

Centers for Disease Control and Prevention

National Center for Environmental Health

Strengthening environmental health capacity (EHC) to detect, prevent, and control environmental health hazards through data-driven, evidence-based approaches

CDC-RFA-EH20-2005

Application Due Date: 06/30/2020

Strengthening environmental health capacity (EHC) to detect, prevent, and control environmental health hazards through data-driven, evidence-based approaches

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Part I. Overview Information

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-EH20-2005. 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:

Strengthening environmental health capacity (EHC) to detect, prevent, and control environmental health hazards through data-driven, evidence-based approaches

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)).

D. Agency Notice of Funding Opportunity Number:

CDC-RFA-EH20-2005

E. Assistance Listings (CFDA) Number:

93.070

F. Dates:

1. Due Date for Letter of Intent (LOI):	**05/18/2020**
2. Due Date for Applications:	**06/30/2020**, 11:59 p.m. U.S. Eastern Standard Time, at www.grants.gov.

3. Date for Informational Conference Call:

An information conference call will be held no later than 2 weeks after the NOFO publishes in the Federal Register. Instructions for the informational conference call will be made available on the CDC program website.

G. Executive Summary:

1. Summary Paragraph:

This Notice of Funding Opportunity (NOFO) seeks to strengthen the nation's environmental health capacity (EHC) to protect public health by strengthening the capacity of public health department environmental health (EH) programs. This will ensure safe and healthy environments and improve community health status. The NOFO's three main strategies include: 1) use EH data and information for data-driven decision making; (2) identify and address EH hazards; and (3) assess the effectiveness and impact of EH services and interventions.

a. Eligible Applicants: Open Competition
b. NOFO Type: Cooperative Agreement
c. Approximate Number of Awards: 50
The estimated number of Year 1 awards shall be based on the availability of funds and will vary by component and component-specific project:

Component A: 50

Component B: 29

Component C: 10

d. Total Period of Performance Funding: $27,000,000

e. Average One Year Award Amount: $150,000
The approximate average Year 1 awards will vary by component and component-specific project. All components are subject to availability of funds, and may be adjusted at the discretion of CDC.

Component A: $40,000

Component B: $50,00-$150,000

Component C: $450,000

f. Total Period of Performance Length: 5
g. Estimated Award Date: 09/01/2020
h. Cost Sharing and / or Matching Requirements: N
Although there is no statutory or matching requirement for this NOFO, leveraging other resources and related ongoing efforts to promote sustainability is strongly encouraged.

Part II. Full Text

A. Funding Opportunity Description

Part II. Full Text

1. Background

a. Overview

Environmental health (EH) is concerned with factors in the environment that affect human health. The effective use of EH data and information are essential for the timely identification and detection of environmental hazards and for implementation of evidence-based practices by state, tribal, local, and territorial (STLT) public health departments. EH data and information in this NOFO include those routinely generated, collected, and used by STLT EH services programs. These data or information may relate to the following:

- EH services and activities (for example, inspections, investigations, public inquiries and complaints, environmental sampling or monitoring).
- Community health status (for example, environment-related disease trends).
- Program operations (for example, regulated facility inventories, economic or financial information).

This Environmental Health Capacity (EHC) NOFO will help strengthen EH programs and practices by providing financial and technical resources to support the following strategies: 1) use EH data and information for data-driven decision making; (2) identify and address EH hazards; and (3) assess the effectiveness and impact of EH services and interventions. CDC will use the outcomes of this work to identify and develop EH evidence-based practices.

These strategies will be carried out across three components. Applicants are required to apply for Component A. Applying for Components B and C is optional.

- Component (A): Build core capacity to use EH data – Establish and strengthen systematic procedures to use existing or collect new EH data to identify, characterize, and mitigate an EH hazard(s) and evaluate the effectiveness and impact of EH interventions.

- Component (B): Strengthen the capacity of EH programs and services – Strengthen EH programs and services in areas such as drinking water, recreational water, safe water management plans, rodent control, food safety, exposure assessments, outbreak investigations, and the range of EH programs identified by the UNCOVER EH practice and workforce assessment.

