

Centers for Disease Control and Prevention

NATIONAL CENTER FOR IMMUNIZATION AND RESPIRATORY DISEASES

Partnering with National Organizations to Support Community-Based Organizations to Increase Vaccination Coverage Across Different Racial and Ethnic Adult Populations Currently Experiencing Disparities

CDC-RFA-IP21-2108

03/29/2021

Table of Contents

A. Funding Opportunity Description 3
B. Award Information 24
C. Eligibility Information 25
D. Application and Submission Information 27
E. Review and Selection Process 39
F. Award Administration Information 42
G. Agency Contacts 48
H. Other Information 49
I. Glossary 50

Part I. Overview

Applicants must go to the synopsis page of this announcement at www.grants.gov and click on the "Subscribe" button link to ensure they receive notifications of any changes to CDC-RFA-IP21-2108. Applicants also must provide an e-mail address to www.grants.gov to receive notifications of changes.

A. Federal Agency Name:

Centers for Disease Control and Prevention (CDC) / Agency for Toxic Substances and Disease Registry (ATSDR)

B. Notice of Funding Opportunity (NOFO) Title:

Partnering with National Organizations to Support Community-Based Organizations to Increase Vaccination Coverage Across Different Racial and Ethnic Adult Populations Currently Experiencing Disparities

C. Announcement Type: New - Type 1:

This announcement is only for non-research activities supported by CDC. If research is proposed, the application will not be considered. For this purpose, research is defined at https://www.gpo.gov/fdsys/pkg/CFR-2007-title42-vol1/pdf/CFR-2007-title42-vol1-sec52-2.pdf. Guidance on how CDC interprets the definition of research in the context of public health can be found at https://www.hhs.gov/ohrp/regulations-and-policy/regulations/45-cfr-46/index.html (See section 45 CFR 46.102(d)).

New-Type 1

D. Agency Notice of Funding Opportunity Number:

CDC-RFA-IP21-2108

E. Assistance Listings Number:

93.185

F. Dates:

1. Due Date for Letter of Intent (LOI):
N/A

2. Due Date for Applications:
03/29/2021
11:59 p.m. U.S. Eastern Standard Time, at www.grants.gov.

3. Due Date for Informational Conference Call:
Potential applicants may participate in a conference call for information on this NOFO. The conference call will be conducted by the Immunization Services Division. The call will be held: March 22, 2021, 11:30am – 12:30pm ET. Please use this link to access the call:
Join Zoom Meeting;
(US: +1 669 254 5252 or +1 646 828 7666 or +1 669 216 1590 or +1 551 285 1373);
Meeting ID: 160 622 9049;
Passcode: =7?aRBDU; Passcode (dial-in): 87320987;
International numbers

G. Executive Summary:

1. Summary Paragraph
CDC seeks to build the evidence base of effective interventions to improve vaccination coverage and identify and implement strategies to reduce racial and/or ethnic disparities in adult vaccination coverage.

This NOFO's goal is to support efforts to increase influenza and COVID-19 vaccination coverage for adults in racial and/or ethnic populations experiencing disparities in the United States. This NOFO has three parts. All national recipients are responsible for Part A activities and are expected to monitor, evaluate, and support community-based organizations' (CBOs) implementations of Part C activities. Only 1-2 national recipients will also implement Part B activities.

a. Eligible Applicants:
Single

b. Funding Instrument Type:
CA (Cooperative Agreement)

c. Approximate Number of Awards
4

d. Total Period of Performance Funding:
$ 200,000,000

e. Average One Year Award Amount:
$ 10,000,000

f. Total Period of Performance Length:
5

g. Estimated Award Date:
April 09, 2021

h. Cost Sharing and / or Matching Requirements:
No
Cost sharing or matching funds are not required for this program. Although no statutory matching requirement for this NOFO exists, leveraging other resources and related ongoing efforts to promote sustainability is strongly encouraged.

Part II. Full Text

A. Funding Opportunity Description

1. Background

a. Overview
Vaccination is considered one of the most important public health achievements of the twentieth century and continues to offer great promise. Vaccines save lives and improve the quality of life by preventing serious infectious diseases and their consequences. However, the benefits of vaccination are not realized equally across the population of the United States. Data shows that adult vaccination coverage remains low nationally and significant racial and ethnic disparities exist. The groups experiencing disparities are also disproportionately affected by COVID-19, at risk for serious illness from COVID-19, and/or at high risk for complications from influenza infection.

This NOFO's goal is to support efforts to increase influenza and COVID-19 vaccination coverage for adults in racial and/or ethnic populations experiencing disparities in the United States. This NOFO has three parts:

Part A: National Recipients

1. Select approximately 50-100 CBOs, mostly from affiliations and network, to partner with and implement Part C activities at the community level
2. Coordinate, evaluate, and provide technical assistance to funded CBOs
3. Facilitate CBOs' connection and contributions to the resources and evidence base
4. Provide progress reports to CDC

Part B: 1-2 National Recipients

1. Coordinate activities for CBOs and organizations participating in the broader Reducing Racial and Ethnic Disparities in Adult Immunization Program to share knowledge and expertise
2. Manage materials created by CBOs and organizations participating in the broader Program

Part C: Community-Based Organizations

1. Equip influential messengers by providing trainings and materials
2. Increase vaccination opportunities and enhance provider partnerships
3. Establish partnerships with state and local health departments

b. Statutory Authorities

This program is authorized under Sections 317 and 317(k)(2) of the Public Health Service Act (42 U.S.C. Sections 247b and 247b(k)(2)), as amended.

c. Healthy People 2030
This NOFO relates to two Healthy People 2030 topic areas: social determinants of health (https://health.gov/healthypeople/objectives-and-data/social-determinants-health) and infectious disease (https://health.gov/healthypeople/objective-and-data/browse-objectives/infectious-desease).

A goal of Healthy People 2030 is to eliminate health disparities and achieve health equity (https://health.gov/healthypeople/about/healthy-people-2030-framework). This NOFO addresses the following vaccination objectives:

- Increase the proportion of persons who are vaccinated annually against seasonal influenza
- Increase the proportion of adults age 19 years or older who get recommended vaccines

d. Other National Public Health Priorities and Strategies
This NOFO supports CDC's COVID-19 Response Health Equity Strategy (https://www.cdc.gov/coronavirus/2019-ncov/community/health-equity/cdc-strategy.html), including the goals of:

- Reduced COVID-19-related health disparities
- Ensured equity in nationwide distribution and administration of future COVID-19 vaccines
- Implemented evidence-based policies, systems, and environmental strategies to mitigate social and health inequities related to COVID-19
- Reduced COVID-19 associated stigma and implicit bias
- Expanded cultural responsiveness and application of health equity principle among an increasingly diverse COVID-19 responder workforce

The Approach section outlines suggested activities to achieve the goals listed above.

e. Relevant Work
This NOFO builds on a supplement to CDC's Racial and Ethnic Approaches to Community Health (REACH) program, which funds REACH recipients to implement activities aiming to increase COVID-19 vaccination coverage and influenza vaccination coverage among racial and ethnic groups experiencing disparities in the United States. Additionally, this NOFO will fund recipient organizations and affiliated CBOs to implement work similar to another CDC NOFO that funds minority-led national organizations and their local branches/chapters/affiliates (https://www.grants.gov/web/grants/search-grants.html?keywords=CDC-RFA-IP21-2106).

2. CDC Project Description

a. Approach
Bold indicates period of performance outcome.

CDC-RFA-IP21-2108 Logic Model: *Partnering with National Organizations to Support Community-Based Organizations to Increase Vaccination Coverage Across Different Racial and Ethnic Adult Populations Currently Experiencing Disparities*

Bold indicates period of performance outcome

Strategy and Activities	Outputs	Short-Term Outcomes	Long-Term Outcomes
Part A 1) Select approximately 50-100 CBOs, mostly from affiliations and network, to partner with and implement Part C activities at the community level 2) Coordinate, evaluate, and provide technical assistance to funded CBOs 3) Facilitate CBOs' connection and contributions to the resources and evidence base 4) Provide progress reports to CDC **Part B** 1) Coordinate activities for CBOs and organizations participating in the broader program to share knowledge and expertise 2)Manage materials created by CBOs and organizations	**Part A** - Established criteria for an impactful influential messenger - Education and communications campaigns **Part B** - Identification of evidence-based practices or resources - Messaging and communications strategies **Part C** - User-tested and culturally appropriate messages, visual assets, and other communications materials - Recruitment campaigns and training for influencers - Educational modules, events, webinars, and convenings - MoU and partnership agreements with	**All Parts** **- Increased range of trusted community voices supporting vaccine education and delivery** **- Increased availability of community or population-specific messages** **- Increased number and diversity of vaccination opportunities in communities currently experiencing disparities** **- Increased number and range of partnerships or collaborative activities between providers and community organizations** **- Increased number and range of health care providers recommending influenza vaccines (and COVID-19 vaccines, when appropriate) to patients** **- Increased number and range of health**	**All Parts** - Increased acceptance of influenza and COVID-19 vaccine among populations disproportionately affected by influenza and COVID-19 and/or at greater risk for lower vaccination coverage (i.e., persons who are African American, American Indian/Alaska Native, Asian American, Hispanic or Latinx American, Native Hawaiian/Other Pacific Islander) - Increased access to immunization services among populations and/or communities experiencing disparities

participating in the broader program **Part C** 1) Equip influential messengers by providing tailored information, trainings, and materials designed to reach priority populations 2) Increase vaccination opportunities and enhance provider partnerships 3) Establish partnerships with state and local health departments	providers and community organizations - Mobile vaccination clinics and activities	**care organizations implementing accountability processes and/or practical guidance to improve equity in vaccine administration**	

i. Purpose

CDC seeks to build the evidence base of effective interventions to improve vaccination coverage and to identify and implement strategies to reduce racial and/or ethnic disparities in adult vaccination coverage.

ii. Outcomes

By the end of the performance period, recipients are expected to achieve the following outcomes:

- Increased range of trusted community voices supporting vaccine education and delivery
- Increased availability of community or population-specific messages
- Increased number and diversity of vaccination opportunities in communities experiencing disparities
- Increased number and range of partnerships or collaborative activities between providers and community organizations
- Increased number and range of health care providers recommending influenza and COVID-19 vaccines to patients

Recipients will track progress toward these outcomes and communicate them back to CDC through data collection and periodic reporting requirements, as discussed further in the Evaluation and Performance Measurement section.

iii. Strategies and Activities

All national recipients are responsible for focus areas in Part A and are expected to monitor, evaluate, and support the implementation of community-based organizations' activities that are outlined in Part C. Only 1-2 of the national recipients that receive Part A funding will also implement focus areas in Part B.

Part A: National Recipients (Required for All Recipients)

In order to achieve the short- and long-term outcomes as outlined in the Project Approach, national recipients will partner with, monitor, support, and evaluate CBOs who will execute grassroots outreach activities. During the performance period, the recipient(s) are expected to **identify CBOs to partner with, provide technical assistance to funded CBOs, and produce formative assessments of CBOs' influenza and COVID-19 activities for reporting to CDC.** This involves addressing the following focus areas:

1. **Select approximately 50-100 CBOs, mostly from affiliations and network, to partner with and implement Part C activities at the community level:** Build a national network of organizations to undertake the community level work outlined in part C by identifying and funding qualified entities.
    - Conduct outreach to affiliates and networks to identify community-based organizations with the credibility, connections, and ingenuity to implement vaccination-related activities to the priority race/ethnic communities experiencing disparities
    - Create a streamlined and transparent solicitation, application, and selection process for CBOs in consultation with other recipient organizations and CDC, who will be responsible for validating partnership funding strategy for proposed CBOs
    - The process for CBO funding should minimize the burden on CBOs (e.g., short application forms, clear selection criteria)
    - The recipients for this NOFO should work together to reduce possible duplication or confusion for CBOs who may apply for partnership opportunities
2. **Coordinate, evaluate, and provide technical assistance to funded CBOs:** National recipients will be accountable for the outcomes of the program. In order to provide adequate oversight and support to CBOs, national recipients are expected to provide technical assistance and other needed support for CBOs and their activities.
    - Examples of technical assistance include holding coaching calls with funded local entities, facilitating peer-to-peer learning opportunities (i.e., informational webinars with subject matter experts) among CBOs, and sharing programmatic updates from CDC
3. **Facilitate CBOs' connection and contributions to the resources and evidence base:** Connect and advise CBOs on how to utilize and contribute to the peer-to-peer network of resources, events, and materials as well as Data-Informed Technical Assistance (described in "Collaborations" and "CDC Program Support to Recipients" sections)
4. **Provide progress reports to CDC:** Share monthly, quarterly, and annual progress reports with CDC on CBO activities, events and overall impact.

Part B: 1-2 National Recipient Organizations

During the performance period, 1-2 recipients that receive Part A funding will also **implement additional cross-program activities, serving all recipients and CBO affiliates involved in the program and other related funding programs**.

