U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

Public Health Service

Centers for Disease Control
and Prevention (CDC)
Atlanta GA 30333

Centers for Disease Control and Prevention (CDC)

Procurement and Grants Office

Instructions for Preparing an Annual Performance Report

Financed in Part or Solely by Prevention and Public Health Fund (PPHF)

Catalog of Federal Domestic Assistance (CFDA): 93.742

Funding Opportunity Announcement (FOA Number: CDC-RFA-DP12-121504PPHF15

PPHF 2015: Early Care and Education Statewide Collaboratives to Improve Nutrition, Breastfeeding Support, Physical Activity and Screen Time Practices for Obesity Prevention Young Children – financed solely by 2015 Prevention and Public Health Funds
National Center for Chronic Disease Prevention and Health Promotion

This announcement replaces DP12-121504CONT15 and does not solicit new applications. Applications filed under the announcement dated February 26, 2015 will be used for review and award. "

Eligibility:

This FOA is financed solely (in part or solely) by fiscal year 2015 Prevention and Public Health Fund (PPHF) and is a continuation of funds intended only for grantees previously awarded under CDC-RFA-DP12-1215, entitled ***"PPHF 2015:– Early Care and Education Statewide Collaboratives to Improve Nutrition, Breastfeeding Support, Physical Activity and Screen Time Practices for Obesity Prevention Young Children - financed solely by 2015 Prevention and Public Health Funds."***

Application Submission:

CDC requires grantees to submit their Annual Performance Reports (APR), which serve as the continuation application through www.Grants.gov not later than 120 days prior to the end of the budget period or by the date identified in the continuation guidance.

If you encounter any difficulties submitting your APR through www.Grants.gov, contact CDC's Technical Information Management Section at (770) 488-2700 prior to the submission deadline. If you require additional information regarding the APR process, contact Michelle Ranger, Grants Management Officer at (770) 488-2067. For programmatic information, contact Linda Barnes, Project Officer at (404) 867-9697.

The submission deadline for APR is 4/22/2015. Late or incomplete reports could result in delay of award or reduction in funds. CDC will accept a request for extension to submission deadline on rare occasions and after receipt of adequate supporting justification.

General Application Packet Tips:

- Properly label each item of the application packet
- Each section should use 1.5 spacing with one-inch margins
- Number all narrative pages
- This report must not exceed 45 pages excluding administrative reporting; attachments are not allowed, but Web links are allowed

- Where the instructions on the forms conflict with the instructions, follow these instructions

CDC requires the use of PDF format for ALL attachments. Use of file formats other than PDF may result in the file being unreadable by CDC staff. Directions for creating PDF files can be found on www.Grants.gov.

Checklist for required contents of application packet:

1. SF-424 Application for Federal Domestic Assistance-Short Organizational Form
2. SF-424A Budget Information-Non-Construction Programs
3. Budget Justification
4. Indirect Cost Rate Agreement
5. Project Narrative

Instructions for accessing and completing required contents of the application package:

- Go to: www.Grants.gov
- Select: "Apply for "Grants""
- Select: "Step 1: Download a Grant Application"
- Insert the **CDC-RFA-DP12-121504PPHF15** only
- Download application package and complete all sections

1. SF-424 Application for Federal Domestic Assistance-Short Organization Form: (Complete all sections)

- In addition to inserting the legal name of your organization in Block 5a, insert the CDC notice of award number. Failure to provide the notice of award number could cause delay in processing your application for new funding.
- Insert your organization's business official name, title and complete address in block 8.

Note: Items 2, 3, and 4 should be attached to the application through the "*Mandatory Documents"* section of the "Grant Application" page. Select "*Other Attachments Form*" and attach as a PDF file.

2. SF-424A Budget Information and Justification

- Download the form from www.Grants.gov
- Complete all applicable sections
- Based on the current rate of obligation, if it appears there will be un-obligated PPHF funds at the end of the current budget year, provide detailed actions that will be taken to obligate this amount. ***Note, to use unobligated PPHF funds, you must submit a request in writing to the GMO requesting an extension to current budget year to complete the approved PPHF activities. Request must include the incomplete PPHF activities, proposed detailed budget and a brief justification***

- If it appears there will be insufficient funds…
    - Provide detailed justification of the shortfall
    - List the actions taken to bring the obligations in line with the authorized funding level
- The proposed budget should be based on the Federal funding level stated in CDC's letter
- In a separate narrative, provide a detailed, line-item budget and justification for the funding amount requested to support the activities to be carried out with those funds

- Attach in the "Mandatory Documents" box under "Budget Narrative Attachment Form"
- Document needs to be in the PDF format