- Component (C): Enhance capacity to address emerging or priority EH hazards and issues – Strengthen capacity to address specific priority or emerging EH hazards or issues such as harmful algal blooms, premise plumbing hazards, extreme weather events, and EH implications related to homelessness and other EH issues.

b. Statutory Authorities

This NOFO is authorized under the Public Health Service Act 317(k)(2) (42 USC 247b(k)(2))

and PHSA 307 (42 USC 242l) as amended.

c. Healthy People 2030

This NOFO supports the following Healthy People 2030 topic areas and objectives:

- Environmental Health
- Food Safety
- Health Communication and Health Information Technology
- Public Health Infrastructure

d. Other National Public Health Priorities and Strategies

- National Health Security Strategy and Implementation Plan
- National Voluntary Accreditation for Public Health Departments ;
- Public Health 3.0

e. Relevant Work

This NOFO supports the mission of the CDC National Center for Environmental Health (NCEH) Division of Environmental Health Science and Practice (DEHSP). The DEHSP mission is to prevent exposure to environmental health hazards and to improve the health of all people in all communities through applied environmental health science and practice. CDC has also collaborated with these types of partners through other EH programs as well: Safe Water for Community Health (Safe WATCH) (CDC-RFA-EH15-1507) and Environmental Health Specialists Network (EHS-Net) (CDC-RFA-EH15-001).

2. CDC Project Description

a. Approach

Bold indicates period of performance outcome.

CDC-RFA-**EH20-2005** Logic Model: This NOFO supports strengthening environmental health capacity (EHC) to detect, prevent, and control environmental health hazards through data-driven, evidence-based approaches. **Bold** indicates period of performance outcome. The strategies and activities will be incorporated into the three NOFO components and projects.

Strategies and Activities	Outputs	Intermediate Outcomes	Long-Term Outcomes
Use EH data and information for data-driven decision making	Data available for decision making and improving performance	**Addressed, prevented, and controlled EH hazards**	EH programs adopt and implement evidence-based EH best practices

• Improve EH program informatics capacity • Make EH data open and publicly accessible • Assess EH-related data sources and Increase data-driven decision making their utility • Increase data-driven decision making	EH hazards identified and prioritized	**Field has more access to evidence on effectiveness of EH interventions** **Increased efficiency and effectiveness of EH interventions to address EH hazards**	Reduction in EH hazards results in improved environmental conditions and community health status
<u>Identify and address EH hazards</u> • Use scientific methods for EH hazard identification • Implement EH interventions or controls • Develop innovative solutions for addressing EH hazards • Strengthen the EH workforce • Build internal and external partnerships	EH interventions planned, implemented, and assessed Strategic partnerships formed with key agencies and organizations	Strengthened capability of EH workforce to identify, prevent, and control EH hazards Increased cross-sector collaboration with partners to address EH hazards	Demonstrated value and importance of EH program services and interventions
<u>Assess the effectiveness and impact of EH services and interventions</u> • Determine EH intervention effectiveness, efficiency, and impact • Generate evidence for effectiveness of EH interventions and		Strengthened coordination between agent, host, and environmental components of the disease triad	

services • Improve performance of EH programs and services			

Each of the NOFO components will address each of the strategies shown in the logic model.

i. Purpose

The purpose of this NOFO is to enhance the nation's capacity in order to protect public health. The NOFO uses three strategies to develop evidence-based practices needed to improve community health. These strategies include: 1) use EH data and information for data-driven decision making; (2) identify and address EH hazards; and (3) assess the effectiveness and impact of EH services and interventions.

ii. Outcomes

During the period of performance, recipients are expected to carry out the program capacity-building strategies and activities to achieve intermediate outcomes and to identify and document additional outcomes accomplished. The efforts performed under this NOFO should produce the outputs and accomplish the intermediate outcomes outlined in the logic model. Recipients are expected to achieve the following intermediate outcomes by the end of the period of performance (bolded items in the logic model):

- Addressed, prevented, and controlled EH hazards;
- Field has more access to evidence on effectiveness of EH interventions, which will be used to develop a CDC EH Practice Guide;
- Increased efficiency and effectiveness of EH interventions to address EH hazards.

In the long term, the EHC will improve EH practice through the identification, adoption, and implementation of evidence-based EH best practices; reduction in EH hazards; and demonstrated value and importance of EH program services and interventions. These improvements will enhance public health department EH program performance, capacity, agility, and resilience. Ultimately, these efforts will improve and protect the nation's health and create a safer and healthier nation.

iii. Strategies and Activities

This NOFO consists of the following three components.

Component A (*required*): Build core capacity to use EH data

Applicants must apply for Component A. Recipients must complete the following activities. Applicants must provide the required information in their application.