1. **Coordinate activities for CBOs and organizations participating in the broader program to share knowledge and expertise:** Coordinate learning activities for all CDC-funded entities and other participating organizations involved in the overarching program (e.g., work with the Association of Immunization Managers to make office hours with immunization subject matter experts available to all recipients and CBOs)
2. **Manage materials created by CBOs and organizations participating in broader program:** Work with all recipient organizations to collate, adapt, assess, and protocolize materials which appear to be promising, including highlighting these materials and making them available for use by any national recipient or CBO participating in the program

Part C: Community-Based Organizations (Required for All CBOs)

During the performance period, recipient(s) are expected to commit **75% of the total Part A funding to identified CBOs to implement COVID-19 vaccination-related activities and influenza vaccination-related activities.** CDC will provide the grant allocation in a lump sum to the recipient(s). The recipient(s) will then establish a national network of organizations funded to perform the activities listed below. Each CBO's funding allocation should be based on their proposed scope of work and be outlined in each recipient's partnership strategy shared with CDC. CBOs should undertake work in at least one of the following focus areas in order to receive funding from a recipient:

1. **Equip influential messengers by providing tailored, information, trainings, and materials designed to reach priority populations:** Educate and empower "trusted voices" in the community to support vaccine education and delivery
2. **Increase vaccination opportunities and enhance provider partnerships:** Build partnerships between vaccination providers (e.g., pharmacies) to increase the number, range, and diversity of opportunities for vaccination
3. **Establish partnerships with state and local health departments:** Collaborate with state and/or local health departments – and state immunization programs, as applicable – to build upon existing public health messages, information, and partnerships in the focus areas C1 and C2

Focus Area Activities

Implementation will focus on improving influenza vaccination coverage and COVID-19 vaccination coverage among adults in racial and ethnic groups experiencing disparities in the United States.

All national recipients are expected to undertake activities for the four focus areas in part

A.
1-2 national recipient(s) will also undertake activities for the two focus areas in part B. All funded CBO affiliates are expected to undertake activities for the three focus areas in part C.

The following list includes examples of possible activities but is not exhaustive of all permissible activities:

Focus Area	Potential Activities
Part A: Recipient(s) select CBOs to partner with to implement Part C activities, provide technical assistance to CBOs, and produce formative assessments of CBOs' influenza and COVID-19 activities for reporting to CDC	
Select approximately 50-100 CBOs, mostly from affiliations and network, to partner with and implement Part C activities at the community level: Create a streamlined solicitation, application, and selection process for CBOs and verify funding for proposed CBOs.	- Conduct outreach to affiliates and networks to identify community-based organizations with the credibility, connections and ingenuity to implement vaccination-related activities to the priority race/ethnic communities experiencing disparities. - Establish a national network of funded organizations that will work collaboratively and in partnership with the recipient, to perform the activities outlined in part C. - Develop and issue a streamlined request for proposals in consultation with CDC that incentivizes CBOs to apply and takes into account CBOs' capacity to respond to solicitations - Work with CDC to develop selection criteria, which should consider the CBO's administrative capacity to manage the award and implement focus areas and activities in part C, as well as public health need in the population or areas the CBO serves - Review solicitations, select CBOs to partner with, and submit the following information to CDC: o The name(s) of the organization(s) and staff responsible for responding to the program opportunity o A brief (1-2 sentence) description of the organization's mission and reach, including the population it intends to serve

Focus Area	Potential Activities
	○ A summary of how the CBO meets the selection criteria ○ A brief description of the CBO's intended activities for one year of funding ○ The planned award amount - Initiate and manage legal and administrative processes to deliver funding to selected CBOs after CDC's verification
Coordinate, evaluate, and provide technical assistance to funded CBOs: Provide technical assistance and other needed support for CBOs and their activities	- Regularly convene project managers from each CBO to discuss project goals and progress, address challenges, and identify and mitigate risks - Provide other technical assistance related to CBOs' activities (part C), including but not limited to: ○ Sharing lessons learned and aligning on best practices with other CBOs (e.g., communications development, message-testing, partnership-building) - Providing one-on-one coaching and technical assistance, which includes, but is not limited to, the following: checking in on progress, addressing challenges, identifying successes that can be shared with other recipients and CBOs, identifying support needs that may require subject matter expertise from across the program, and providing guidance on how to report on and evaluate program activities - Facilitate regular (at least every two weeks) program updates to CBOs with, or on behalf of, CDC and the recipient - Ensure CBOs are carrying out part C focus areas - Connect CBOs to cross-program learning opportunities
Facilitate CBOs' connection and contributions to the resources and evidence base: Connect and advise CBOs on how to connect and contribute to the peer-to-peer network of resources, events, and materials as well as Data-	- Connect CBOs to cross-program learning opportunities, Data-Informed Technical Assistance, and CDC's State and Community Health Media Center and advise them on how to

Focus Area	Potential Activities
Informed Technical Assistance (described in "Collaborations" and "CDC Program Support to Recipients" sections)	access, modify, and repurpose materials for their own use - Collaborate with CBOs to develop new materials or resources, as needed, based on observed common challenges and practices associated with influenza and COVID-19 (when appropriate) vaccination activities - Contribute to, and use, Data-Informed Technical Assistance services and products to help CBOs tailor their activities
Provide progress reports to CDC: Share monthly, quarterly, and annual progress reports with CDC on CBO activities and impact	- Submit monthly, quarterly, and annual assessments and summary of CBO activities, drawing from some of the following data sources and activities: o Document lessons learned related to CBOs' activities, including recommendations and/or common challenges o Review the resources developed, incorporating input from key partners, including the following: ▪ Practices in messaging to and communicating with racial and ethnic groups experiencing vaccination disparities that have been or are likely to be successful; ▪ Practices in identifying and working with CBOs that have been or are likely to be successful; and ▪ Learnings and insights from CBOs' project implementation to inform CDC's long-term strategy in addressing disparities in vaccination rates - Respond to CDC's ad-hoc requests for success stories and informal updates, which may require the recipient to informally track CBOs' weekly progress
Part B: 1-2 recipient organizations implement additional cross-program activities, serving all recipients and CBOs involved in the program	

Focus Area	Potential Activities
Coordinate activities for CBOs and organizations participating in the broader program to share knowledge and expertise: Coordinate learning activities for all CDC-funded entities involved in the program	- Hire subject matter experts to provide as-needed technical assistance and learning opportunities to all CDC-funded entities involved in the program; subject matter expertise may include racial and health equity, social determinants of health, immunization, and/or community engagement - Manage and facilitate routine group and peer-to-peer learning opportunities across all CDC-funded entities involved in the program (e.g., expert webinars, recipient /CBO presentations, office hours) - Maintain–and make available to all CDC-funded entities participating in the program–a master calendar with event information for all learning opportunities (e.g., webinars, presentations, office hours) led by CDC, recipients, CBOs, and other CDC-funded entities participating in the program - Facilitate cross-program sharing of successes, challenges, and promising practices - Facilitate support from the team providing Data-Informed Technical Assistance, where relevant
Manage materials created by CBOs and organizations participating in broader program: Work with recipient organizations to collate, adapt, assess and protocolize materials	- Conduct environmental scans across the program of recipient- and CBO-produced materials, as well as other community-based immunization outreach efforts and/or programs - Collate and highlight promising materials among all CBOs, making them available for use by any recipient or CBO - Establish a protocol for collecting communications materials, successful messaging strategies, and other materials or methods developed by CBOs, and share materials across with other CBOs, CDC, Data-Informed Technical Assistance, or Media Center, as appropriate - Adapt materials and methods developed/used by some CBOs to create generalizable materials and methods that other entities can use within and/or outside of this program

Focus Area	Potential Activities
	- In collaboration with CDC, and as appropriate, develop, modify, and/or enhance resources, such as toolkits, checklists, and quick guides for community-level vaccination activities focused on awareness, access, and confidence o *Please note that the CDC will not approve the materials developed, but may review and comment, or seek to ensure all appropriate disclaimers are used* - Develop and synthesize strategies and messaging for working with CBOs to understand vaccine needs, perceptions, and community-acceptable approaches for reducing racial and ethnic disparities in vaccination, including the following: o Synthesizing practices, materials, and resources that have been or are likely to be successful across local entities' efforts o Drawing on expertise, experience, and evidence base in racial and/or ethnic equity, health equity, and/or community-level interventions, identify, document, and share practices, materials, and resources *- Please note that under 45 CFR 75.322 materials managed by the recipient may be copyrighted by the recipient and licensed to the government. The CDC logo may not be used without a logo license.*
Part C: CBOs implement influenza vaccination-related activities, as well COVID-19 vaccination-related activities, when appropriate	
Equip influential messengers by providing tailored, information, trainings, and materials designed to reach priority populations: Educate and empower "trusted voices" in the community to support vaccine education and delivery	- Develop and tailor education and outreach materials and/or leverage materials from the program and other recipients and CBOs involved in the program - Support and leverage CDC's seasonal influenza and COVID-19 materials and resources (as available) in outreach to relevant groups and communities to develop and implement community-based, culturally appropriate messages that focus on the following:

Focus Area	Potential Activities
	○ Disease spread, symptoms, prevention, and treatment; ○ Vaccine safety and efficacy; ○ Vaccination purpose, need, and opportunities/locations; ○ Similarities and differences between influenza and COVID-19 (https://www.cdc.gov/flu/symptoms/flu-vs-covid19.htm#anchor_1595599456); and - Identify and train trusted community-level spokespersons (e.g., faith leaders, teachers, community health workers, radio DJs, local shop owners, barbers) to communicate the burdens of influenza and COVID-19 and the importance of influenza and COVID-19 vaccination through local media outlets, social media, faith-based venues, community events, and other community-based, culturally appropriate venues - Develop and implement social media strategies to mitigate and address influenza vaccine and COVID-19 vaccine misinformation and disinformation - Support nonfunded local entities by sharing learnings and materials
Increase vaccination opportunities and enhance provider partnership: Build partnerships between vaccination providers (e.g., pharmacies) and the community to increase the number, range, and diversity of opportunities for vaccination	- Connect vaccination providers with places of worship, community organizations, recreation programs, food banks/pantries, schools and colleges/universities, grocery stores, salons/barber shops/beauticians, major employers, and other key community institutions to set up temporary and/or mobile influenza and COVID-19 vaccination sites, especially in communities experiencing disparities - Advocate for dialysis centers, prenatal care centers, well-baby care clinics, family planning clinics, dentists' offices, nursing homes, COVID-19 testing sites, and other specific provider sites or programs to deliver influenza vaccines where patients are already seeking care for themselves or their family members

Focus Area	Potential Activities
	- Build partnerships with health care providers to increase provider understanding of the populations of interest and interventions to increase vaccination rates for these populations - Work with vaccination service providers to expand the types of health professionals (e.g., community health workers, patient navigators, patient advocates) and administrative staff (e.g., front desk workers) engaged in promoting vaccination and increasing referrals of individuals to influenza and COVID-19 vaccination sites - Organize events and mobile and/or temporary influenza vaccination sites for as long as the influenza vaccine is available, including during National Influenza Vaccination Week each year; these activities may also be adapted for COVID-19 vaccination, as appropriate - Build partnerships with health care providers to increase provider understanding of the populations of interest and interventions to increase vaccination rates for these populations and facilitate an information exchange between partners - Provide technology literacy trainings to support increased understanding of virtual technologies commonly employed to schedule vaccination appointments (e.g., how-to guides and events on using Zoom and other virtual meeting technologies) - Provide technical assistance to support creative problem solving to mitigate issues created by lack of access to technology within priority populations related to vaccination appointment signups - Provide training to support CBOs to advocate for more equitable vaccination implementation structures within their jurisdictions (i.e., holding spots for zip codes with large disparities, expanding phone signup opportunities vs solely online opportunities, expanding vaccination hours

Focus Area	Potential Activities
	to accommodate diverse work and childcare schedules, etc.)
Establish partnerships with state and local health departments: Collaborate with state and local health departments – and state immunization programs, as applicable – to build upon existing public health messages, information, and partnerships for focus areas C1 and C2 (listed above)	- Collaborate with state and local health departments – state immunization programs in particular – on mobile influenza and COVID-19 vaccination clinics, education campaigns, and other vaccination activities in communities experiencing disparities - Where relevant, collaborate with trusted healthcare organizations, including community health centers and pharmacies, on mobile influenza and COVID-19 vaccination clinics, education campaigns, and other vaccination activities in communities experiencing disparities

1. Collaborations

a. With other CDC programs and CDC-funded organizations:
This award builds on the work done through a supplement to CDC's Racial and Ethnic Approaches to Community Health (REACH) program, and by its technical assistance provider – the Association of Immunization Managers (AIM). CDC funds REACH recipients to implement activities aiming to increase influenza (and COVID-19, when appropriate) vaccination coverage among racial and ethnic groups experiencing disparities. In addition to these REACH recipients, other CDC-funded entities participating in this program include minority-led national organizations and their local branches/chapters/affiliates, minority-led medical and professional associations, state and local health departments, and federally qualified health centers.

