same project.
- A specific objective and the project design for accomplishing it are the same or closely related.

Budgetary

 The organization requested duplicate or equivalent budget items that already are funded by another source or requested in the other submission.

Commitment

• Given all current and potential funding sources, an individual's time commitment exceeds 100 percent, which is not allowed.

All overlap will be resolved before an award is made.

Other required forms

Upon completion, upload the following forms at Grants.gov. The forms can be found in the NOFO <u>application package</u> or review them and their instructions at <u>Grants.gov Forms</u>.

Table: Required standard forms

Forms	Submission requirement
Application for Federal Assistance (SF-424)	With application
Budget Information for Non-Construction Programs (SF-424A)	With application
Disclosure of Lobbying Activities (SF-LLL)	With the application or before award (if applicable)



Step 4: Learn About Review and Award

In this step

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Application review

Initial review

Your application will be reviewed to make sure that it meets the <u>responsiveness criteria</u>. If the application does not meet these criteria, it will not be moved forward to the merit review phase.

Any pages that exceed the page limit will not be reviewed.

Merit review

A panel reviews all applications that pass the initial review using the following criteria.

Table: Criteria and total points

Criterion	Total points = 100
1. Background and approach	40 points
2. Evaluation and performance measurement	25 points
3. Organizational capacity	35 points

Criteria

Background and approach (Maximum points: 40)

Responses must be consistent with the requirements in the <u>program</u> <u>description</u> sections shown in the following table.

Table: Background and approach criteria

Evaluate the extent to which the applicant provides:	Points	Consistent with:
A background that supports a clear problem to address	10	Background
Strategies and activities consistent with the program's logic model	10	Approach, program logic model
Outcomes consistent with the outcomes in the program's logic model	5	Approach, program logic model
Strategies and activities that are achievable and appropriate to accomplish the project outcomes	5	Strategies and activities
Strategies and activities that are as evidence based as possible	5	Strategies and activities
A work plan that is aligned with the strategies, activities, outcomes, and performance measures in the approach and is consistent with the content and format proposed by CDC	5	Work plan

Evaluation and performance measurement (Maximum points: 25)

Responses must be consistent with the program description's data, monitoring, and evaluation section generally, including the subsections shown in the following table.

Table: Evaluation and performance measurement criteria

Evaluate the extent to which the applicant describes:	Points	Consistent with:
Ability to collect the data needed for evaluation and performance measurement	5	<u>Methods</u>
Clear monitoring and evaluation procedures and how evaluation and performance measurement will be incorporated into planning, implementing, and reporting project activities	5	Methods
Appropriate participation in the evaluation and performance measurement planning process by key partners	3	Methods
How evaluation findings will be shared with communities and populations of interest in a way that meets those populations' needs	3	Methods
Available data sources and feasibility of collecting appropriate evaluation and performance data	3	Data management
The type of evaluations (such as process, outcome, or both) that will be usedKey evaluation questions, data sources, and measuresHow evaluation and performance measurements will contribute to developing a strong effectiveness evidence base for programs that need it	6	Methods

Organizational capacity (Maximum points: 35)

Ensure responses are consistent with the Program Description section Organizational Capacity generally, including any subsection or required attachment shown in the following table.

Table: Organizational capacity criteria

Evaluate the extent to which the applicant describes:	Points	Consistent with:
Relevant experience and capacity to implement the activities and achieve the project outcomesExperience includes management, administrative, and technical experience	10	Organizational Capacity
Experience or capacity to implement the evaluation plan	15	Organizational Capacity and Evaluation Plan
A staffing plan that is sufficient to achieve the project outcomes and clearly defines staff rolesProvides an organizational chart that supports the structure	5	Resumes and job descriptions, Organizational chart
Collaborations that support the applicant's capacity or add value to the project	5	Collaborations

Voluntary cost sharing is not considered as part of the merit review process.

Selection process

When making funding decisions, the following is considered:

Merit review results

The funders may:

- Fund applications in whole or in part.
- Fund applications at a lower amount than requested.
- Decide not to allow subawards to partners if the applicant is not able to monitor and manage them properly.
- Choose to fund no applications.

The ability to make awards depends on available appropriations.

Risk review

Before an award is made, the risk of prudently managed federal funds is reviewed to ensure any past federal awards to an organization were well handled and used for sound business practices. SAM.gov Responsibility / Qualification will be used to check an applicant's history for all awards likely to be over \$250,000. Exclusions are also checked.