Strategy 1: Strengthen EH data use and informatics capacity

Propose activities to address gaps or areas in need of improvement to ensure availability of data and information systems for identifying EH hazards, informing decisions about interventions, and assessing the effectiveness of interventions. Proposed activities might include the following:

- Establishing datasets for identifying EH hazards
- Strengthening the utility of EH information systems
- Developing processes for using EH data to inform decisions about programs and services
- Promoting and implementing interoperable data exchanges across systems
- Providing staff training to increase competencies in informatics, data analysis, and data visualization
- Building or strengthening partnerships and implementing platforms or systems to share EH data with partners and the public

Strategy 2: Identify, prevent, and control EH hazards

Describe how improved capacity to access and use EH data will strengthen EH programs and be used to complete the following activities:

- Identify and prioritize EH hazards
- Plan and implement interventions for controlling EH hazards

Strategy 3: Assess EH intervention effectiveness and impact

Describe how improved capacity to access and use EH data will be used to complete the following activities:

- Conduct assessments of effectiveness, efficiency, and impact of EH interventions
- Generate evidence for implementing interventions and services

Component B (optional): Strengthen the capacity of EH programs and services

Strengthen EH programs and services in areas such as drinking water, recreational water, safe water management plans, rodent control, food safety, exposure assessments, outbreak investigations, and the range of EH programs identified by the UNCOVER EH practice and workforce assessment. **Applying for these projects is optional**. **Applicants may choose to apply for one or more of these projects. Detailed project descriptions are provided as an appendix.**

Component B includes the following **Year 1 projects**:

B1. Safe water - Improving Access to Safe Drinking Water from Private Wells

B2. Safe water - Developing Comprehensive and Effective Safe Recreational Water Programs

B3. Safe water - Supporting Untreated Recreational Water Activities Managed by Environmental Health Service Programs (for example, safe beaches)

B4. Safe water - Improving Access to Safe Drinking Water from Small Community Water Systems

Component C (optional): Enhance capacity to address emerging or priority EH hazards and issues

Strengthen capacity to address specific priority or emerging EH hazards or issues such as harmful algal blooms, premise plumbing hazards, extreme weather events, and EH implications related to homelessness and other EH issues. **Applying for this project is optional. A detailed project description is provided as an appendix.**

Component C includes the following **Year 1 project**:

C1. Disaster recovery - Supporting environmental health response, recovery, mitigation, and other expenses related to 2018/2019 declared disasters

Required activities for optional Component B and C projects are provided and described in each project's description included as an appendix.

Brief descriptions of potential projects in Years 2 – 5 are also provided as an appendix.

Addressing the NOFO strategies and project activities is expected to result in these key outputs, which will be assessed through performance measures throughout the period of performance:

- Data available for decision making and improving performance
- EH hazards identified and prioritized

- EH interventions planned, implemented, and assessed
- Strategic partnerships formed with key agencies and organizations

1. Collaborations

a. With other CDC programs and CDC-funded organizations:

Recipients will collaborate directly with staff from the Water, Food, and Environmental Health Services Branch in CDC's National Center for Environmental Health/Division of Environmental Health Science and Practice. Projects in Components B and C may have additional required or suggested collaborations with other CDC programs and CDC-funded organizations. This information can be found in the individual project descriptions.

b. With organizations not funded by CDC:

Recipients are encouraged to build and sustain strategic partnerships and collaborations with agencies and organizations that have a role in supporting the implementation of a recipient's proposed work plan and activities and achieving expected outcomes. Partners and collaborators may include other health department programs or external partner agencies or organizations. Partnerships are encouraged for addressing and understanding the relationships between environmental factors/pathways and other components of the disease triad (host and agent). Additionally, recipients are encouraged to establish an EHC coordination team, which will assure sufficient and appropriate oversight, management, and collaboration across all EHC projects. This team should consist of management and technical staff responsible for ensuring coordination among the recipients' projects and collective contributions toward the overall NOFO outcomes.

Applicants are encouraged to submit letters of support to demonstrate collaborations with public health department programs, agencies, and organizations. Applicants should name the files "LOS_#" and upload the file as a pdf at www.grants.gov. Component B and C projects may have additional required or suggested collaborations with organizations not funded by CDC. This information can be found in the individual project descriptions.