Any cross-program coordination and learning described in the activities of this NOFO includes all the CDC-funded entities listed above.

Recipients and CBOs will also benefit from technical assistance support resources, including learning opportunities, materials, collaboration opportunities with other organizations participating in the program, and Data-Informed Technical Assistance. Data-Informed Technical Assistance provides recipients and CBOs with data and data-use orientations, self-service data analysis, and office hours for data-related questions and needs that may help recipients and CBOs better focus their activities.

b. With organizations not funded by CDC:
Partnerships have been critical in the work in addressing health disparities and will continue to be so for this project. Without partnerships, the capacity to build trust and amplify messages in communities would be severely hampered. Recipients are required to build and/or continue strategic partnerships and collaborations with immunization stakeholders that have a role in achieving the NOFO outcomes and proposed activities.

2. Target Populations
Recipient organizations should prioritize partnering with CBOs that serve any of the following populations currently experiencing disparities in the United States:

- African American/Black
- American Indian/Alaska Native
- Asian American
- Hispanic/Latinx American
- Native Hawaiian/Other Pacific Islander

Recipient organizations are expected to provide, where available, data to show how they selected a target population and specific information on disparities experienced by their proposed population(s) in their applications, particularly for the CBOs they plan to partner with for part C activities.

Recipient organizations must also describe how they propose to solicit CBO applications, including outreach, application process, and selection criteria. Criteria can include CBO type, reach with various communities of focus, geographic focus, administrative capacity to manage the award and activities in part C, and public health need in the population or areas the CBO serves. At least one CBO must have a focus on rural communities as part of their work.

Where possible, applicants should include names of proposed CBOs they intend to partner with.

a. Health Disparities
Data shows adult vaccination coverage remains low nationally and significant racial and ethnic disparities exist. The groups experiencing disparities are also disproportionately affected by COVID-19, at risk for serious illness from COVID-19, and/or at high risk for complications from influenza infections. Given the co-circulation of SARS-CoV-2 and influenza, it is critical to ensure equal uptake of the influenza and COVID-19 vaccines.

Achieving health equity requires valuing everyone equally with focused and ongoing efforts to address avoidable inequities, historical and contemporary injustices, and the elimination of health and healthcare disparities. The population health impact of COVID-19 has exposed long-standing inequities that have systematically undermined the physical, social, economic, and emotional health of racial and ethnic minority populations and other population groups that are bearing a disproportionate burden of COVID-19.

Persistent health disparities combined with historic housing patterns, work circumstances, and other factors have put members of some racial and ethnic minority populations at higher risk for COVID-19 infection, severe illness, and death. As we continue to learn more about the impact of COVID-19 on the health of different populations, immediate action is critical to reduce growing disparities in the impact of the COVID-19 pandemic among the populations known to be at disproportionate risk.

The goal of this NOFO is to support efforts to increase vaccination coverage for adults in racial and/or ethnic populations experiencing disparities in vaccination rates in the United States.

This project is in direct support of the CDC strategy to address disparities in influenza and COVID-19 vaccination on the basis of race and ethnicity. Work with these organizations will enable national organizations and CBOs to promote vaccination among racial and/or ethnic groups experiencing disparities.

iv. Funding Strategy

This project will be supported with funding for response to the COVID-19 pandemic and may continue to be supported with funds intended to control the spread of COVID-19 or with other resources. The current year 1 funding of up to $40M in total will be allocated among the four sole-source national recipients based on capacity of the applicants and the strength of the applications received. In year 1, an estimated $34 million will go to recipients for Part A activities, of which 75 percent is required to be allocated to CBOs for Part C activities. The remaining $6 million is expected to be awarded to 1-2 of the national recipients who will also implement Part B community-wide support activities, including materials management and/or group and peer-to-peer learning. Recipients who apply for Part B activities, must provide an additional work plan and budget narrative specifically addressing Part B activities and anticipated expenses, separate from the required work plan and budget narrative for Part A activities. In the event that additional funding becomes available, CDC may also support other activities to promote vaccine confidence in racial and ethnic minority communities and populations through this notice of funding opportunity.

Specifically, the estimated average award in the first year for national recipients responsible for just Part A, and/or Part B activities is $10,000,000. However, actual awards will vary based on application and organizational capacity, in addition to whether a national recipient is selected to implement Part B activities in addition to receiving funds to implement Part A activities.

The average award amount is for one year, and the proposed budget should be for one year. All subsequent years will be awarded based on a non-competitive continuation application, successful progress, and the availability of funds.

The precise amount of funding will vary depending on the type of national recipient organization, how many CBOs they plan to partner with, and whether they are working on Part B activities in addition to the required activities in Part A. The maximum annual award for any national recipient organization implementing activities in Parts A and C only is estimated to be $10 million. The maximum annual award for any national recipient organization implementing activities in Parts A, B, and C is estimated to be $14 million.

At least 75% of funds allocated to recipients for Part A activities should be used to fund community-based organizations to implement Part C activities. The recipient organization may use up to 25% of their Part A funds for CBO application and contract management, technical assistance, evaluation, monitoring, and oversight activities for their CBO partnerships. The precise amount of funding will vary by national recipients' and CBOs' needs. Once a strategy is defined, national recipients are required to share a plan to fund their CBO network and seek CDC agreement. The awards to each CBO will be approximately $50,000-$100,000, with each national recipient awarding to approximately 50-100 CBOs. A national recipient may request to release awards larger than $100,000 on a case-by-case basis.

1-2 national recipients will also receive approximately $6 million in total to implement additional cross-program roles outlined in Part B.

b. Evaluation and Performance Measurement

i. CDC Evaluation and Performance Measurement Strategy

Evaluation measures will be used to track implementation of recipient strategies and activities and determine progress on achieving the period of performance outcomes. CDC will use monitoring and evaluation data to determine lessons learned and make improvements to the program. Since this NOFO does not involve the generation or collection of public health data, a Data Management Plan is not required for this NOFO.

CDC seeks to gather monthly data on performance measures that can inform understanding of activity outputs and impacts. Potential measures include the following:

Equip Influential Messengers

- Number and types of community-level spokespersons trained
- Number and types of audience-tested and culturally and linguistically appropriate communication products developed to promote influenza vaccinations (e.g., social media post, email, radio spot)
- Number and types of audience-tested and culturally and linguistically appropriate communication products developed to promote COVID-19 vaccinations (e.g., social media post, email, radio spot)
- Type(s) of communications vehicles or outlets used (e.g., social media platform, radio, television)
- Number and types of events or campaigns held to promote influenza vaccination
- Number and types of events or campaigns held to promote COVID-19 vaccination
- Number of people who attended promotional events
- Identification of major successes for equipping influential messengers
- Identification of major challenges for equipping influential messengers

Increase Vaccination Opportunities and Enhance Provider Partnerships

- List of partners and their notable contributions
- Number of temporary and/or mobile influenza vaccination sites established because of partnerships
- Number of temporary and/or mobile COVID-19 vaccination sites established because of partnerships
- Number of people vaccinated at mobile influenza vaccination sites in partnership with providers
- Number of people vaccinated at mobile COVID-19 vaccination sites in partnership with providers
- Location of temporary and/or mobile influenza vaccination sites (e.g., county, neighborhood, community) in partnership with providers
- Location of temporary and/or mobile COVID-19 vaccination sites (e.g., county, neighborhood, community) in partnership with providers

- Number and types of educational campaigns conducted for providers or other healthcare professionals
- Number and types of providers or other healthcare professionals reached through educational campaigns
- Identification of major successes for provider partnerships
- Identification of major challenges for provider partnerships

Establish Partnerships with State and Local Health Department

- List of partnerships and notable contributions
- Number of people vaccinated at mobile influenza vaccination sites in partnership with health departments
- Number of people vaccinated at mobile COVID-19 vaccination sites in partnership with health departments
- Location of temporary and/or mobile influenza vaccination sites (e.g., county, neighborhood, community) conducted in partnership with health departments
- Location of temporary and/or mobile COVID-19 vaccination sites (e.g., county, neighborhood, community) conducted in partnership with health departments

ii. Applicant Evaluation and Performance Measurement Plan

Applicants must provide an evaluation and performance measurement plan that demonstrates how the recipient will fulfill the requirements described in the CDC Evaluation and Performance Measurement and Project Description sections of this NOFO. At a minimum, the plan must describe:

- How the applicant will collect the performance measures, respond to the evaluation questions, and use evaluation findings for continuous program quality improvement.
- 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)
- Plans for updating the Data Management Plan (DMP) as new pertinent information becomes available. If applicable, throughout the lifecycle of the project. Updates to DMP should be provided in annual progress reports. The DMP should provide a description of the data that will be produced using these NOFO funds; access to data; data standards ensuring released data have documentation describing methods of collection, what the data represent, and data limitations; and archival and long-term data preservation plans. For more information about CDC's policy on the DMP, see https://www.cdc.gov/grants/additionalrequirements/ar-25.html.

Where the applicant chooses to, or is expected to, take on specific evaluation studies, the applicant should be directed to:

- Describe the type of evaluations (i.e., process, outcome, or both).
- Describe key evaluation questions to be addressed by these evaluations.
- Describe other information (e.g., measures, data sources).

Recipients will be required to submit a more detailed Evaluation and Performance Measurement plan, including a DMP, if applicable, within the first 6 months of award, as described in the Reporting Section of this NOFO.

c. Organizational Capacity of Recipients to Implement the Approach

Part A and Part B Organizational Capacity Criteria:

All applicants should:

- demonstrate relevant experience and capacity (management, administrative, and technical) to implement the activities and achieve the project outcomes, experience and capacity to implement the evaluation plan, and a staffing plan and project management structure sufficient to achieve the project outcomes and which clearly defines staff roles.
    - This should include experience with existing partnerships and engagement of priority communities.
- have project management skills critical to implementing this approach, including program planning, performance monitoring, financial reporting, budget management and administration, and personnel management.
- describe in the narrative that they have a financial management system that will allow proper funds management and segregation of funds by program, and meet the requirements as stated in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards: https://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75#se45.1.75_1302"45 CFR 75.302 The financial system should permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditure adequate to establish that such funds have been used according to the federal statutes, regulations, and terms and conditions of the federal award.
- demonstrate their ability to manage the required procurement efforts, including the ability to write and award contracts in accordance with applicable grants regulations.
- describe intentions to collaborate with CDC in improving technical and program guidance and evaluation. Applicants should also describe capacity to participate in stakeholder meetings and other collaborative efforts with public health partners to provide expert consultation to CDC and CDC-funded programs (as requested).

Part B Specific Organizational Capacity Criteria:

Applicants interested in Part B funding to coordinate activities for CBOs and organizations participating in the broader program to share knowledge and expertise through group and peer-to-peer learning should demonstrate the following capacity:

- previous relevant experience managing learning communities
- a deep understanding of the activities and needs of all partners participating within the broader program that will translate into content management and design improvements

- knowledge of public health and access to COVID-19 and public health subject matter experts that will enable them to quickly scale group and peer-to-peer learning opportunities, as well as demonstrate the internal and coordination capacity necessary to provide activities described in Part B at a scale and frequency that meets the needs of all partners participating in the broader program.

Applicants interested in Part B funding to manage materials created by CBOs and organizations participating in the broader program should demonstrate the following capacity:

- have managed and facilitated the delivery of shared materials, through in-house capacity and/or partnerships, for organization cohorts are one of the recipient's core competencies, including having examples of past successes and current experiences with this type of work.
- a deep understanding of the activities and needs of all partners participating within the broader program.
- have a background in health policy and a knowledge of public health, which creates access to COVID-19 and public health subject matter experts to effectively oversee a robust and informative group and peer-to-peer learning program at the scale Part B activities are designed to serve.

Please include CVs/resumes of proposed staff. Applicants should name this file "CVs/Resumes" or "Organizational Charts" and upload it at www.grants.gov.

d. Work Plan

Applicants are expected to identify and address the activities under this NOFO in no more than 20 pages. Specific details on how the proposed strategies will achieve the outcomes should be included. Applicants for Part B funding should attach an additional document which includes a workplan with specific details on how the proposed strategies will achieve the Part B outcomes in no more than 5 pages.

CDC will provide feedback and technical assistance to recipients to finalize the work plan, if needed.

Applicants should provide a detailed work plan for the first year of the project and a high-level work plan for subsequent years. The workplan should include the following:

- A description of administrative and assessment processes to ensure successful implementation, reporting, and quality assurance
- A description of the staff and administrative roles and functions to support the project work plan and the outcomes; recipients should identify and assign staff, contractors, and/or consultants, sufficient in number and expertise, to carry out the activities of the activities of this NOFO

A sample work plan format is presented below to show how a traditional work plan aligns with the logic model and narrative. In this format, **the table would be completed for each period of performance outcome**. If a particular activity leads to multiple outcomes, it should be described under each outcome measure.