Comments can be made on an organization's information in SAM.gov. Comments will be considered before making a decision about level of risk.

Additional information may be requested prior to the award based on the results of the risk review.

Should significant risk be found, an application may not be funded or specific conditions may be placed on the award. For more details, see <u>45 CFR 75.205</u>.

Award notices

A Notice of Award (NoA) will be emailed to the authorized official for successful applications.

If an application is disqualified or unsuccessful, an email or letter will be written.

The NoA is the only official award document. The NoA states the amount of the award, important dates, and the terms and conditions. No work can be started until the NoA is received.

All terms and conditions of the award are accepted upon the draw down of funds.

To learn more about NoA contents, go to <u>Understanding Your Notice of</u> Award at CDC's website.



Step 5: Submit Your Application

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Application submission and deadlines

See find the application package.

An UEI number associated with an organization's physical location must be obtained. Some organizations may have multiple UEI numbers. Use the UEI number associated with the location to receive the federal funds.

Make sure the applicant organization is current with SAM.gov and UEI requirements. See <u>get registered</u>.

A registration must be maintained throughout the life of any award.

Deadlines

Application

Due on March 18, 2025, at 11:59 p.m. ET.

Grants.gov creates a date and time record when it receives the application. If the same application is submitted more than once, the last on-time submission will be accepted.

The grants management officer may extend an application due date based on emergency situations such as documented natural disasters or a verifiable widespread disruption of electric or mail service.

Submission methods

Grants.gov

Application must be submitted through Grants.gov. See Get registered.

For instructions on how to submit in Grants.gov, review the <u>Quick Start Guide</u> <u>for Applicants</u>. Make sure the application passes the Grants.gov validation checks. Do not encrypt, zip, or password-protect any files.

See Contacts and Support for help.

Other submissions

Intergovernmental review

This NOFO is not subject to Executive Order 12372, Intergovernmental Review of Federal Programs. No action is needed.

Application checklist

Ensure everything needed to apply is submitted:

Table: Application Checklist

ltem	How to upload	Page limit	Required for responsiveness?
☐ Project abstract	Use the Project Abstract Summary Form	1 page	Yes
☐ <u>Project narrative</u>	Use the Project Narrative Attachment form	20 pages	Yes
☐ Budget narrative	Use the Budget Narrative Attachment form	None	Yes
Attachments (7 total)	Insert each in a single Other Attachments form		
☐ Table of contents		None	No
☐ Indirect cost agreement		None	No
☐ Proof of nonprofit status		None	No
☐ Resumes and job descriptions		None	No
☐ Organizational chart		None	No
☐ Letters of support		None	No
☐ Report on overlap		None	No
Other required forms (3 total)	Upload using each required form.		
☐ Application for Federal Assistance (SF-424)		No	No
☐ Budget Information for Non- Construction Programs (SF-424A)		No	No
☐ Disclosure of Lobbying Activities (SF-LLL) (if applicable)		No	No



Step 6: Learn What Happens After Award

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Post-award requirements and administration

Adoption by reference of all materials included in the links within this NOFO.

Administrative and national policy requirements

Important rules to follow for award recipients:

- Read all the terms and conditions in the Notice of Award (NoA). The NoA includes the requirements of this NOFO
- Learn the rules listed in <u>45 CFR part 75</u>, Uniform Administrative
 Requirements, Cost Principles, and Audit Requirements for HHS Awards
- Read the HHS <u>Grants Policy Statement</u> (GPS) with policies relevant to the award. If there are any exceptions to the GPS, they'll be listed in the Notice of Award.
- Understand all federal statutes and regulations relevant to federal financial assistance, including the cited authority in this award, the funding authority used for this award, and those highlighted in the <u>HHS</u> <u>Administrative and National Policy Requirements</u>
- Follow the CDC's Additional Requirements:
 - AR-7: Executive Order 12372, Intergovernmental Review of Federal Programs
 - AR-9: Paperwork Reduction Act Requirements
 - AR-10: Smoke-Free Workplace Requirements
 - AR-11: Healthy People 2030
 - AR-12: Lobbying Restrictions
 - AR-13: Prohibition on Use of CDC Funds for Certain Gun Control Activities
 - AR-14: Accounting System Requirements
 - AR-16: Security Clearance Requirement
 - AR-22: Research Integrity
 - AR-24: Health Insurance Portability and Accountability Act Requirements
 - AR-25: Data Management and Access