2. Target Populations

Successful applicants will receive funding to deliver comprehensive EHC projects and 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. There is no specified target population for Component A. However, Component B and C projects may specify target populations. This information can be found in each of the individual project descriptions.

a. Health Disparities

This NOFO seeks to protect public health by enhancing the capacity of public health

department EH programs to deliver EH services using evidence-based practices. Applicants should try to provide information that describes how segments of their population may bear a disproportionate burden of health risk and how these population segments may be described as a vulnerable population (i.e., a population at an increased risk for adverse health-related outcomes due to drinking water issues driven by racial, cultural, social, and economic conditions). Applicants should also consider how meaningful involvement of affected populations during the implementation of project activities will be essential to addressing health and service inequities. No specified population has been identified at greatest risk for Component A. However, Component B and C projects may specify at-risk populations. This information can be found in the individual project descriptions.

iv. Funding Strategy

Planned funding for Year 1 includes Component A (EH data and information) projects and optional Component B and C projects (Safe Water and Natural Disasters). During Years 2 – 5, Year 1 projects may continue and new projects may be funded. Individual projects and activities may change and other EH programs, services, hazards, and issues may be added. This may include program-developed projects or recipient-driven projects.

CDC anticipates making available additional project descriptions throughout the program period; applicants approved and funded in Year 1 will be eligible to respond to additional Component B and C projects in the subsequent program years (descriptions of potential projects in Years 2 – 5 are provided as an appendix).

The individual EHC projects for this NOFO will be awarded based on the availability of funds. Additional projects are subject to the availability of funds and agency priorities. The CDC program office reserves the right to make the final funding determination. If applicable, a detailed justification to fund out of rank order will be provided. The award amounts represent funding provided by the National Center for Environmental Health (NCEH) Division of Environmental Health Science and Practice (DEHSP). Additional funding may be available from other CDC centers, institutes, and offices (CIOs).

Component A ($2,000,000; up to 50 awards)

Component B: Year 1 Projects

B1. Safe water - Private wells ($1,600,000; 16 awards)

B2. Safe water - Recreational water, swimming pools ($200,000; 4 awards)

B3. Safe water - Recreational water, beaches ($200,000; 4 awards)

B4. Safe water - Small community water systems ($500,000; 5 awards)

Component C: Year 1 Project

C1. EH hazards resulting from natural disasters ($4,500,000; 10 awards)

b. Evaluation and Performance Measurement

i. CDC Evaluation and Performance Measurement Strategy

The purpose of evaluation and performance measurement is to help CDC and recipients monitor the extent to which activities planned were successfully completed, demonstrate how capacity building activities contribute toward the NOFO outcomes, and inform decisions about future projects that drive continuous improvement for more efficient and effective EH program performance. The evaluation and performance measurement strategy focuses on both process and outcome evaluation. Process evaluation is conducted to monitor activities during the implementation and operation of a project; outcome evaluation examines long-term successes and accomplishments.

Activities and accomplishments under work plans for Components A, B, and C will contribute to the recipient's overall performance and evaluation using the NOFO process and outcomes measures. Projects in Components B and C require performance measures specific to the topic area and activities being addressed. Measures associated with these projects will be incorporated into the applicant's evaluation and performance measurement plan. Additionally, applicants should expect to complete in-depth assessment activities to accomplish Strategy 3 and generate evidence for the effectiveness and impact of implemented interventions. CDC will provide guidance and assistance with determining and using assessment criteria for addressing Strategy 3.

CDC will work with recipients to determine if the NOFO strategies and project activities have been implemented as expected and if the intended project period outcomes have been achieved. This is key information to keep the awardees on track, to demonstrate the effectiveness of the NOFO, and to suggest ways to improve the program. This includes routine and ongoing communication and collaboration between CDC and recipients, site visits, and recipient reporting (including work plans, performance, and financial reporting). CDC will work with recipients to formalize performance measures shortly after award.

Applicants should be able to demonstrate their ability to collect the necessary data in response to the following proposed process and outcome measures. CDC and recipients will have 6 months after award to discuss and finalize measures. A data management plan (DMP) may be required if a recipient's work plan includes the collection or generation of public health data. CDC will work with recipients to develop a DMP, if required.

Below are the process performance measures that will be collected throughout the period of performance.

Strategy 1: Strengthen EH data use and informatics capacity

Measure: Number of available EH datasets to use for making decisions and improving performance

Measure: Number of decisions made based on available EH datasets

Strategy 2: Identify, prevent, and control EH hazards

Measure: Number of identified and prioritized EH hazards

Measure: Number of strategic partnerships formed

Strategy 3: Assess EH intervention effectiveness and impact

Measure: Number of EH interventions assessed for effectiveness and impact

Below are the outcome performance measures that will be collected throughout the period of performance.

