III. Annual Performance Reports (APR) Template

Centers for Disease Control and Prevention (CDC)

Procurement and Grants Office

Instructions for Preparing an Annual Performance Report

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

Catalog of Federal Domestic Assistance (CFDA): 93.524

Funding Opportunity Announcement FOA Number: CDC-RFA-OT13-130203PPHF15

PPHF 2015: Hospitals Promoting Breastfeeding- **Building Capacity of the Public Health System to Improve Population Health through National, Nonprofit Organizations: Office for State, Tribal, Local and Territorial Support (OSTLTs)** – 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-OT13-1302**, entitled ***"Building Capacity of the Public Health System to Improve Population Health through National, Nonprofit Organizations."***

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:

This guidance does not solicit applications at this time. This guidance establishes the use of PPHF funds in this Funding Opportunity for Federal Fiscal year 2015.

CDC requires grantees to submit their Annual Performance Reports (APRs), which are a part of 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, Tiffany Mannings, the Grants Management Officer at (770) 488-2515 or yuo7@cdc.gov. For programmatic information, contact Samuel Taveras, the senior Project Officer at (770) 488-1523.

The submission deadline for APR is March 25, 2015. APRs must be submitted via the CDC/OSTLTS/ Partnership Support Unit's (PSU) SharePoint site. Continuation applications must be submitted via Grants.gov and the CDC/OSTLTS/PSU SharePoint site by April 3, 2015. Detailed instructions for submitting continuation applications (Work Plans and Budgets) and APRs will be emailed to grantees by The Partnership Support Unit 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 Funding Announcement Number only, formatted as: **CDC-RFA-OT13-130203CONT15**.
- 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 brief annual performance report addressing the following elements of each objective or activity:*

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
(Continuation Applications-Work Plan and Budget for each project)

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

The continuation application includes the proposed Project Narrative (Work Plan) and Budget to be continued in year 3 of the CDC-RFA-OT13-130203CONT15 cooperative agreement. A submission to request FY15 PPHF funds to continue projects for Year 3 should be based on what the grantee was previously funded for in year 2 (FY14). Should a higher funding level be requested, the grantee should provide sufficient information to justify the need for additional funding and the level of activities for the continuation project. Continuation applications must be submitted via SharePoint AND Grants.gov.

The updated work plan for each project funded in year 2 (FY14) should include the proposed objectives and their accompanying activities, outputs, and outcomes for the upcoming budget period. As part of the year 3 Project Narrative (Work Plan) and Budget, the grantee must identify and develop annual performance measures for year 3. The performance measures may include an expansion of year 2. The APR for the status of year 3's proposed performance measures, activities, outputs and outcomes will be submitted in Spring 2016. The grantee must indicate how each objective's performance measure(s) is (are) linked to the selected Program outcome(s).

Please note that grantees should work with the CDC Technical Monitor to develop appropriate and realistic performance measure(s) for the funded project.

Ideally, there will be consistency in outcomes and performance measures from previous years; however, updating of the outcome and performance measures should occur where appropriate. For each objective:

A. Indicate the proposed strategies accompanying activities for accomplishing the identified FOA Program Outcomes in the upcoming budget period;

B. Each objective and activity must contain a performance measure(s) and be linked to the FOA Program Outcomes that assesses impact of the project;

C. Provide a timeline for accomplishing proposed objectives/strategies/activities within the upcoming budget period;

D. Identify and justify any redirection of activities;

E. Explain the methods you will use to implement the new, redirected activities.

Provide a detailed budget narrative and budget breakdown of the categories indicated in the template.

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.

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 $12,590,863.00___

Total FY15 funds including PPHF funds will be $100,000,000.00__