- AR-30: Information Letter 10-006, Compliance with Section 508 of the Rehabilitation Act of 1973
- AR-31: Research Definition
- AR-32: Appropriations Act, General Provisions
- AR-37: Prohibition on certain telecommunications and video surveillance services or equipment for all awards issued on or after August 13, 2020
- ARs for conference awards:
 - AR-20: Conference Support
 - AR-27: Conference Disclaimer and Use of Logos
- Applicant organization specific ARs:
 - AR-8: Public Health System Reporting Requirements
- AR applicable to awards involving Health IT:
 - AR-38: Health Information Technology (IT) Interoperability

Reporting

The following financial and performance reports are required for successful applications.

Table: Financial and performance reports

Report	Description	When
Recipient Evaluation and Performance Measurement Plan	Builds on the plan in the application Includes measures and targets Shows how data are collected and used (data management plan)	Six months into award
Annual Performance Report	Serves as yearly continuation application Includes performance measures, successes, and challenge Updates work plan Includes how CDC could help overcome challenges Includes a budget for the next 12-month budget period	No later than 120 days before the end of each budget period
Federal Financial Report	Includes funds authorized and disbursed during the budget period Indicates exact balance of unobligated funds and other financial information	90 days after the end of each budget period
Data on Performance Measures	Includes information similar to the Annual Performance Report	CDC will only require this report if it needs more frequent reporting than in the Annual Performance Report

Report	Description	When
Final Performance Report	Includes information similar to the Annual Performance Report	120 days after the end of the performance period
Final Financial Report	Includes information in Federal Financial Report	120 days after the end of the performance period.

To learn more about these reporting requirements, see Reporting on the CDC website.

CDC award monitoring

Monitoring activities include:

- Routine and ongoing communication between CDC and recipients.
- · Site visits.
- Recipient reporting, including work plans, performance reporting, and financial reporting.

Post-award monitoring includes:

- · Tracking progress in achieving outcomes.
- Ensuring systems can hold information and generate data reports.
- Creating an environment that fosters integrity in performance and results.

The following activities may also be included:

- Making sure work plans are feasible based on the budget.
- Making sure work plans are consistent with award intent.
- · Making sure your outcomes are achieved on time.
- Adjusting work plans based on outcome achievement, evaluation results, and changing budgets.
- Monitoring programmatic and financial performance measures to ensure satisfactory performance.
- Monitoring other activities to help identify and manage risk, including among high-risk recipients.
- Taking corrective or enforcement actions if performance is poor in accordance with 45 CFR 75.371 and 75.372, as appropriate.

CDC's role

CDC's monitoring activities cover routine and ongoing communication between you and the CDC, site visits, and Recipient reporting (including work plans, performance, and financial reporting).

CDC will provide the following support/technical assistance:

- Track progress in achieving the desired outcomes.
- Ensure the adequacy of awards systems to generate data reports.
- Create an environment that fosters integrity in program performance and results.
- Ensure that work plans are feasible based on the budget and consistent with the intent of the award.
- Ensure the you are performing at a sufficient level to achieve outcomes within stated time frames.
- Work with the you to adjust the work plan based on achievement of outcomes, evaluation results, and changing budgets.
- Monitor performance measures (both programmatic and financial) to assure satisfactory performance levels.

Non-discrimination and assurance

If an award is received, all applicable nondiscrimination laws must be followed. This is agreed to upon registering in SAM.gov. An Assurance of Compliance (HHS-690) must also be submitted. To learn more, see the Laws and Regulations Enforced by the HHS Office for Civil Rights.



Contacts and Support

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Agency contacts

Program

Tracey Ponder 404-639-0953 Tponder@cdc.gov

Grants management

Benjamin (Ben) Weiss 404-498-3233 BWeiss@cdc.gov

Kathy Raible 770.488.2045 kcr8@cdc.gov

Grants.gov

Grants.gov provides 24/7 support. Call 1-800-518-4726 or email support@grants.gov. Ticket numbers are assigned.

SAM.gov

Call 866-606-8220 or live chat with the Federal Service Desk.

Reference websites

- U.S. Department of Health and Human Services (HHS)
- Grants Dictionary of Terms
- CDC Grants: How to Apply
- CDC Grants: Already Have a CDC Grant?
- Grants.gov Accessibility Information
- Code of Federal Regulations (CFR)
- United States Code (U.S.C.)

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