Outcome: Addressed, prevented, and controlled EH hazards

Measure: Provide target audience, at-risk population, and exposed population percentages of the total jurisdiction population at baseline and yearly until the project or period end date

Measure: Degree or level of reported EH hazards at baseline and yearly until the project or period end date

Outcome: Generated evidence on effectiveness of EH interventions

Measure: Percentage of population at risk for the EH hazards being addressed at baseline and yearly after intervention implementation until the project or period end date

Measure: Reduction in EH hazards yearly after intervention implementation until the project or period end date

Outcome: Increased efficiency and effectiveness of EH interventions to address EH hazards

Measure: Percentage of the population that has benefited from the intervention

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 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), if applicable, for accuracy throughout the lifecycle of the project. 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, 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 a DMP, if applicable, within the first 6 months of award, as described in the Reporting Section of this NOFO.

Applicants must provide the following information as a part of their performance measurement plan:

1. Describe a data collection plan that specifies data sources and feasibility of collecting the appropriate data needed for the process and outcome performance measures. The data collection plan should include the method and frequency of data collection and describe the responsible parties who will assure the data collection activity is implemented.
2. Describe how process and outcome performance measure findings will be used to assess program progress for closing performance gaps and identify new interventions and activities that align with performance improvement areas to continuously improve program quality.

c. Organizational Capacity of Recipients to Implement the Approach

Successful EHC recipients must have a demonstrated core organizational capacity to effectively conduct the activities for which awards are made. This organizational capacity includes skill

sets such as program planning and performance management, partnership development, evaluation, performance monitoring, financial reporting, budget management and administration, and personnel management (including developing staffing plans, developing and training workforce and developing a sustainability plan). Applicants should demonstrate sufficient staffing capacity for completing NOFO activities, including EH subject matter expertise and competencies in data use and evaluation. Applicants should have adequate infrastructure (equipment and physical space), information and data systems, electronic information and communication systems, and workforce capacity and competence to execute the award. Applicants must also be fully capable of managing the required procurement efforts, including the ability to write and award contracts in accordance with 45 or 74 C.F.R. Documentation to illustrate adequate staffing plan and program management structure includes organizational charts, job descriptions, CVs/resumes, and staffing plans that clearly define staff roles and expertise as they relate to the activities and outcomes. Applicants must submit at least three letters of support from other organizations to demonstrate ability to build and maintain partnerships. Applicants should name letters of support as "LOS_#" and upload the files as a pdf at www.grants.gov.

d. Work Plan

Applicants must clearly describe how their work plan and activities crosswalk to the strategies, activities, outcomes, and evaluation and performance measures presented in the logic model and the narrative sections of the NOFO. Applicants will describe their approach to address Component A activities. Applicants must include an individual work plan and budget for each project of interest in Components B and C. Work plans and budgets for Component B and C projects may be uploaded as an appendix to the NOFO application. Work plans for component B and C projects of interest must contain activities that address the three NOFO strategies and that link to the intermediate and long-term outcomes in the logic model.

Applicants must address the three strategies below in their work plan(s). This includes the Component A work plan and work plans for Component B and C projects of interest. Example activities to address each strategy are provided.

Strategy 1: Strengthen EH data use and informatics capacity. Following are examples of activities to address Strategy 1:

- Improving or implementing information and data systems to support identification and characterization of EH hazards.
- Establishing platforms and protocols for making EH data open and accessible to the public.
- Assessing EH-related data sources and utility for measuring effectiveness, efficiency, and sustainability of EH programs and interventions.
- Increasing data-driven decision making and data to inform EH program goals, strategies, and priorities.

Strategy 2: Identify, prevent, and control EH hazards. Following are examples of activities to address Strategy 2:

- Using scientific methods or processes for EH hazard identification.
- Identifying and implementing EH interventions or controls with proven effectiveness.
- Developing new and innovative solutions to address existing and emerging EH problems.
- Strengthening the EH workforce and building technical and leadership-related competencies.
- Building internal and external partnerships for collaborative approaches to identifying and controlling EH hazards.

Strategy 3: Assess EH intervention effectiveness and impact. Following are examples of activities to address Strategy 3:

- Conducting assessments of effectiveness, efficiency, and impact of EH interventions to inform evidence-based decision making about services and activities.
- Producing information for determining, prioritizing, and funding interventions or services that lower environment-related disease rates, prevent injuries, and improve community health.
- Generating evidence for implementing interventions and services that address emerging or real-time priority EH needs.
- Initiating performance improvement processes to increase the impact of EH interventions and services.