Period of Performance Outcome: *[from Outcomes section and/or logic model]*		**Outcome Measure:** *[from Evaluation and Performance Measurement section]*	
Strategies and Activities	**Process Measure** *[from Evaluation and Performance Measurement section]*	**Responsible Position / Party**	**Completion Date**
1.			
2.			
3.			
4.			
5.			
6			

e. CDC Monitoring and Accountability Approach

Monitoring activities include routine and ongoing communication between CDC and recipients, site visits, and recipient reporting (including work plans, performance, and financial reporting). Consistent with applicable grants regulations and policies, CDC expects the following to be included in post-award monitoring for grants and cooperative agreements:

- Tracking recipient progress in achieving the desired outcomes.
- Ensuring the adequacy of recipient systems that underlie and generate data reports.
- Creating an environment that fosters integrity in program performance and results.

Monitoring may also include the following activities deemed necessary to monitor the award:

- Ensuring that work plans are feasible based on the budget and consistent with the intent of the award.
- Ensuring that recipients are performing at a sufficient level to achieve outcomes within stated timeframes.
- Working with recipients on adjusting the work plan based on achievement of outcomes, evaluation results and changing budgets.
- Monitoring performance measures (both programmatic and financial) to assure satisfactory performance levels.

Monitoring and reporting activities that assist grants management staff (e.g., grants management officers and specialists, and project officers) in the identification, notification, and management of high-risk recipients.

f. CDC Program Support to Recipients

CDC support to this program includes, but is not limited to, the following services:

- ***Learning Opportunities:*** Technical assistance support resources include learning opportunities, materials, and collaboration opportunities with other organizations participating in the program.
- ***Customizable Materials:*** CDC will provide general resources and materials related to influenza and COVID-19 vaccine education and outreach, which will be made available on a searchable online platform. The platform, which will be designed and managed by a Part B recipient, will also be a place to share educational, outreach, and communication materials from other program partners. All program recipients will be expected to share materials they develop or refine as part of the collaboration activities of this NOFO. CDC will be available to review and comment on those materials, though will not sign off on them formally.
- ***Data-Informed Technical Assistance:*** Data-Informed Technical Assistance provides recipients and CBOs with data and data-use orientations, self-service data analysis, and office hours for data-related questions and needs that may help recipients and CBOs better focus their activities based on relevant local data.

B. Award Information

1. Funding Instrument Type:
CA (Cooperative Agreement)
CDC's substantial involvement in this program appears in the CDC Program Support to Recipients Section.

2. Award Mechanism:
U21
Immunization Service for Racial and Ethnic Minorities, Cooperative Agreements

3. Fiscal Year:
2021

4. Approximate Total Fiscal Year Funding:
$ 40,000,000

5. Total Period of Performance Funding:
$ 200,000,000
This amount is subject to the availability of funds.

Estimated Total Funding:
$ 200,000,000

6. Total Period of Performance Length:
5
year(s)

7. Expected Number of Awards:
4

8. Approximate Average Award:

$ 10,000,000
Per Budget Period

9. Award Ceiling:
$ 0
Per Budget Period

This amount is subject to the availability of funds.

10. Award Floor:
$ 0
Per Budget Period

11. Estimated Award Date:
April 09, 2021

12. Budget Period Length:
12 month(s)

Throughout the project period, CDC will continue the award based on the availability of funds, the evidence of satisfactory progress by the recipient (as documented in required reports), and the determination that continued funding is in the best interest of the federal government. The total number of years for which federal support has been approved (project period) will be shown in the "Notice of Award." This information does not constitute a commitment by the federal government to fund the entire period. The total period of performance comprises the initial competitive segment and any subsequent non-competitive continuation award(s).

13. Direct Assistance
Direct Assistance (DA) is not available through this NOFO.

If you are successful and receive a Notice of Award, in accepting the award, you agree that the award and any activities thereunder are subject to all provisions of 45 CFR part 75, currently in effect or implemented during the period of the award, other Department regulations and policies in effect at the time of the award, and applicable statutory provisions.

C. Eligibility Information

1. Eligible Applicants

Eligibility Category:
25 (Others (see text field entitled "Additional Information on Eligibility" for clarification))

2. Additional Information on Eligibility

Applications will be limited to the following organizations for Parts A and C:

- Urban Institute

- CDC Foundation
- RF Catalytic Capital, Inc.
- Community Catalyst

Applications will be limited to the following organizations for Part B:

- B1) Urban Institute – Role to coordinate activities for CBOs and other program organizations
- B2) CDC Foundation – Role to manage materials

3. Justification for Less than Maximum Competition

Data shows significant racial and ethnic disparities exist in adult vaccination coverage, including lower rates of vaccination among certain groups (i.e., African American, Latinx/Hispanic, American Indian/Alaska Native, Asian American, Native Hawaiian/Pacific Islander). These groups are also disproportionately affected by COVID-19, at risk for serious illness from COVID-19, and/or at high risk for complications from influenza infection. Given the urgent concerns regarding the co-circulation of COVID-19 and influenza during the current influenza season, it is particularly important to expedite this work. Due to the exigent circumstances of the COVID-19 response, the objective review process has been waived for this funding opportunity, and a technical review will be conducted in place of the objective review process.

The proposed strategy for CDC to fund organizations at the community level includes funding four national organizations to subgrant to more than 200 community-based organizations (CBO) with strong ties to racial and ethnic minority communities as well as supporting these national partners' efforts to provide CBOs with technical assistance and access to materials.

Partnering with national organizations to fund CBOs will help expedite CDC's ability to address vaccination disparities in communities of color. Due to the need for local outreach, CBOs are the ideal messengers—however, the federal granting process could prove to be a significant barrier for many small, specialized CBOs with strong community ties to participate in the funding program. This program strategy enables CDC's funding to have an impact in hundreds of communities across the nation and enhances ISD's capacity to build trust and amplify messages in these communities.

The proposed organizations have unique national reach into the racial and ethnic populations experiencing disparities and will help CDC urgently address vaccine acceptance, availability, and coverage. CDC can leverage these organizations' relationships with CBOs and thereby more efficiently and effectively reach certain racial and ethnic populations. CDC conducted an extensive search among non-profits to identify suitable organizations. The four organizations were the only ones that met all or most of the necessary criteria for this project: grant management ability, demonstrated reach into community-based organizations, brand recognition and acceptability, focused audience reach, national geographic footprint, technical assistance experience, subject matter expertise, potential synergies with other funded activities, and interest in partnering with CDC on this activity.

4. Cost Sharing or Matching

Cost Sharing / Matching Requirement:

No
Cost sharing or matching funds are not required for this program. Although no statutory matching requirement for this NOFO exists, leveraging other resources and related ongoing efforts to promote sustainability is strongly encouraged.

5. Maintenance of Effort

Maintenance of effort is not required for this program.

D. Application and Submission Information

1. Required Registrations

An organization must be registered at the three following locations before it can submit an application for funding at www.grants.gov.

a. Data Universal Numbering System:
All applicant organizations must obtain a Data Universal Numbering System (DUNS) number. A DUNS number is a unique nine-digit identification number provided by Dun & Bradstreet (D&B). It will be used as the Universal Identifier when applying for federal awards or cooperative agreements.
The applicant organization may request a DUNS number by telephone at 1-866-705-5711 (toll free) or internet at http:// fedgov.dnb. com/ webform/ displayHomePage.do. The DUNS number will be provided at no charge.
If funds are awarded to an applicant organization that includes sub-recipients, those sub-recipients must provide their DUNS numbers before accepting any funds.

b. System for Award Management (SAM):
The SAM is the primary registrant database for the federal government and the repository into which an entity must submit information required to conduct business as a recipient. All applicant organizations must register with SAM, and will be assigned a SAM number. All information relevant to the SAM number must be current at all times during which the applicant has an application under consideration for funding by CDC. If an award is made, the SAM information must be maintained until a final financial report is submitted or the final payment is received, whichever is later. The SAM registration process can require 10 or more business days, and registration must be renewed annually. Additional information about registration procedures may be found at https://www.sam.gov/SAM/.

c. Grants.gov:
The first step in submitting an application online is registering your organization at www.grants.gov, the official HHS E-grant Web site. Registration information is located at the "Applicant Registration" option at www.grants.gov.
All applicant organizations must register at www.grants.gov. The one-time registration process usually takes not more than five days to complete. Applicants should start the registration process as early as possible.

Step	System	Requirements	Duration	Follow Up

1	Data Universal Number System (DUNS)	1. Click on http:// fedgov.dnb.com/ webform 2. Select Begin DUNS search/request process 3. Select your country or territory and follow the instructions to obtain your DUNS 9-digit # 4. Request appropriate staff member(s) to obtain DUNS number, verify & update information under DUNS number	1-2 Business Days	To confirm that you have been issued a new DUNS number check online at (http:// fedgov.dnb.com/ webform) or call 1-866-705-5711
2	System for Award Management (SAM) formerly Central Contractor Registration (CCR)	1. Retrieve organizations DUNS number 2. Go to https://www.sam.gov/SAM/ and designate an E-Biz POC (note CCR username will not work in SAM and you will need to have an active SAM account before you can register on grants.gov)	3-5 Business Days but up to 2 weeks and must be renewed once a year	For SAM Customer Service Contact https://fsd.gov/ fsd-gov/ home.do Calls: 866-606-8220
3	Grants.gov	1. Set up an individual account in Grants.gov using organization new DUNS number to become an authorized organization representative (AOR) 2. Once the account is set up the E-BIZ POC will be notified via email 3. Log into grants.gov using the password the E-BIZ POC received and create new password 4. This authorizes the AOR to submit applications on behalf of the organization	Same day but can take 8 weeks to be fully registered and approved in the system (note, applicants MUST obtain a DUNS number and SAM account before applying on grants.gov)	Register early! Log into grants.gov and check AOR status until it shows you have been approved

2. Request Application Package

Applicants may access the application package at www.grants.gov.

3. Application Package

Applicants must download the SF-424, Application for Federal Assistance, package associated with this notice of funding opportunity at www.grants.gov.

4. Submission Dates and Times

If the application is not submitted by the deadline published in the NOFO, it will not be processed. Office of Grants Services (OGS) personnel will notify the applicant that their

application did not meet the deadline. The applicant must receive pre-approval to submit a paper application (see Other Submission Requirements section for additional details). If the applicant is authorized to submit a paper application, it must be received by the deadline provided by OGS.

a. Letter of Intent Deadline (must be emailed or postmarked by)

b. Application Deadline

Due Date for Applications 03/29/2021

03/29/2021
11:59 pm U.S. Eastern Standard Time, at www.grants.gov. If Grants.gov is inoperable and cannot receive applications, and circumstances preclude advance notification of an extension, then applications must be submitted by the first business day on which grants.gov operations resume.

Due Date for Information Conference Call
Potential applicants may participate in a conference call for information on this NOFO. The conference call will be conducted by the Immunization Services Division. The call will be held: March 22, 2021, 11:30am – 12:30pm ET. Please use this link to access the call:
Join Zoom Meeting;
(US: +1 669 254 5252 or +1 646 828 7666 or +1 669 216 1590 or +1 551 285 1373);
Meeting ID: 160 622 9049;
Passcode: =7?aRBDU; Passcode (dial-in): 87320987;
International numbers

5. CDC Assurances and Certifications

All applicants are required to sign and submit "Assurances and Certifications" documents indicated at http://wwwn.cdc.gov/ grantassurances/ (S(mj444mxct51lnrv1hljjjmaa)) /Homepage.aspx.

Applicants may follow either of the following processes:

- Complete the applicable assurances and certifications with each application submission, name the file "Assurances and Certifications" and upload it as a PDF file with at www.grants.gov
- Complete the applicable assurances and certifications and submit them directly to CDC on an annual basis at http://wwwn.cdc.gov/ grantassurances/ (S(mj444mxct51lnrv1hljjjmaa))/ Homepage.aspx

Assurances and certifications submitted directly to CDC will be kept on file for one year and will apply to all applications submitted to CDC by the applicant within one year of the submission date.

Risk Assessment Questionnaire Requirement

CDC is required to conduct pre-award risk assessments to determine the risk an applicant poses to meeting federal programmatic and administrative requirements by taking into account issues such as financial instability, insufficient management systems, non-compliance with award conditions, the charging of unallowable costs, and inexperience. The risk assessment will include

an evaluation of the applicant's CDC Risk Questionnaire, located at https://www.cdc.gov/grants/documents/PPMR-G-CDC-Risk-Questionnaire.pdf, as well as a review of the applicant's history in all available systems; including OMB-designated repositories of government-wide eligibility and financial integrity systems (see 45 CFR 75.205(a)), and other sources of historical information. These systems include, but are not limited to: FAPIIS (https://www.fapiis.gov/), including past performance on federal contracts as per Duncan Hunter National Defense Authorization Act of 2009; Do Not Pay list; and System for Award Management (SAM) exclusions.

