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): 93.738, 93.304

Funding Opportunity Announcement FOA Number: CDC-RFA-DP14-141902PPHF15

PPHF 2015: REACH- Racial and Ethnic Approaches to Community Health (REACH)
- financed in part by 2015 Prevention and Public Health Funding

National Center for Chronic Disease Prevention and Health Promotion

***For Informational Purpose only*. This announcement replaces DP14-141902CONT15 and does not solicit new applications. Applications filed under the announcement dated February 12, 2015 will be used for review and award. "**

Eligibility:

This FOA is financed in part 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-DP14-1419PPHF14, entitled ***"PPHF 2014: Racial and Ethnic Approaches to Community Health (REACH) – financed in part by Prevention and Public Health Funding."***

In accordance with PPHF general provisions enacted under Title IV Section 4002, grantees are required to track and report on use of PPHF funds provided through this award. Reports will be made available to the general public. Comingling of PPHF funds with other funds **is prohibited**.

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 **Toni Augustus-High, Grants Management Specialist** at (770) 488-2906 or via email wef9@cdc.gov. For programmatic information, contact **Wendy Heirendt, Team Leader**, at (770) 488-5288.

Reports should have been submitted **by April 10, 2015** by 11:59p.m. EST on grants.gov for Reporting Period :

September 30, 2014, 2014 through February 28, 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 FOA # in this format only: **CDC-RFA-DP14-141902PPHF15**
- 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 with timeline***
- 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

The information required within the section "Project Narrative" will be generated by the Division of Community Health's Performance Monitoring System as the "Annual Progress Report." Once the data is entered into the Performance Monitoring System, you will be able to generate a report, which you will save as a PDF file and attach in the "Mandatory Documents" box under "Project Narrative Attachment Form" in Grants.gov.

Section I. Current Budget Period Progress for (09/30/2014 – 02/28/2015) Year 01:

Please provide the following information for the first five months of Year 01 in the Performance Monitoring System:

1. Describe the overall progress made for the first five months of the budget period. In this narrative section (limited to 10,000 characters – approximately 3 single spaced pages), please describe in detail for each specific/ race and ethnicity population group:
    a. the pre-existing policy, systems, or environmental improvements that your program is seeking to enhance and/or strengthen.
    b. the most significant accomplishments of your program and how they were achieved.

c. your most significant challenges.
d. what lessons you have learned that will help you advance your program.
e. how CDC can help you overcome challenges to achieving objectives and performance measures.
f. what other chronic programs with whom you have collaborated, and other relevant information.

2. Describe progress achieved for each objective. For each objective, indicate whether it is met, unmet, or ongoing, and list the current measurement, if known at this time.
3. Describe factors that will facilitate the success of work in accomplishing objectives (This may include environmental factors, types of CDC technical assistance, partnerships, etc.).
4. Describe any barriers encountered.
5. Describe plans or strategies that will be used to overcome the barriers listed.
6. Describe any unanticipated outcomes that have resulted from work to achieve these objectives.
7. List/Upload any products (e.g., journal articles, policy documents, strategic plans, etc.) developed/produced as a result of work to accomplish the objectives.

The annual performance report must also include the following:

- **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.

Section II. New Budget Period Proposed Objectives and Activities for Year 02 (09/30/2015 – 09/29/2016):

A. Use the Division of Community Health's Performance Monitoring System and document, entitled *"Annual Progress Report: DCH Performance Monitoring System and Program Guidance"* to develop and submit your Year 2 Community Action Plan.

Your plan should include your proposed objectives for the upcoming budget period. These objectives must be S.M.A.R.T. (i.e., specific, measurable, achievable, relevant, and time-bound) and support the intent of the original 2014 REACH PPHF Funding Opportunity Announcement (FOA). The Year 2 plan should note the pre-existing policy, systems, or environmental improvement(s) that will be enhanced or strengthened. Selected strategies should be based upon a community health needs assessment that has been completed since 2010, and allow the awardee to support the effective implementation of locally tailored evidence- and practice-based interventions.

B. 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 for REACH Comprehensive and Basic Awardees

REACH Comprehensive Awardees should also attach their evaluation plans.

REACH Basic Awardees should also attach the following:

- Evidence of a multi-sectoral coalition that includes memoranda of understanding with each coalition member that lists the sector they represent and describes their role(s) in support of the program.
  - The coalition should include 1) representatives with experience in serving the selected populations within the community, 2) local health departments or similar tribal health organizations, 3) tribal or

community-based organizations, 4) university/academic institutions, and 5) non-traditional partners (e.g., parks and recreation, transportation, environmental health, housing and urban development, public safety, financial, and health care organizations). If the awardee plans to work on improving linkages to quality health care services, the coalition must include representation from a local health care organization.

- Evidence of how a community-based participatory approach (CBPA) will be implemented throughout the life of the project. This approach requires that persons from the community are included on the coalition and share the decision making authority as other coalition members throughout every aspect of the project (e.g., identification of goals/objectives, selection and implementation of interventions, reporting and other information dissemination activities, etc.).

- The results of the community health needs assessment that were used to guide the development of Year 2 objectives and selection of interventions.

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). All recipients will receive their pre-populated template prior to the start of the reporting period 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 $27,349,169

Total FY15 funds including PPHF funds will be $34,949,418