Work plans should focus on the first year of the project period and include detailed activities. Work plans should also include a high-level plan for subsequent years. Recipients will be expected to update their work plans annually. Work plans should demonstrate alignment among the outcomes, strategies, activities, timelines, and staffing/collaborations. Additional information on performance measures, data sources, and target population can also be included if applicable. (Note: Applicants will incorporate this work plan criteria into their approach for each project of interest)

A sample work plan format is presented below to show how a traditional work plan aligns with the logic model and narrative.

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*	**Responsible Position /**	**Completion Date**

	Performance Measurement section]	**Party**	
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.

Recipients will adjust their work plans based on achievement of outcomes, evaluation results, and changing budgets.

f. CDC Program Support to Recipients (THIS SECTION APPLIES ONLY TO COOPERATIVE AGREEMENTS)
In a cooperative agreement, CDC staff are substantially involved with program activities beyond monthly calls, site visits, and routine grant monitoring. CDC activities for this program are as follows:

- Collaborate to ensure coordination and implementation of strategies to provide capacity building assistance (CBA) to governmental and nongovernmental components of the public health system.
- Provide guidance and coordination to improve the quality and effectiveness of work plans, evaluation strategies, products and services, and collaborative activities with other organizations.
- Support ongoing opportunities to foster networking, communication, coordination, and collaboration, and serve as a conduit for information exchange, including fostering collaboration between funded organizations that would not normally interact or collaborate on public health efforts.
- Collaborate to compile and publish accomplishments, best practices, performance criteria, and lessons learned during the period of performance.
- Collaborate, as appropriate, to assess progress toward meeting strategic and operational goals and objectives and to establish measurement and accountability systems for documenting outcomes, such as increased performance improvements and best or promising practices.

B. Award Information

1. Funding Instrument Type:	Cooperative Agreement CDC's substantial involvement in this program appears in the CDC Program Support to Recipients Section.
2. Award Mechanism:	Cooperative agr
3. Fiscal Year:	2020
4. Approximate Total Fiscal Year Funding:	$9,500,000
5. Approximate Period of Performance Funding:	$27,000,000

This amount is subject to the availability of funds.

Estimated Total Funding:	$27,000,000
6. Approximate Period of Performance Length:	5 year(s)
7. Expected Number of Awards:	50

The estimated number of Year 1 awards shall be based on the availability of funds and will vary by component and component-specific project:

Component A: 50

Component B: 29

Component C: 10

8. Approximate Average Award: $150,000 Per Budget Period

The approximate average Year 1 awards will vary by component and component-specific project. All components are subject to availability of funds, and may be adjusted at the discretion of CDC.

Component A: $40,000

Component B: $50,00-$150,000

Component C: $450,000

9. Award Ceiling: $640,000 Per Budget Period

This amount is subject to the availability of funds.

10. Award Floor: $40,000 Per Budget Period

The Year 1 award floors will vary based on the strategies and activities for each EHC project description, as outlined below.

Component A: $40,000

Component B: $50,000-$150,000

Component C: $450,000

11. Estimated Award Date: 09/01/2020

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.

C. Eligibility Information

1. Eligible Applicants

Eligibility Category:	Unrestricted (i.e., open to any type of entity above), subject to any clarification in text field entitled "Additional Information on Eligibility"

Additional Eligibility Category:

2. Additional Information on Eligibility

Applicant are required to submit documentation that address the responsiveness criteria. Applications that do not address or meet the responsiveness criteria may not receive further review. Documentation may be submitted as an addendum to application package and uploaded as a document labeled EHCResponsiveness.pdf to www.grants.gov.

1. Applicants must demonstrate they are an Environmental Health program or be an administrative partner to an established Environmental Health program.
2. If applicant is not an Environmental Health program, the applicant must supply a memorandum of understanding (MOU), memorandum of agreement (MOA), or notarized letter that indicates they represent or are an administrative partner to an established Environmental Health program.
3. Applicants requesting an award greater than the award ceiling for each component and project description will be considered as non-responsive.

Component C Year 1 project eligibility includes public health departments and agencies within or serving jurisdictions in which a major disaster or emergency has been declared under section 401 or 501 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5170 and 5191) (referred to under this heading as "covered disaster or emergency"), including activities authorized under section 319(a) of the Public Health Service Act (referred to in this Act as the "PHS Act"). Although counties are not eligible applicants for this notice of funding opportunity, states in which impacted counties are located may apply to directly collaborate with and provide resources to the impacted counties.