CDC requires all applicants to complete the Risk Questionnaire, OMB Control Number 0920-1132 annually. This questionnaire, which is located at https://www.cdc.gov/grants/documents/PPMR-G-CDC-Risk-Questionnaire.pdf, along with supporting documentation must be submitted with your application by the closing date of the Notice of Funding Opportunity Announcement. If your organization has completed CDC's Risk Questionnaire within the past 12 months of the closing date of this NOFO, then you must submit a copy of that questionnaire, or submit a letter signed by the authorized organization representative to include the original submission date, organization's EIN and DUNS.

When uploading supporting documentation for the Risk Questionnaire into this application package, clearly label the documents for easy identification of the type of documentation. For example, a copy of Procurement policy submitted in response to the questionnaire may be labeled using the following format: Risk Questionnaire Supporting Documents _ Procurement Policy.

Duplication of Efforts

Applicants are responsible for reporting if this application will result in programmatic, budgetary, or commitment overlap with another application or award (i.e. grant, cooperative agreement, or contract) submitted to another funding source in the same fiscal year. Programmatic overlap occurs when (1) substantially the same project is proposed in more than one application or is submitted to two or more funding sources for review and funding consideration or (2) a specific objective and the project design for accomplishing the objective are the same or closely related in two or more applications or awards, regardless of the funding source. Budgetary overlap occurs when duplicate or equivalent budgetary items (e.g., equipment, salaries) are requested in an application but already are provided by another source. Commitment overlap occurs when an individual's time commitment exceeds 100 percent, whether or not salary support is requested in the application. Overlap, whether programmatic, budgetary, or commitment of an individual's effort greater than 100 percent, is not permitted. Any overlap will be resolved by the CDC with the applicant and the PD/PI prior to award.

Report Submission: The applicant must upload the report in Grants.gov under "Other Attachment Forms." The document should be labeled: "Report on Programmatic, Budgetary, and Commitment Overlap."

6. Content and Form of Application Submission

Applicants are required to include all of the following documents with their application package at www.grants.gov.

7. Letter of Intent

LOI is not requested or required as part of the application for this NOFO.

8. Table of Contents

(There is no page limit. The table of contents is not included in the project narrative page limit.): The applicant must provide, as a separate attachment, the “Table of Contents” for the entire submission package.

Provide a detailed table of contents for the entire submission package that includes all of the documents in the application and headings in the "Project Narrative" section. Name the file "Table of Contents" and upload it as a PDF file under "Other Attachment Forms" at www.grants.gov.

9. Project Abstract Summary

A project abstract is included on the mandatory documents list and must be submitted at www.grants.gov. The project abstract must be a self-contained, brief summary of the proposed project including the purpose and outcomes. This summary must not include any proprietary or confidential information. Applicants must enter the summary in the "Project Abstract Summary" text box at www.grants.gov.

10. Project Narrative

(Unless specified in the "H. Other Information" section, maximum of 20 pages, single spaced, 12 point font, 1-inch margins, number all pages. This includes the work plan. Content beyond the specified page number will not be reviewed.)

Applicants must submit a Project Narrative with the application forms. Applicants must name this file “Project Narrative” and upload it at www.grants.gov. The Project Narrative must include **all** of the following headings (including subheadings): Background, Approach, Applicant Evaluation and Performance Measurement Plan, Organizational Capacity of Applicants to Implement the Approach, and Work Plan. The Project Narrative must be succinct, self-explanatory, and in the order outlined in this section. It must address outcomes and activities to be conducted over the entire period of performance as identified in the CDC Project Description section. Applicants should use the federal plain language guidelines and Clear Communication Index to respond to this Notice of Funding Opportunity. Note that recipients should also use these tools when creating public communication materials supported by this NOFO. Failure to follow the guidance and format may negatively impact scoring of the application.

a. Background

Applicants must provide a description of relevant background information that includes the context of the problem (See CDC Background).

b. Approach

i. Purpose

Applicants must describe in 2-3 sentences specifically how their application will address the public health problem as described in the CDC Background section.

ii. Outcomes

Applicants must clearly identify the outcomes they expect to achieve by the end of the project period, as identified in the logic model in the Approach section of the CDC Project Description. Outcomes are the results that the program intends to achieve and usually indicate the intended direction of change (e.g., increase, decrease).

iii. Strategies and Activities

Applicants must provide a clear and concise description of the strategies and activities they will use to achieve the period of performance outcomes. Applicants must select existing evidence-based strategies that meet their needs, or describe in the Applicant Evaluation and Performance Measurement Plan how these strategies will be evaluated over the course of the project period. See the Strategies and Activities section of the CDC Project Description.

1. Collaborations

Applicants must describe how they will collaborate with programs and organizations either internal or external to CDC. Applicants must address the Collaboration requirements as described in the CDC Project Description.

2. Target Populations and Health Disparities

Applicants must describe the specific target population(s) in their jurisdiction and explain how such a target will achieve the goals of the award and/or alleviate health disparities. The applicants must also address how they will include specific populations that can benefit from the program that is described in the Approach section. Applicants must address the Target Populations and Health Disparities requirements as described in the CDC Project Description.

c. Applicant Evaluation and Performance Measurement Plan

Applicants must provide an evaluation and performance measurement plan that demonstrates how the recipient will fulfill the requirements described in the CDC Evaluation and Performance Measurement and Project Description sections of this NOFO. At a minimum, the plan must describe:

- How applicant will collect the performance measures, respond to the evaluation questions, and use evaluation findings for continuous program quality improvement. The Paperwork Reduction Act of 1995 (PRA): Applicants are advised that any activities involving information collections (e.g., surveys, questionnaires, applications, audits, data requests, reporting, recordkeeping and disclosure requirements) from 10 or more individuals or non-Federal entities, including State and local governmental agencies, and funded or sponsored by the Federal Government are subject to review and approval by the Office of Management and Budget. For further information about CDC's requirements under PRA see http://www.hhs.gov/ ocio/policy/collection/.
- 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, data management plan (DMP), and other relevant data information (e.g., performance measures proposed by the applicant).

Where the applicant chooses to, or is expected to, take on specific evaluation studies, they should be directed to:

- Describe the type of evaluations (i.e., process, outcome, or both).
- Describe key evaluation questions to be addressed by these evaluations.
- Describe other information (e.g., measures, data sources).

Recipients will be required to submit a more detailed Evaluation and Performance Measurement plan (including the DMP elements) within the first 6 months of award, as described in the Reporting Section of this NOFO.

d. Organizational Capacity of Applicants to Implement the Approach

Applicants must address the organizational capacity requirements as described in the CDC Project Description.

11. Work Plan

(Included in the Project Narrative's page limit)

Applicants must prepare a work plan consistent with the CDC Project Description Work Plan section. The work plan integrates and delineates more specifically how the recipient plans to carry out achieving the period of performance outcomes, strategies and activities, evaluation and performance measurement.

12. Budget Narrative

Applicants must submit an itemized budget narrative. When developing the budget narrative, applicants must consider whether the proposed budget is reasonable and consistent with the purpose, outcomes, and program strategy outlined in the project narrative. The budget must include:

- Salaries and wages
- Fringe benefits
- Consultant costs
- Equipment
- Supplies
- Travel
- Other categories
- Contractual costs
- Total Direct costs
- Total Indirect costs

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

Indirect costs on grants awarded to foreign organizations and foreign public entities and performed fully outside of the territorial limits of the U.S. may be paid to support the costs of compliance with federal requirements at a fixed rate of eight percent of MTDC exclusive of tuition and related fees, direct expenditures for equipment, and subawards in excess of $25,000. Negotiated indirect costs may be paid to the American University, Beirut, and the World Health Organization.

If applicable and consistent with the cited statutory authority for this announcement, applicant entities may use funds for activities as they relate to the intent of this NOFO to meet national standards or seek health department accreditation through the Public Health Accreditation Board (see: http://www.phaboard.org). Applicant entities to whom this provision applies include state, local, territorial governments (including the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, the Commonwealth of the Northern Marianna Islands, American Samoa, Guam, the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau), or their bona fide agents, political subdivisions of states (in consultation with states), federally recognized or state-recognized American Indian or Alaska Native tribal governments, and American Indian or Alaska Native tribally designated organizations. Activities include those that enable a public health organization to deliver public health services such as activities that ensure a capable and qualified workforce, up-to-date information systems, and the capability to assess and respond to public health needs. Use of these funds must focus on achieving a minimum of one national standard that supports the intent of the NOFO. Proposed activities must be included in the budget narrative and must indicate which standards will be addressed.

Vital records data, including births and deaths, are used to inform public health program and policy decisions. If applicable and consistent with the cited statutory authority for this NOFO, applicant entities are encouraged to collaborate with and support their jurisdiction's vital records office (VRO) to improve vital records data timeliness, quality and access, and to advance public health goals. Recipients may, for example, use funds to support efforts to build VRO capacity through partnerships; provide technical and/or financial assistance to improve vital records timeliness, quality or access; or support vital records improvement efforts, as approved by CDC.

Applicants must name this file "Budget Narrative" and upload it as a PDF file at www.grants.gov. If requesting indirect costs in the budget, a copy of the indirect cost-rate agreement is required. If the 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 Recipients under such a plan. Applicants must name this file "Indirect Cost Rate" and upload it at www.grants.gov.

Applicants who intend to support Part B activities must include additional relevant information in a separate itemized budget narrative for Part B activities.

13. Funds Tracking

Proper fiscal oversight is critical to maintaining public trust in the stewardship of federal funds. Effective October 1, 2013, a new HHS policy on subaccounts requires the CDC to set up payment subaccounts within the Payment Management System (PMS) for all new grant awards. Funds awarded in support of approved activities and drawdown instructions will be identified on

the Notice of Award in a newly established PMS subaccount (P subaccount). Recipients will be required to draw down funds from award-specific accounts in the PMS. Ultimately, the subaccounts will provide recipients and CDC a more detailed and precise understanding of financial transactions. The successful applicant will be required to track funds by P-accounts/sub accounts for each project/cooperative agreement awarded. Applicants are encouraged to demonstrate a record of fiscal responsibility and the ability to provide sufficient and effective oversight. Financial management systems must meet the requirements as described 45 CFR 75 which include, but are not limited to, the following:

- Records that identify adequately the source and application of funds for federally-funded activities.
- Effective control over, and accountability for, all funds, property, and other assets.
- Comparison of expenditures with budget amounts for each Federal award.
- Written procedures to implement payment requirements.
- Written procedures for determining cost allowability.
- Written procedures for financial reporting and monitoring.

14. Intergovernmental Review

Executive Order 12372 does not apply to this program.

15. Pilot Program for Enhancement of Employee Whistleblower Protections

Pilot Program for Enhancement of Employee Whistleblower Protections: All applicants will be subject to a term and condition that applies the terms of 48 Code of Federal Regulations (CFR) section 3.908 to the award and requires that recipients inform their employees in writing (in the predominant native language of the workforce) of employee whistleblower rights and protections under 41 U.S.C. 4712.

16. Copyright Interests Provisions

This provision is intended to ensure that the public has access to the results and accomplishments of public health activities funded by CDC. Pursuant to applicable grant regulations and CDC's Public Access Policy, Recipient agrees to submit into the National Institutes of Health (NIH) Manuscript Submission (NIHMS) system an electronic version of the final, peer-reviewed manuscript of any such work developed under this award upon acceptance for publication, to be made publicly available no later than 12 months after the official date of publication. Also at the time of submission, Recipient and/or the Recipient's submitting author must specify the date the final manuscript will be publicly accessible through PubMed Central (PMC). Recipient and/or Recipient's submitting author must also post the manuscript through PMC within twelve (12) months of the publisher's official date of final publication; however the author is strongly encouraged to make the subject manuscript available as soon as possible. The recipient must obtain prior approval from the CDC for any exception to this provision.

The author's final, peer-reviewed manuscript is defined as the final version accepted for journal publication, and includes all modifications from the publishing peer review process, and all

graphics and supplemental material associated with the article. Recipient and its submitting authors working under this award are responsible for ensuring that any publishing or copyright agreements concerning submitted articles reserve adequate right to fully comply with this provision and the license reserved by CDC. The manuscript will be hosted in both PMC and the CDC Stacks institutional repository system. In progress reports for this award, recipient must identify publications subject to the CDC Public Access Policy by using the applicable NIHMS identification number for up to three (3) months after the publication date and the PubMed Central identification number (PMCID) thereafter.

17. Funding Restrictions

Restrictions that must be considered while planning the programs and writing the budget are:

- Recipients may not use funds for research.
- Recipients may not use funds for clinical care except as allowed by law.
- Recipients may use funds only for reasonable program purposes, including personnel, travel, supplies, and services.
- Generally, recipients may not use funds to purchase furniture or equipment. Any such proposed spending must be clearly identified in the budget.
- Reimbursement of pre-award costs generally is not allowed, unless the CDC provides written approval to the recipient.
- Other than for normal and recognized executive-legislative relationships, no funds may be used for:
    - publicity or propaganda purposes, for the preparation, distribution, or use of 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 Additional Requirement (AR) 12 for detailed guidance on this prohibition and additional guidance on lobbying for CDC recipients.
- The direct and primary recipient in a cooperative agreement program must perform a substantial role in carrying out project outcomes and not merely serve as a conduit for an award to another party or provider who is ineligible.