3. The Budget Justification:

Must be prepared in the general form, format, and to the level of detail as described in the *CDC Budget Guidance*. The *CDC Budget Guidance* can be accessed here -

(http://www.cdc.gov/fmo/topic/Budget%20Information/index.html)

- For any new proposed subcontracts provide the information specified in the CDC Budget Guidance
- When non-Federal matching is required, provide a line-item list of non-Federal contributions including source, amount, and/or value of third party contributions proposed to meet a matching requirement

4. Indirect Cost Rate Agreement

- If 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 grantees under such a plan
- Clearly describe the method used to calculate indirect costs. Ensure the method is consistent with the Indirect Cost Rate Agreement
- To be entitled to use indirect cost rates, a rate agreement must be in effect at the start of the budget period.
  - If an indirect cost rate agreement is not in effect, indirect costs may be charged as direct if (1) this practice is consistent with the grantee's/applicant's approved accounting practices; and (2) if the costs are adequately supported and justified. Please see the budget guidelines (http://www.cdc.gov/fmo/topic/Budget%20Information/index.html) for additional information
  - If applicable, attach in the "Mandatory Documents" box under "Other Attachments Form"- Name document "Indirect Cost Rate Agreement"

5. Project Narrative

Section I. Current Budget Period Progress: *Provide a summary of planned or expected activities during March 1 – September 30, 2015 including a collaborative expansion planning (to other states) with ECE stakeholders within the state. A detailed update on the status should be provided for high priority projects to be completed by the end of this budget period. Provide a report addressing the following elements of each objective or activity from September 30, 2014 – February 28, 2015.*

a. Annual performance report elements:
- **Performance Measures** (including outcomes)-Grantees must report on performance measures for each budget period and update measures, if needed
- **Evaluation Results-**Grantees must report evaluation results for the work completed to date (including any data about the effects of the program)
- **Work Plan**-Grantees must update work plan each budget year
- Successes

    - Awardees must report progress on completing activities outline in the work plan.
    - Awardees must describe any additional successes (e.g., identified through evaluation results or lessons learned) achieved in the past year
    - Awardees must describe success stories
- Challenges
    - Grantees must describe any challenges that might affect their ability to achieve annual and project-period outcomes, conduct performance measures, or complete the activities in the work plan
    - Grantees must describe any additional challenges (e.g., identified through evaluation results or lessons learned) encountered in the past year
- **CDC Program Support to Grantees-**Grantees must describe how CDC could help them overcome challenges to achieving annual and project-period outcomes and performance measures, and completing activities outlined in the work plan
- Administrative Reporting
    - SF-424A Budget Information-Non-Construction Programs
    - Budget Narrative-must use the format outlined in "Content and Form of Application"

Section II. New Budget Period Proposed Objectives and Activities

a. List proposed objectives for the upcoming budget period
    - These objectives must support the intent of the original funding opportunity announcement or program announcement
b. Each objective and activity must contain a performance or outcome measure that assesses the effectiveness of the project
    - For each objective:
        - List activities that will be implemented
        - Provide a timeline for accomplishment
        - Identify and justify any redirection of activities
        - Explain the methods you will use to implement the new, redirected activities
        - In addition to this information, include comments pertaining to budgetary issues that might hamper the success or completion of the project as originally proposed and approved. Please utilize the work plan format in the original work plan, if applicable.

Additional Program Requirements –

Provide a detailed description of any new planned collaborative efforts with state/local health departments, local early care and education coalitions, obesity coalitions, or other organizations as it related to this project.

If you plan to use contractors and consultants, provide a description of the reporting procedures that you will use and the timing of the reporting.

There is additional information and reporting requirements that apply to any grantees receiving Prevention and Public Health Funds (PPHF) as described in the initial award. Information that is provided should be verified and of sufficient quality to be shared publicly.

Performance Measure Reporting

CDC programs must require awardees to submit performance measures annually and may require reporting more frequently. Performance measure reporting must be limited to data collection. When funding is awarded initially, CDC programs must specify required reporting frequency, data fields, and format.

PPHF Grantees Semi-annual Reporting

CDC-OCOO-BISM will distribute the pre-populated reporting templates to PPHF Grantees through the BISM mailbox (BISMPPHF@cdc.gov) starting December 2014. All recipients will receive their pre-populated template prior to the start of the reporting period (January 1, 2015) with additional guidance. CDC will validate grantee email addresses through the Procurement and Grants Office and PPHF programs. The prime grantee will receive the report and will be responsible for populating the sub-award information.

Estimated Funding:

FY15 PPHF funding will be $3,800,000

Total FY15 funds including PPHF funds will be $3,800,000