3. Justification for Less than Maximum Competition

N/A

4. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

Although there is no statutory or matching requirement for this NOFO, leveraging other resources and related ongoing efforts to promote sustainability is strongly encouraged.

5. Maintenance of Effort

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	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

		information under DUNS number		
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)

Due Date for Letter of Intent: **05/18/2020**

b. Application Deadline

Due Date for Applications: **06/30/2020** , 11:59 p.m. 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.

Date for Information Conference Call

An information conference call will be held no later than 2 weeks after the NOFO publishes in the Federal Register. Instructions for the informational conference call will be made available on the CDC program website.

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

The purpose of a letter of intent (LOI) is to allow CDC staff to plan for the review of submitted

applications. Applicants are strongly encouraged to submit an LOI (2 page limit) for this NOFO. The LOI is requested but not required.

The LOI should be submitted via U.S. express mail, delivery service, or email to:

Connie B. Thomas

Water, Food & Environmental Health Services Branch (WFEHSB)

Division of Environmental Health Science and Practice (DEHSP),

National Center for Environmental Health (NCEH),

Centers for Disease Control & Prevention (CDC),

4770 Buford Highway, Mailstop (S106-5)

Atlanta, Georgia 30341

cbthomas@cdc.gov

The LOI should include the following information:

- Name, address, telephone number, and email address of the principal investigator or project director, or both
- Name of applicant organization
- Project director's name, address, telephone number, and email address
- Primary application point of contact's name, address, telephone number, and email address (if different from above)
- Number and title of this NOFO
- Name of component B and C projects applicant anticipates submitting and applying, if applicable
- Name, address, telephone number, and e-mail address of the primary contact for writing and submitting this application

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

(Maximum 1 page)
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 https://www.cdc.gov/od/science/integrity/reducePublicBurden/.
- 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.

Recipients will be required submit program performance measures using pre-approved forms under "Performance Progress and Monitoring Report" (OMB Control No. 0920-1132, expiration date 10/31/2022).

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.

Applicant must submit a discrete and separate itemized budget and budget narrative for each EHC project they are applying for. If applying for Component B and C projects, please refer to the project descriptions in the appendix. 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. Applicant budget must include travel for up to two staff members to travel to meetings, conferences, and or training as deemed necessary by CDC

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 2 CFR 200 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.
- In accordance with the United States Protecting Life in Global Health Assistance policy, all non-governmental organization (NGO) applicants acknowledge that foreign NGOs that receive funds provided through this award, either as a prime recipient or subrecipient, are strictly prohibited, regardless of the source of funds, from performing abortions as a method of family planning or engaging in any activity that promotes abortion as a method of family planning, or to provide financial support to any other

foreign non-governmental organization that conducts such activities. See Additional Requirement (AR) 35 for applicability (https://www.cdc.gov/grants/additionalrequirements/ar-35.html).

18. Data Management Plan

As identified in the Evaluation and Performance Measurement section, applications involving data collection must include a Data Management Plan (DMP) as part of their evaluation and performance measurement plan. The DMP is the applicant's assurance of the quality of the public health data through the data's lifecycle and plans to deposit 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:40

Evaluate the extent to which the applicant:

- Describes an overall strategy and activities consistent with the logic model and outcomes that will help identify and develop evidence-based EH practices. (10 points)
- Describes activities that are achievable, appropriate to achieve the outcomes of the project, and address the three NOFO strategies. (10 points)
- Shows that the proposed use of funds is an efficient and effective way to implement the strategies and activities and build the capacity of public health department EH programs. (15 points)
- Presents a work plan aligned with the NOFO strategies/activities, outcomes, and performance measures in the approach and is consistent with the content and format proposed by CDC. (5 points)

ii. Evaluation and Performance Measurement	Maximum Points:30

Evaluate the extent to which the applicant:

- Shows/affirms the ability to collect data on the process and outcome performance measures specified by CDC in the NOFO and presented by the applicant in their approach. This includes ability to collect data on populations at-risk for EH hazards, and exposed population percentages of the total jurisdiction population after intervention, at baseline and yearly until the project or period end date. (15 points)
- Describes clear monitoring and evaluation procedures and how evaluation and performance measurement will be incorporated into planning, implementation, and reporting of project activities. (5 points)
- Describes how performance measurement and evaluation findings will be reported and used to demonstrate the period of performance outcomes and for continuous program quality improvement. (5 points)
- Describes in sufficient detail to identify the key evaluation questions, and data sources and analysis methods. (5 points)

iii. Applicant's Organizational Capacity to Implement the Approach	Maximum Points:30