Coronavirus Disease 2019 (COVID-19) Funds:

- A recipient of a grant or cooperative agreement awarded by the Department of Health and Human Services (HHS) with funds made available under the Coronavirus Preparedness and Response Supplemental Appropriations Act, 2020 (P.L. 116-123); the Coronavirus Aid, Relief, and Economic Security Act, 2020 (the "CARES Act") (P.L. 116-136); the Paycheck Protection Program and Health Care Enhancement Act (P.L. 116-139); and/or H.R. 133 - Consolidated Appropriations Act, 2021, Division M – Coronavirus Response

and Relief Supplemental Appropriations Act, 2021, agrees, as applicable to the award, to: 1) comply with existing and/or future directives and guidance from the Secretary regarding control of the spread of COVID-19; 2) in consultation and coordination with HHS, provide, commensurate with the condition of the individual, COVID-19 patient care regardless of the individual's home jurisdiction and/or appropriate public health measures (e.g., social distancing, home isolation); and 3) assist the United States Government in the implementation and enforcement of federal orders related to quarantine and isolation.

- In addition, to the extent applicable, Recipient will comply with Section 18115 of the CARES Act, with respect to the reporting to the HHS Secretary of results of tests intended to detect SARS–CoV–2 or to diagnose a possible case of COVID–19. Such reporting shall be in accordance with guidance and direction from HHS and/or CDC. HHS laboratory reporting guidance is posted at: https://www.hhs.gov/sites/default/files/covid-19-laboratory-data-reporting-guidance.pdf.
- Further, consistent with the full scope of applicable grant regulations (45 C.F.R. 75.322), the purpose of this award, and the underlying funding, the recipient is expected to provide to CDC copies of and/or access to COVID-19 data collected and evaluations conducted with these funds, including but not limited to data related to COVID-19 testing. CDC will specify in further guidance and directives what is encompassed by this requirement.
- To achieve the public health objectives of ensuring the health, safety, and welfare of all Americans, Recipient must distribute or administer vaccine without discriminating on non-public-health grounds within a prioritized group.

18. Data Management Plan

As identified in the Evaluation and Performance Measurement section, applications involving data collection or generation must include a Data Management Plan (DMP) as part of their evaluation and performance measurement plan unless CDC has stated that CDC will take on the responsibility of creating the DMP. The DMP describes plans for assurance of the quality of the public health data through the data's lifecycle and plans to deposit the data in a repository to preserve and to make the data accessible in a timely manner. See web link for additional information:
https://www.cdc.gov/grants/additionalrequirements/ar-25.html

19. Other Submission Requirements

a. Electronic Submission:

Applications must be submitted electronically by using the forms and instructions posted for this notice of funding opportunity at www.grants.gov. Applicants can complete the application package using Workspace, which allows forms to be filled out online or offline. All application attachments must be submitted using a PDF file format. Instructions and training for using Workspace can be found at www.grants.gov under the "Workspace Overview" option.

b. Tracking Number: Applications submitted through www.grants.gov are time/date stamped electronically and assigned a tracking number. The applicant's Authorized Organization Representative (AOR) will be sent an e-mail notice of receipt when www.grants.gov receives the

application. The tracking number documents that the application has been submitted and initiates the required electronic validation process before the application is made available to CDC.

c. Validation Process: Application submission is not concluded until the validation process is completed successfully. After the application package is submitted, the applicant will receive a "submission receipt" e-mail generated by www.grants.gov. A second e-mail message to applicants will then be generated by www.grants.gov that will either validate or reject the submitted application package. This validation process may take as long as two business days. Applicants are strongly encouraged to check the status of their application to ensure that submission of their package has been completed and no submission errors have occurred. Applicants also are strongly encouraged to allocate ample time for filing to guarantee that their application can be submitted and validated by the deadline published in the NOFO. Non-validated applications will not be accepted after the published application deadline date.

If you do not receive a "validation" e-mail within two business days of application submission, please contact www.grants.gov. For instructions on how to track your application, refer to the e-mail message generated at the time of application submission or the Grants.gov Online User Guide.

https:// www.grants.gov/help/html/help/index.htm? callingApp=custom#t= Get_Started%2FGet_Started. htm

d. Technical Difficulties: If technical difficulties are encountered at www.grants.gov, applicants should contact Customer Service at www.grants.gov. The www.grants.gov Contact Center is available 24 hours a day, 7 days a week, except federal holidays. The Contact Center is available by phone at 1-800-518-4726 or by e-mail at support@grants.gov. Application submissions sent by e-mail or fax, or on CDs or thumb drives will not be accepted. Please note that www.grants.gov is managed by HHS.

e. Paper Submission: If technical difficulties are encountered at www.grants.gov, applicants should call the www.grants.gov Contact Center at 1-800-518-4726 or e-mail them at support@grants.gov for assistance. After consulting with the Contact Center, if the technical difficulties remain unresolved and electronic submission is not possible, applicants may e-mail CDC GMO/GMS, before the deadline, and request permission to submit a paper application. Such requests are handled on a case-by-case basis.

An applicant's request for permission to submit a paper application must:

1. Include the www.grants.gov case number assigned to the inquiry
2. Describe the difficulties that prevent electronic submission and the efforts taken with the www.grants.gov Contact Center to submit electronically; and
3. Be received via e-mail to the GMS/GMO listed below at least three calendar days before the application deadline. Paper applications submitted without prior approval will not be considered.

   If a paper application is authorized, OGS will advise the applicant of specific instructions for submitting the application (e.g., original and two hard copies of the application by U.S. mail or express delivery service).

E. Review and Selection Process

1. Review and Selection Process: Applications will be reviewed in three phases

a. Phase 1 Review

All applications will be initially reviewed for eligibility and completeness by CDC Office of Grants Services. Complete applications will be reviewed for responsiveness by the Grants Management Officials and Program Officials. Non-responsive applications will not advance to Phase II review. Applicants will be notified that their applications did not meet eligibility and/or published submission requirements.

b. Phase II Review

A review panel will evaluate complete, eligible applications in accordance with the criteria below.

i. Approach
ii. Evaluation and Performance Measurement
iii. Applicant's Organizational Capacity to Implement the Approach

Not more than thirty days after the Phase II review is completed, applicants will be notified electronically if their application does not meet eligibility or published submission requirements

i. Approach **Maximum Points:** 35

Applicants for Part A and Part B will be evaluated on the extent to which they address the items below:

- Effectiveness in describing (in 2-3 sentences) specifically how their application will address the public health problem as described in the CDC Background Section.
- Applicants are expected to select existing evidence-based strategies that meet their needs or describe in the Applicant Evaluation and Performance Measure Plan how these strategies will be evaluated over the course of the period of performance. See the Strategies and Activities section of the CDC Project Description.

Additionally, applicants interested in Part B funding to coordinate group learning activities for CBOs and organizations participating in the broader program will be evaluated on the extent to which they address the items below:

- Effectiveness in describing (in 2-3 sentences) specifically how they will coordinate and facilitate routine group and peer-to-peer learning activities and cross-program sharing for all funded entities involved in the program.

Applicants interested in Part B funding to manage materials created by CBOs and organizations participating in the broader program should demonstrate the following capacity will be evaluated on the extent to which they address the items below:

- Effectiveness in describing (in 2-3 sentences) specifically how they will design, build, and manage a searchable repository platform to house the program's multi-lingual materials inventory.

ii. Evaluation and Performance Measurement **Maximum Points:** 30

Applicants will be evaluated on the extent to which they address the items below:

- Effectiveness in clearly and concisely describing the strategies and activities they will use to achieve the period of performance outcomes.
- Demonstrate ability to assess and evaluate their performance and outcomes they expect to achieve by the end of the period of performance, as identified in the logic model in the Approach section of the CDC Project Description. Outcomes are defined as the results that the program intends to achieve and usually indicate the intended direction of change (e.g., increase, decrease).

iii. Applicant's Organizational Capacity to Implement the Approach **Maximum Points:** 35

Applicants will be evaluated on the extent to which they address the items below:

- Demonstrate relevant experience and capacity (management, administrative, and technical) to implement the activities and achieve project outcomes, experience and capacity to implement the evaluation plan
- Demonstrate a staffing plan and project management structure sufficient to achieve project outcomes and which clearly define staff roles. This should include experience with existing partnerships and engagement of priority communities
- Demonstrate sufficient project management skills critical to implementing this approach, including program planning, performance monitoring, financial reporting, budget management and administration, personnel management
- Provide evidence of a financial management system that will allow proper funds management and segregation of funds by program, and meet the requirements as stated in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards. Additionally, the financial system should permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditure adequate to establish that such funds have been used according to the federal statutes, regulations, and terms and conditions of the federal award.
- Demonstrate ability to manage the required procurement efforts, including the ability to write and award contracts in accordance with applicable grants regulations

Applicants coordinating group learning activities (Part B) will also be evaluated on the extent to which they address the items below:

- Demonstrate previous relevant experience with managing learning communities
- Demonstrate a deep understanding of the activities and needs of all partners participating within the broader program
- Demonstrate knowledge of public health and access to COVID-19 and public health subject matter experts and partners
- Demonstrate the internal and coordination capacity necessary to provide activities

Applicants interested in managing materials (Part B) will be evaluated on the extent to which they address the items below:

- Demonstrate a deep understanding of the activities and needs of all partners participating within the broader program
- Demonstrate previous relevant experience and past successes with this type of materials management
- Demonstrate a background in health policy and knowledge of public health, which creates access to COVID-19 and public health experts.

Budget **Maximum Points:** 0

Is the itemized budget and justification aligned with the stated objectives and planned program activities?

c. Phase III Review

Technical review

Review of risk posed by applicants.

Prior to making a Federal award, CDC is required by 31 U.S.C. 3321 and 41 U.S.C. 2313 to review information available through any OMB-designated repositories of government-wide eligibility qualification or financial integrity information as appropriate. See also suspension and debarment requirements at 2 CFR parts 180 and 376.

In accordance 41 U.S.C. 2313, CDC is required to review the non-public segment of the OMB-designated integrity and performance system accessible through SAM (currently the Federal Recipient Performance and Integrity Information System (FAPIIS)) prior to making a Federal award where the Federal share is expected to exceed the simplified acquisition threshold, defined in 41 U.S.C. 134, over the period of performance. At a minimum, the information in the system for a prior Federal award recipient must demonstrate a satisfactory record of executing programs or activities under Federal grants, cooperative agreements, or procurement awards; and integrity and business ethics. CDC may make a Federal award to a recipient who does not fully meet these standards, if it is determined that the information is not relevant to the current Federal award under consideration or there are specific conditions that can appropriately mitigate the effects of the non-Federal entity's risk in accordance with 45 CFR §75.207.

CDC’s framework for evaluating the risks posed by an applicant may incorporate results of the evaluation of the applicant's eligibility or the quality of its application. If it is determined that a Federal award will be made, special conditions that correspond to the degree of risk assessed may be applied to the Federal award. The evaluation criteria is described in this Notice of Funding Opportunity.

In evaluating risks posed by applicants, CDC will use a risk-based approach and may consider any items such as the following:

(1) Financial stability;

(2) Quality of management systems and ability to meet the management standards prescribed in this part;

(3) History of performance. The applicant's record in managing Federal awards, if it is a prior recipient of Federal awards, including timeliness of compliance with applicable reporting requirements, conformance to the terms and conditions of previous Federal awards, and if

applicable, the extent to which any previously awarded amounts will be expended prior to future awards;

(4) Reports and findings from audits performed under subpart F 45 CFR 75 or the reports and findings of any other available audits; and

(5) The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.

CDC must comply with the guidelines on government-wide suspension and debarment in 2 CFR part 180, and require non-Federal entities to comply with these provisions. These provisions restrict Federal awards, subawards and contracts with certain parties that are debarred, suspended or otherwise excluded from or ineligible for participation in Federal programs or activities.

2. Announcement and Anticipated Award Dates

On or about 04/09/2021, recipients will receive an electronic copy of the Notice of Award (NOA) from CDC OGS. The NOA will be signed by an authorized GMO and the recipient will receive a notification from GrantSolutions upon issuance. On or about 04/09/2021, unsuccessful applicants will receive notification of these results by e-mail with delivery receipt.

F. Award Administration Information

1. Award Notices

Recipients will receive an electronic copy of the Notice of Award (NOA) from CDC OGS. The NOA shall be the only binding, authorizing document between the recipient and CDC. The NOA will be signed by an authorized GMO and emailed to the Recipient Business Officer listed in application and the Program Director.

Any applicant awarded funds in response to this Notice of Funding Opportunity will be subject to the DUNS, SAM Registration, and Federal Funding Accountability And Transparency Act Of 2006 (FFATA) requirements.

