



Amendment I (6/12/15)

Applications are not being solicited through this document

The purpose of this amendment is to:

1. Provide Prevention and Public Health Funds (PPHF) to this Funding Opportunity Announcement (FOA).
2. Incorporate language applicable to the use of funds in PPHF awards
3. Grantees funded by PPHF will:
 - Maintain awards in a subaccount as described in the Notice of Award
 - Report on the use of PPHF funds provided through this award
4. Changes/Additions are in red type

**Centers for Disease Control and Prevention (CDC)
Procurement and Grants Office
Instructions for Preparing an Annual Performance Report (APR)
Financed in Part or Solely by Prevention and Public Health Funds (PPHF)
Catalog of Federal Domestic Assistance (CFDA): 93.283; 93.521
Funding Opportunity Announcement (FOA Number: CDC-RFA-CK12-120204PPHF15)**

**PPHF 2015 – Epidemiology and Laboratory Capacity (ELC/EIP)
Emerging Infections Program (EIP) -
financed in-part by 2015 Prevention and Public Health Funds**

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-CK12-1202, entitled “PPHF 2012 - Epidemiology and Laboratory Capacity (ELC/EIP) – Emerging Infections Programs (EIP) – Primary - financed in-part by 2012 Prevention and Public Health Funds.”

Application Submission:

Applications are NOT being solicited through this document. Awards will be made based on applications received on previous due date.

CDC requires grantees to submit their Annual Performance Reports (APR), which serves 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 annual performance report 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 Mattie Jackson, Grants Management Officer, at 770-488-2696. For programmatic information, contact Mark Frank, Project Officer, at 404-639-3743.

Reports must be submitted by October 17, 2014 for the Reporting Period of January 1, 2015 – December 31, 2015. Late or incomplete reports could result in an enforcement action such as a delay in the award or a reduction in funds. CDC will accept requests for a deadline extension on rare occasions and after adequate justification has been provided.

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 only
 - This report must not exceed 125 pages excluding administrative reporting; allowed, but web links are allowed
 - Where the instructions on the forms conflict with these instructions, follow these instructions
1. CDC requires the use of PDF format for ALL attachments.
 2. Use of file formats other than PDF may result in the file being unreadable by CDC staff.
 3. Directions for creating PDF files can be found on www.Grants.gov

Checklist of 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 Funding Opportunity Announcement in this format only:
CDC-RFA-CK12-120904PPHF15
 - Download application package and complete all sections
1. SF-424 Application for Federal Domestic Assistance-Short Organizational Form:

- 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.
- A budget and budget justification is required for each Project/Program Area in which you are applying. In a separate narrative, provide a detailed, line-item budget justification of 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.
- The budget justification must be prepared in the general format and to the level of detail described in the CDC Budget Guidance. The sample budget guidance is provided on CDC's internet at: <http://www.cdc.gov/od/pgo/funding/grants/foamain.shtm>.
- For any new proposed subcontracts provide the information specified in the Budget Guidance.
- Base the proposed budget on the federal funding level stated in the letter from CDC or anticipated level funding.
- Estimated Un-obligated
 - Awardees may request up to 75% of anticipated unobligated funds from the current budget period. Carryover requests must include a list of the proposed activities, an itemized budget (broken out by project), and a narrative justification for the proposed activities.
 - If use of estimated un-obligated funds is requested, complete all columns in Section A of SF-424A and submit along with your carryover request and a signed and dated interim Federal Financial Report (FFR), Standard Form-425, available on the CDC internet at <http://grants.nih.gov/grants/forms.htm#closeout>.
 - The estimated un-obligated balance should be realistic in order to be consistent with the annual FFR to be submitted via eRA Commons following the end of the budget period. The interim FFR must reflect all funds awarded in the current budget period (since January 01, 2014) and report estimated total expenditures for the full 12-month period that will end December 31, 2014. Therefore, the resulting unobligated balance (if any) will be an estimate of what will remain unobligated as of December 31, 2014.
 - PPHF FUNDS ONLY** - Based on the current rate of obligation, if it appears there will be unobligated 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.

- H. 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.

3. 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"

4. Project Narrative

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

Section I. Current Budget Period Progress:

Provide a brief report addressing the following elements of each objective or activity.

The annual performance report must include the following:

- A. Status (met, ongoing, or unmet)
- B. Major findings, significance of those findings (a description of how the findings impact or contribute to the public health goal.
- C. Barriers encountered, and how the barriers were addressed
- D. If applicable, include the reasons that goals were not met and a discussion of assistance needed to resolve the situation.
- E. Attach in the "Mandatory Documents" box under "Project Narrative Attachment Form". Document needs to be in the PDF format.

Section II. New Budget Period Proposed Objectives and Activities:

- a. List proposed objectives for the upcoming budget period (January 1, 2015 – December 31, 2015). These objectives must support the intent of the original Funding Opportunity Announcement (FOA).
- b. Each objective and activity must contain a performance or outcome measure that assesses the effectiveness of the project.
- c. For each objective:
 1. List activities that will be implemented;
 2. Provide a timeline for accomplishment;
 3. Identify and justify any redirection of activities; and
 4. Explain the methods you will use to implement the new, redirected activities.
- d. 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.

5. Additional Program Requirements

Detailed guidance follows.

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 funds will be approximately \$4 Million

Total FY15 funds including PPHF funds will be approximately \$34 Million