Evaluate the extent to which the applicant:

- Describes experience and capacity to implement the NOFO strategies and activities to use EH data and information, identify and address EH hazards, and assess EH services

and intervention effectiveness and impact. This also includes capacity in the following areas: program planning, program evaluation, performance monitoring, technical, fiscal reporting, budget management and administration, and personnel management. (15 points)

- Describes the organizational structure of their agency (including an organizational chart), outlines the proposed staff (including resumes or curriculum vitae for key staff) and day-to-day responsibilities for the key tasks of this cooperative agreement, demonstrates staffing capacity that includes EH subject matter expertise and competencies in data use and evaluation, and clearly indicates that the applicant is capable of carrying out this program and achieving the outcomes (including a staffing plan and project management structure that will be sufficient to achieve the project outcomes, and which clearly defines staff roles). (10 points)
- Provides at least three letters of support from public health department programs, agencies, or organizations to demonstrate ability to build and maintain partnerships. (5 points)

Budget

When reviewing or scoring budgets, CDC programs must assess whether the budget aligns with the proposed work plan. Each EHC component B and C budget must align with the project description. For additional guidance, check with the CIO extramural program office, GMO, or GMS.

Additional criteria include the items below.

- The itemized budget and budget justification for conducting the project is reasonable and consistent with stated objectives and planned program activities.
- The budget is itemized, well justified, and consistent with the goals of the program.
- The budget includes provision for program staff travel to conferences and meetings as directed by the CDC program.

c. Phase III Review

CDC anticipates applications will be funded in order by score and rank determined by the review panel. However, CDC reserves the right to funds out of rank order. The following factors may affect and be used as justification for funding:

- Geographic distribution to ensure representation across the United States and territories.
- Representation of underserved and underrepresented populations, such as federally recognized American Indian and Alaska Native Governments.

Responsive NOFO applications and Component A project work plans submitted under this funding opportunity will be reviewed objectively as described in the Review and Selection Process section of this NOFO. Component B and C projects will be individually

reviewed objectively. The Component B and C project review criteria are provided in the appendix.

CDC will provide justification for any decision to fund outside of ranked order of scores. Final funding determinations for awards made in Year 1 will be based on application scores from the objective review panels and consideration for CDC's funding priority and preferences.

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

The NOFO will be published and announced via Grants.gov (**anticipated date 4/6/2020**).

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.

Report	When?	Required?
Recipient Evaluation and Performance Measurement Plan, including Data Management Plan (DMP)	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	CDC program determines. Only if program wants more frequent performance measure reporting than annually in APR.	No
Federal Financial Reporting Forms	90 days after the end of the budget period.	Yes
Final Performance and Financial Report	90 days after end of project period.	Yes
Payment Management System (PMS) Reporting	Quarterly reports due January 30; April 30; July 30; and October 30.	Yes

Recipients must submit an annual performance report, ongoing performance measures data, administrative reports, and a final performance and financial report. A detailed explanation of any additional reporting requirements will be provided to successful applicants in the notice of award.

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 than120 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.

A detailed explanation of any additional reporting requirements will be provided by the CDC Program office and detailed in the notice of award.

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. 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)
This report is due 90 days after the end of the period of performance. 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).

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.

G. Agency Contacts

CDC encourages inquiries concerning this notice of funding opportunity.

Program Office Contact

For programmatic technical assistance, contact:

Connie B.Thomas, Project Officer
Department of Health and Human Services
Centers for Disease Control and Prevention
4770 Buford Highway, Mailstop 106-5

Atlanta, Georgia 30341

Telephone: (770) 488-3631
Email: cbthomas@cdc.gov

Grants Staff Contact

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

Wanda Tucker, Grants Management Specialist
Department of Health and Human Services
Office of Grants Services
Telephone: (770) 488-5056
Email: kna9@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
- Position descriptions
- Letters of Support
- Organization Charts
- Indirect Cost Rate, if applicable
- Bona Fide Agent status documentation, if applicable

Applicant should include approved indirect cost rate agreement.

The project narrative page limit is 30 pages. This includes the work plans and budget for all projects of interest.

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 (CFDA): 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 (CFDA) 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