Unsuccessful applicants will receive notification of these results by e-mail with delivery receipt or by U.S. mail.

2. Administrative and National Policy Requirements

Recipients must comply with the administrative and public policy requirements outlined in 45 CFR Part 75 and the HHS Grants Policy Statement, as appropriate.

Brief descriptions of relevant provisions are available at http://www.cdc.gov/grants/additionalrequirements/index.html#ui-id-17.

The HHS Grants Policy Statement is available at http://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf.

The full text of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards, 45 CFR 75, can be found at: https://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75

3. Reporting

Reporting provides continuous program monitoring and identifies successes and challenges that recipients encounter throughout the project period. Also, reporting is a requirement for recipients who want to apply for yearly continuation of funding. Reporting helps CDC and recipients because it:

- Helps target support to recipients;
- Provides CDC with periodic data to monitor recipient progress toward meeting the Notice of Funding Opportunity outcomes and overall performance;
- Allows CDC to track performance measures and evaluation findings for continuous quality and program improvement throughout the period of performance and to determine applicability of evidence-based approaches to different populations, settings, and contexts; and
- Enables CDC to assess the overall effectiveness and influence of the NOFO.

The table below summarizes required and optional reports. All required reports must be sent electronically to GMS listed in the "Agency Contacts" section of the NOFO copying the CDC Project Officer.

The racial and ethnic populations being addressed through this work are disproportionately affected by COVID-19 and at greater risk for serious illness. In fulfillment of CDC's COVID-19 Response Health Equity Strategy, monthly and quarterly data will allow the program to better understand barriers to vaccine uptake, assign available experts to better equip community organizations to build vaccine confidence though tailored evidence, and distribute materials and guidance that responds to urgent community needs in near real-time.

Report	When?	Required?
Recipient Evaluation and Performance Measurement Plan	6 months into award	Yes
Annual Performance Report (APR)	No later than 120 days before end of budget period. Serves as yearly continuation application.	Yes
Data on Performance Measures	Monthly	Yes
Federal Financial Reporting Forms	90 days after the end of the budget period	Yes
Final Performance and Financial Report	90 days after end of period of performance	Yes
Payment Management System (PMS) Reporting	Quarterly reports due January 30; April 30; July 30; and October 30	Yes

a. Recipient Evaluation and Performance Measurement Plan (required)

With support from CDC, recipients must elaborate on their initial applicant evaluation and performance measurement plan. This plan must be no more than 20 pages; recipients must submit the plan 6 months into the award. HHS/CDC will review and approve the recipient's monitoring and evaluation plan to ensure that it is appropriate for the activities to be undertaken as part of the agreement, for compliance with the monitoring and evaluation guidance established by HHS/CDC, or other guidance otherwise applicable to this Agreement.

Recipient Evaluation and Performance Measurement Plan (required): This plan should provide additional detail on the following:

Performance Measurement

• Performance measures and targets
• The frequency that performance data are to be collected.
• How performance data will be reported.
• How quality of performance data will be assured.
• How performance measurement will yield findings to demonstrate progress towards achieving NOFO goals (e.g., reaching target populations or achieving expected outcomes).
• Dissemination channels and audiences.
• Other information requested as determined by the CDC program.

Evaluation

• The types of evaluations to be conducted (e.g. process or outcome evaluations).
• The frequency that evaluations will be conducted.
• How evaluation reports will be published on a publically available website.
• How evaluation findings will be used to ensure continuous quality and program improvement.
• How evaluation will yield findings to demonstrate the value of the NOFO (e.g., effect on improving public health outcomes, effectiveness of NOFO, cost-effectiveness or cost-benefit).
• Dissemination channels and audiences.

HHS/CDC or its designee will also undertake monitoring and evaluation of the defined activities within the agreement. The recipient must ensure reasonable access by HHS/CDC or its designee to all necessary sites, documentation, individuals and information to monitor, evaluate and verify the appropriate implementation the activities and use of HHS/CDC funding under this Agreement.

b. Annual Performance Report (APR) (required)
The recipient must submit the APR via www.Grantsolutions.gov no later than 120 days prior to the end of the budget period. This report must not exceed 45 pages excluding administrative reporting. Attachments are not allowed, but web links are allowed.

This report must include the following:

- **Performance Measures:** Recipients must report on performance measures for each budget period and update measures, if needed.

- **Evaluation Results:** Recipients must report evaluation results for the work completed to date (including findings from process or outcome evaluations).
- **Work Plan:** Recipients must update work plan each budget period to reflect any changes in period of performance outcomes, activities, timeline, etc.
- **Successes**
    - Recipients must report progress on completing activities and progress towards achieving the period of performance outcomes described in the logic model and work plan.
    - Recipients must describe any additional successes (e.g. identified through evaluation results or lessons learned) achieved in the past year.
    - Recipients must describe success stories.
- **Challenges**
    - Recipients must describe any challenges that hindered or might hinder their ability to complete the work plan activities and achieve the period of performance outcomes.
    - Recipients must describe any additional challenges (e.g., identified through evaluation results or lessons learned) encountered in the past year.
- **CDC Program Support to Recipients**
    - Recipients must describe how CDC could help them overcome challenges to complete activities in the work plan and achieving period of performance outcomes.
- **Administrative Reporting** (No page limit)
    - SF-424A Budget Information-Non-Construction Programs.
    - Budget Narrative – Must use the format outlined in "Content and Form of Application Submission, Budget Narrative" section.
    - Indirect Cost Rate Agreement.

The recipients must submit the Annual Performance Report via www.Grantsolutions.gov no later than 120 days prior to the end of the budget period.

c. Performance Measure Reporting (optional)
CDC programs may require more frequent reporting of performance measures than annually in the APR. If this is the case, CDC programs must specify reporting frequency, data fields, and format for recipients at the beginning of the award period.

The recipients must submit the Annual Performance Report via www.grantsolutions.gov 120 days before the end of the budget period.

d. Federal Financial Reporting (FFR) (required)
The annual FFR form (SF-425) is required and must be submitted 90 days after the end of the budget period through the Payment Management System (PMS). The report must include only

those funds authorized and disbursed during the timeframe covered by the report. The final FFR must indicate the exact balance of unobligated funds, and may not reflect any unliquidated obligations. There must be no discrepancies between the final FFR expenditure data and the Payment Management System's (PMS) cash transaction data. Failure to submit the required information by the due date may adversely affect the future funding of the project. If the information cannot be provided by the due date, recipients are required to submit a letter of explanation to OGS and include the date by which the Grants Officer will receive information.

e. Final Performance and Financial Report (required)

The Final Performance Report is due 90 days after the end of the period of performance. The Final FFR is due 90 days after the end of the period of performance and must be submitted through the Payment Management System (PMS). CDC programs must indicate that this report should not exceed 40 pages. This report covers the entire period of performance and can include information previously reported in APRs. At a minimum, this report must include the following:

- Performance Measures – Recipients must report final performance data for all process and outcome performance measures.
- Evaluation Results – Recipients must report final evaluation results for the period of performance for any evaluations conducted.
- Impact/Results/Success Stories – Recipients must use their performance measure results and their evaluation findings to describe the effects or results of the work completed over the project period, and can include some success stories.
- A final Data Management Plan that includes the location of the data collected during the funded period, for example, repository name and link data set(s)
- Additional forms as described in the Notice of Award (e.g., Equipment Inventory Report, Final Invention Statement).

The Final Performance Report is due 90 days after the end of the period of performance. The Final FFR is due 90 days after the end of the period of performance.

4. Federal Funding Accountability and Transparency Act of 2006 (FFATA)

Federal Funding Accountability and Transparency Act of 2006 (FFATA), P.L. 109–282, as amended by section 6202 of P.L. 110–252 requires full disclosure of all entities and organizations receiving Federal funds including awards, contracts, loans, other assistance, and payments through a single publicly accessible Web site, http://www.USASpending.gov.

Compliance with this law is primarily the responsibility of the Federal agency. However, two elements of the law require information to be collected and reported by applicants: 1) information on executive compensation when not already reported through the SAM, and 2) similar information on all sub-awards/subcontracts/consortiums over $25,000.

For the full text of the requirements under the FFATA and HHS guidelines, go to:

- https://www.gpo.gov/fdsys/pkg/PLAW-109publ282/pdf/PLAW-109publ282.pdf,
- https://www. fsrs.gov/documents /ffata_legislation_ 110_252.pdf

- http://www.hhs.gov/grants/grants/grants-policies-regulations/index.html#FFATA.

5. Reporting of Foreign Taxes (International/Foreign projects only)

A. Valued Added Tax (VAT) and Customs Duties – Customs and import duties, consular fees, customs surtax, valued added taxes, and other related charges are hereby authorized as an allowable cost for costs incurred for non-host governmental entities operating where no applicable tax exemption exists. This waiver does not apply to countries where a bilateral agreement (or similar legal document) is already in place providing applicable tax exemptions and it is not applicable to Ministries of Health. Successful applicants will receive information on VAT requirements via their Notice of Award.

B. The U.S. Department of State requires that agencies collect and report information on the amount of taxes assessed, reimbursed and not reimbursed by a foreign government against commodities financed with funds appropriated by the U.S. Department of State, Foreign Operations and Related Programs Appropriations Act (SFOAA) ("United States foreign assistance funds"). Outlined below are the specifics of this requirement:

1) Annual Report: The recipient must submit a report on or before November 16 for each foreign country on the amount of foreign taxes charged, as of September 30 of the same year, by a foreign government on commodity purchase transactions valued at 500 USD or more financed with United States foreign assistance funds under this grant during the prior United States fiscal year (October 1 – September 30), and the amount reimbursed and unreimbursed by the foreign government. [Reports are required even if the recipient did not pay any taxes during the reporting period.]

2) Quarterly Report: The recipient must quarterly submit a report on the amount of foreign taxes charged by a foreign government on commodity purchase transactions valued at 500 USD or more financed with United States foreign assistance funds under this grant. This report shall be submitted no later than two weeks following the end of each quarter: April 15, July 15, October 15 and January 15.

3) Terms: For purposes of this clause:
"Commodity" means any material, article, supplies, goods, or equipment;
"Foreign government" includes any foreign government entity;
"Foreign taxes" means value-added taxes and custom duties assessed by a foreign government on a commodity. It does not include foreign sales taxes.

4) Where: Submit the reports to the Director and Deputy Director of the CDC office in the country(ies) in which you are carrying out the activities associated with this cooperative agreement. In countries where there is no CDC office, send reports to VATreporting@cdc.gov.

5) Contents of Reports: The reports must contain:

a. recipient name;
b. contact name with phone, fax, and e-mail;
c. agreement number(s) if reporting by agreement(s);
d. reporting period;

e. amount of foreign taxes assessed by each foreign government;
f. amount of any foreign taxes reimbursed by each foreign government;
g. amount of foreign taxes unreimbursed by each foreign government.

6) Subagreements. The recipient must include this reporting requirement in all applicable subgrants and other subagreements.

6. Termination

CDC may impose other enforcement actions in accordance with 45 CFR 75.371- Remedies for Noncompliance, as appropriate.

The Federal award may be terminated in whole or in part as follows:

(1) By the HHS awarding agency or pass-through entity, if the non-Federal entity fails to comply with the terms and conditions of the award;

(2) By the HHS awarding agency or pass-through entity for cause;

(3) By the HHS awarding agency or pass-through entity with the consent of the non-Federal entity, in which case the two parties must agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated; or

(4) By the non-Federal entity upon sending to the HHS awarding agency or pass-through entity written notification setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, if the HHS awarding agency or pass-through entity determines in the case of partial termination that the reduced or modified portion of the Federal award or subaward will not accomplish the purposes for which the Federal award was made, the HHS awarding agency or pass-through entity may terminate the Federal award in its entirety.

G. Agency Contacts

CDC encourages inquiries concerning this notice of funding opportunity.

Program Office Contact

For programmatic technical assistance, contact:

First Name:
Ram
Last Name:
Koppaka
Project Officer
Department of Health and Human Services
Centers for Disease Control and Prevention

Address:
1600 Clifton Road NE
Atlanta, GA 30333

Telephone:

(404) 718-6122
Email:
vcr4@cdc.gov

Grants Staff Contact

For **financial, awards management, or budget assistance,** contact:

First Name:
Wayne
Last Name:
Woods
Grants Management Specialist
Department of Health and Human Services
Office of Grants Services

Address:
2939 Flowers Rd., MS- TV2
Atlanta, GA 30341

Telephone:
(770) 488-2948
Email:
kuv1@cdc.gov
For assistance with **submission difficulties related to** www.grants.gov, contact the Contact Center by phone at 1-800-518-4726.

Hours of Operation: 24 hours a day, 7 days a week, except on federal holidays.

CDC Telecommunications for persons with hearing loss is available at: TTY 1-888-232-6348

H. Other Information

Following is a list of acceptable attachments **applicants** can upload as PDF files as part of their application at www.grants.gov. Applicants may not attach documents other than those listed; if other documents are attached, applications will not be reviewed.

- Project Abstract
- Project Narrative
- Budget Narrative
- CDC Assurances and Certifications
- Report on Programmatic, Budgetary and Commitment Overlap
- Table of Contents for Entire Submission

For international NOFOs:

- SF424
- SF424A

- Funding Preference Deliverables

Optional attachments, as determined by CDC programs:
Resumes / CVs

- List of proposed community-based organizations
- For national recipients invited to apply for Part B activities, applicants should submit a description of their proposed approach that outlines their workplan, including organizational capacity and proposed approach, in no more than 5 pages.
- For national recipients invited to apply for Part B activities, applicants should submit a separate itemized budget narrative.

I. Glossary

Activities: The actual events or actions that take place as a part of the program.

Administrative and National Policy Requirements, Additional Requirements (ARs): Administrative requirements found in 45 CFR Part 75 and other requirements mandated by statute or CDC policy. All ARs are listed in the Template for CDC programs. CDC programs must indicate which ARs are relevant to the NOFO; recipients must comply with the ARs listed in the NOFO. To view brief descriptions of relevant provisions, see http:// www.cdc.gov/ grants/ additional requirements/ index.html. Note that 2 CFR 200 supersedes the administrative requirements (A-110 & A-102), cost principles (A-21, A-87 & A-122) and audit requirements (A-50, A-89 & A-133).

Approved but Unfunded: Approved but unfunded refers to applications recommended for approval during the objective review process; however, they were not recommended for funding by the program office and/or the grants management office.

Assistance Listings: A government-wide compendium published by the General Services Administration (available on-line in searchable format as well as in printable format as a .pdf file) that describes domestic assistance programs administered by the Federal Government.

Assistance Listings Number: A unique number assigned to each program and NOFO throughout its lifecycle that enables data and funding tracking and transparency

Award: Financial assistance that provides support or stimulation to accomplish a public purpose. Awards include grants and other agreements (e.g., cooperative agreements) in the form of money, or property in lieu of money, by the federal government to an eligible applicant.

Budget Period or Budget Year: The duration of each individual funding period within the project period. Traditionally, budget periods are 12 months or 1 year.

Carryover: Unobligated federal funds remaining at the end of any budget period that, with the approval of the GMO or under an automatic authority, may be carried over to another budget period to cover allowable costs of that budget period either as an offset or additional authorization. Obligated but liquidated funds are not considered carryover.

CDC Assurances and Certifications: Standard government-wide grant application forms.

Competing Continuation Award: A financial assistance mechanism that adds funds to a grant and adds one or more budget periods to the previously established period of performance (i.e., extends the "life" of the award).

Continuous Quality Improvement: A system that seeks to improve the provision of services with an emphasis on future results.

Contracts: An award instrument used to acquire (by purchase, lease, or barter) property or services for the direct benefit or use of the Federal Government.

Cooperative Agreement: A financial assistance award with the same kind of interagency relationship as a grant except that it provides for substantial involvement by the federal agency funding the award. Substantial involvement means that the recipient can expect federal programmatic collaboration or participation in carrying out the effort under the award.

Cost Sharing or Matching: Refers to program costs not borne by the Federal Government but by the recipients. It may include the value of allowable third-party, in-kind contributions, as well as expenditures by the recipient.

Direct Assistance: A financial assistance mechanism, which must be specifically authorized by statute, whereby goods or services are provided to recipients in lieu of cash. DA generally involves the assignment of federal personnel or the provision of equipment or supplies, such as vaccines. DA is primarily used to support payroll and travel expenses of CDC employees assigned to state, tribal, local, and territorial (STLT) health agencies that are recipients of grants and cooperative agreements. Most legislative authorities that provide financial assistance to STLT health agencies allow for the use of DA. http:// www.cdc.gov /grants /additionalrequirements /index.html.

DUNS: The Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number is a nine-digit number assigned by Dun and Bradstreet Information Services. When applying for Federal awards or cooperative agreements, all applicant organizations must obtain a DUNS number as the Universal Identifier. DUNS number assignment is free. If requested by telephone, a DUNS number will be provided immediately at no charge. If requested via the Internet, obtaining a DUNS number may take one to two days at no charge. If an organization does not know its DUNS number or needs to register for one, visit Dun & Bradstreet at http://fedgov.dnb.com/ webform/displayHomePage.do.

Evaluation (program evaluation): The systematic collection of information about the activities, characteristics, and outcomes of programs (which may include interventions, policies, and specific projects) to make judgments about that program, improve program effectiveness, and/or inform decisions about future program development.

Evaluation Plan: A written document describing the overall approach that will be used to guide an evaluation, including why the evaluation is being conducted, how the findings will likely be used, and the design and data collection sources and methods. The plan specifies what will be done, how it will be done, who will do it, and when it will be done. The NOFO evaluation plan is used to describe how the recipient and/or CDC will determine whether activities are implemented appropriately and outcomes are achieved.

Federal Funding Accountability and Transparency Act of 2006 (FFATA): Requires that information about federal awards, including awards, contracts, loans, and other assistance and payments, be available to the public on a single website at www.USAspending.gov.

Fiscal Year: The year for which budget dollars are allocated annually. The federal fiscal year starts October 1 and ends September 30.

Grant: A legal instrument used by the federal government to transfer anything of value to a recipient for public support or stimulation authorized by statute. Financial assistance may be money or property. The definition does not include a federal procurement subject to the Federal Acquisition Regulation; technical assistance (which provides services instead of money); or assistance in the form of revenue sharing, loans, loan guarantees, interest subsidies, insurance, or direct payments of any kind to a person or persons. The main difference between a grant and a cooperative agreement is that in a grant there is no anticipated substantial programmatic involvement by the federal government under the award.

Grants.gov: A "storefront" web portal for electronic data collection (forms and reports) for federal grant-making agencies at www.grants.gov.

Grants Management Officer (GMO): The individual designated to serve as the HHS official responsible for the business management aspects of a particular grant(s) or cooperative agreement(s). The GMO serves as the counterpart to the business officer of the recipient organization. In this capacity, the GMO is responsible for all business management matters associated with the review, negotiation, award, and administration of grants and interprets grants administration policies and provisions. The GMO works closely with the program or project officer who is responsible for the scientific, technical, and programmatic aspects of the grant.

Grants Management Specialist (GMS): A federal staff member who oversees the business and other non-programmatic aspects of one or more grants and/or cooperative agreements. These activities include, but are not limited to, evaluating grant applications for administrative content and compliance with regulations and guidelines, negotiating grants, providing consultation and technical assistance to recipients, post-award administration and closing out grants.

Health Disparities: Differences in health outcomes and their determinants among segments of the population as defined by social, demographic, environmental, or geographic category.

Health Equity: Striving for the highest possible standard of health for all people and giving special attention to the needs of those at greatest risk of poor health, based on social conditions.

Health Inequities: Systematic, unfair, and avoidable differences in health outcomes and their determinants between segments of the population, such as by socioeconomic status (SES), demographics, or geography.

Healthy People 2030: National health objectives aimed at improving the health of all Americans by encouraging collaboration across sectors, guiding people toward making informed health decisions, and measuring the effects of prevention activities.

Inclusion: Both the meaningful involvement of a community's members in all stages of the program process and the maximum involvement of the target population that the intervention will benefit. Inclusion ensures that the views, perspectives, and needs of affected communities, care providers, and key partners are considered.

Indirect Costs: Costs that are incurred for common or joint objectives and not readily and specifically identifiable with a particular sponsored project, program, or activity; nevertheless, these costs are necessary to the operations of the organization. For example, the costs of operating and maintaining facilities, depreciation, and administrative salaries generally are considered indirect costs.

Intergovernmental Review: Executive Order 12372 governs applications subject to Intergovernmental Review of Federal Programs. This order sets up a system for state and local governmental review of proposed federal assistance applications. Contact the state single point of contact (SPOC) to alert the SPOC to prospective applications and to receive instructions on the State's process. Visit the following web address to get the current SPOC list: https://www.whitehouse.gov/wp-content/uploads/2017/11/Intergovernmental_-Review-_SPOC_01_2018_OFFM.pdf.

Letter of Intent (LOI): A preliminary, non-binding indication of an organization's intent to submit an application.

Lobbying: Direct lobbying includes any attempt to influence legislation, appropriations, regulations, administrative actions, executive orders (legislation or other orders), or other similar deliberations at any level of government through communication that directly expresses a view on proposed or pending legislation or other orders, and which is directed to staff members or other employees of a legislative body, government officials, or employees who participate in formulating legislation or other orders. Grass roots lobbying includes efforts directed at inducing or encouraging members of the public to contact their elected representatives at the federal, state, or local levels to urge support of, or opposition to, proposed or pending legislative proposals.

Logic Model: A visual representation showing the sequence of related events connecting the activities of a program with the programs' desired outcomes and results.

Maintenance of Effort: A requirement contained in authorizing legislation, or applicable regulations that a recipient must agree to contribute and maintain a specified level of financial effort from its own resources or other non-government sources to be eligible to receive federal grant funds. This requirement is typically given in terms of meeting a previous base-year dollar amount.

Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA): Document that describes a bilateral or multilateral agreement between parties expressing a convergence of will between the parties, indicating an intended common line of action. It is often used in cases where the parties either do not imply a legal commitment or cannot create a legally enforceable agreement.

Nonprofit Organization: Any corporation, trust, association, cooperative, or other organization that is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; is not organized for profit; and uses net proceeds to maintain, improve, or expand the operations of the organization. Nonprofit organizations include institutions of higher educations, hospitals, and tribal organizations (that is, Indian entities other than federally recognized Indian tribal governments).

Notice of Award (NoA): The official document, signed (or the electronic equivalent of signature) by a Grants Management Officer that: (1) notifies the recipient of the award of a grant;

(2) contains or references all the terms and conditions of the grant and Federal funding limits and obligations; and (3) provides the documentary basis for recording the obligation of Federal funds in the HHS accounting system.

Objective Review: A process that involves the thorough and consistent examination of applications based on an unbiased evaluation of scientific or technical merit or other relevant aspects of the proposal. The review is intended to provide advice to the persons responsible for making award decisions.

Outcome: The results of program operations or activities; the effects triggered by the program. For example, increased knowledge, changed attitudes or beliefs, reduced tobacco use, reduced morbidity and mortality.

Performance Measurement: The ongoing monitoring and reporting of program accomplishments, particularly progress toward pre-established goals, typically conducted by program or agency management. Performance measurement may address the type or level of program activities conducted (process), the direct products and services delivered by a program (outputs), or the results of those products and services (outcomes). A "program" may be any activity, project, function, or policy that has an identifiable purpose or set of objectives.

Period of performance –formerly known as the project period - : The time during which the recipient may incur obligations to carry out the work authorized under the Federal award. The start and end dates of the period of performance must be included in the Federal award.

Period of Performance Outcome: An outcome that will occur by the end of the NOFO's funding period

Plain Writing Act of 2010: The Plain Writing Act of 2010 requires that federal agencies use clear communication that the public can understand and use. NOFOs must be written in clear, consistent language so that any reader can understand expectations and intended outcomes of the funded program. CDC programs should use NOFO plain writing tips when writing NOFOs.

Program Strategies: Strategies are groupings of related activities, usually expressed as general headers (e.g., Partnerships, Assessment, Policy) or as brief statements (e.g., Form partnerships, Conduct assessments, Formulate policies).

Program Official: Person responsible for developing the NOFO; can be either a project officer, program manager, branch chief, division leader, policy official, center leader, or similar staff member.

Public Health Accreditation Board (PHAB): A nonprofit organization that works to promote and protect the health of the public by advancing the quality and performance of public health departments in the U.S. through national public health department accreditation http://www.phaboard.org.

Social Determinants of Health: Conditions in the environments in which people are born, live, learn, work, play, worship, and age that affect a wide range of health, functioning, and quality-of-life outcomes and risks.

Statute: An act of the legislature; a particular law enacted and established by the will of the legislative department of government, expressed with the requisite formalities. In foreign or civil

law any particular municipal law or usage, though resting for its authority on judicial decisions, or the practice of nations.

Statutory Authority: Authority provided by legal statute that establishes a federal financial assistance program or award.

System for Award Management (SAM): The primary vendor database for the U.S. federal government. SAM validates applicant information and electronically shares secure and encrypted data with federal agencies' finance offices to facilitate paperless payments through Electronic Funds Transfer (EFT). SAM stores organizational information, allowing www.grants.gov to verify identity and pre-fill organizational information on grant applications.

Technical Assistance: Advice, assistance, or training pertaining to program development, implementation, maintenance, or evaluation that is provided by the funding agency.

Work Plan: The summary of period of performance outcomes, strategies and activities, personnel and/or partners who will complete the activities, and the timeline for completion. The work plan will outline the details of all necessary activities that will be supported through the approved budget.

NOFO-specific Glossary and Acronyms