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): 93.752, 93.283

Funding Opportunity Announcement FOA Number: CDC-RFA-DP12-120504PPHF15

PPHF 2015: Cancer Prevention and Control- Cancer Prevention and Control Program for State, Territorial and Tribal Organizations – financed in part by 2015 Prevention and Public Health Funds

National Center for Chronic Disease Prevention and Health Promotion

For Informational Purpose only. **This announcement replaces the previous solicitation for the continuation of DP12-1205 and does not solicit new applications. Applications filed under the announcement dated January 23, 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-DP12-120504PPHF15, entitled *"Cancer Prevention and Control Programs for State, Territorial and Tribal 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:

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, Merlin Williams, Grants Management Officer at (770) 488-2851. For programmatic information, contact Tanya Hicks, Public Health Analyst at (770) 488-4326 or THicks@cdc.gov.

The submission deadline for APR is February 27, 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 each, excluding administrative reporting for Components 2, 3 and/or 4 (NBCCEDP, NCCCP and NPCR); 5 pages for Component 1 (Management, Leadership and Coordination - MLC) and 6 pages for Component 5 (Innovation Demonstration Projects - Innov); 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 for only: **CDC-RFA-DP12-120504PPHF15**
- 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.

For SF-424A Budget Information, grantees should fill out column (a) – "Grant Program Function or Activity", under Section A – Budget Summary, for each proposed program components. Utilize#1 for Program Management and Coordination "MLC" and "CCC", #2 for "BC", #3 for "NPCR", and #4 for "Innov" (see Attachment I for Naming Codes). Grants.gov will then auto fill the headers under Section B – Budget Categories. For "MLC", "BC", "CCC" and "NPCR" and "Innov", the Objective Class Categories totals, under Section B, should match what is being requested in your budget narrative. Column (5) – "Total", should be a cumulative total of all requested funds for DP12-1205.

For Budget Justification, Indirect Cost Rate Agreement and Project Narrative name each document by the grantee code, Program Component code (see Attachment I for Naming Codes) and identify the document such as "Budget and Justification" or "Indirect Cost Agreement" (Example: "ALBC – Budget Justification").

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 for Each Funded Component

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

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

2015 (YR04) SAS License Requests:

- In Oct 2014, grantees were required to request SAS license(s) for calendar year 2015.
- The cost per license was approximately $1342 and allows the Right to Use (RTU) the software on a single-user workstation.
- SAS software licenses are leased on an annual basis (January 1 through December 31) and must be requested by grantees every year. SAS software licenses expire on December 31st of each year.
- SAS licenses(s) will be received by grantees in early 2015.
- Grantees should reflect the cost of the SAS software license(s) in their DP12-120504CONT15 line-item budget and justification request as Direct Assistance (DA).
- DP12-120504CONT15 budget request must include the same number of licenses received and also from the same component.
- The cost of the licenses requested will be reflected in the YR04 Notice of Award as DA and will be deducted from Federal Assistance (FA) amount.

Component 2: Policy and Environmental Approaches and Community-Clinical Linkages in the National Comprehensive Cancer Control

Travel Updates

Meeting/Conference/Training	*# of Staff*	*# of Days*	*Location*

NCCCP Business Meeting of Program Directors (Program Director and/or Coordinator)	2	2	Atlanta, GA
(2) Meetings of NCCCP staff (Regional training opportunities and/or reverse site visits)	2	2-3	TBD

Component 3: Health Systems Change and Quality Clinical Preventive Services in the National Breast and Cervical Cancer Early Detection Program

Travel Updates

Meeting/Conference/Training	***# of Staff***	***# of Days***	***Location***
NBCCEDP Business Meeting of Program Directors (Program Director and/or Coordinator)	Will Not Occur	Will Not Occur	Atlanta, GA
NBCCEDP Data Manager's Meeting (Data Manager and/or one key staff member)	Will Not Occur	Will Not Occur	Atlanta, GA
Program implementation progress ("reverse site visit"),Consultation/Technical Assistance or to participate on national work groups/committees	2	3-5	TBD
One (1) Training or Conference of the Grantee's Choosing	1 to 2	3-5	TBD

Component 4: Surveillance Activities in the National Program of Cancer Registries

Facility Reporting Template: Component 4 grantees are strongly encouraged to complete and submit the "NPCR Template for Documenting Hospital, Path Lab, and Physician Reporting Progress (Updated for Year 4)" with their Year 4 Interim Progress Report. Component 4 grantees should have received the Facility Reporting Template via e-mail.

NPCR Program Standards: The requirement for producing **biennial** reports on screening amenable cancers and cancers associated with modifiable risk factors (previously Program Standard VIII.b.2) has been changed to **once during the 5-year project period** (now Program Standard VIII.c). Reports must be shared with CDC and key partners.

Pg.46 of the FOA Component 4 Recipient Activities: The frequency of producing the reports on screening amenable cancers and cancers associated with modifiable risk factors will be once during the 5-year project period rather than biennially.

Travel Updates

Meeting/Conference/Training	***# of Staff***	***# of Days***	***Location***

North American Association of Central Cancer Registry (NAACCR) meeting	2	4	St. Louis, MO
National Cancer Registrars Association (NCRA) meeting NOTE: The NPCR Education and Training Conference will be held during the NCRA Annual Meeting. It is highly recommended that each state Education/Training Coordinator (ETC) attend this meeting.	2	4	Las Vegas, NV
NPCR Program Directors' Meeting (Program Director and other key person)	2	3	Atlanta, GA

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:

Component 1-MLC

FY15 PPHF MLC funding will be $ 0

Total FY15 MLC funds including PPHF funds will be $ 2,021,036

Component 2 - NCCCP

FY15 PPHF NCCCP funding will be $ 0

Total FY15 NCCCP funds including PPHF funds will be $21,874,745

Component3 - NBCCEDP

FY15 PPHF NBCCEDP funding will be $ 97,834,313

Total FY15 NBCCEDP funds including PPHF funds will be $154,007,988

Component 4 – NPCR

FY15 PPHF NPCR funding will be $ 0

Total FY15 NPCR funds including PPHF funds will be $ 37,876,333

Component 5 - Innovative

FY15 PPHF Innov funding will be $ 0

Total FY15 Innov funds including PPHF funds will be $ 2,282,159

Attachment 1 Naming Convention Codes for DP12-1205

	Grantee	Naming Code
3854	Alabama Department of Public Health	AL
3856	Alaska Department of Health	AK
3857	Alaska Native Tribal Health Consortium	ANTHC
3947	American Samoa Department of Health	AS
3858	Arizona Department of Health Services	AZ
3860	Arkansas Department of Health	AR
3861	Arctic Slope Native Association	ASN
3862	California Department of Health	CA
3904	Cherokee Nation Health Service Group	CN
3867	Cheyenne River Sioux Tribe	CRS
3868	Colorado Department of Public Health	CO
3948	Commonwealth of Northern Mariana Islands	CNMI
3869	Connecticut Department of Public Health	CT
3870	Delaware Department of Health	DE
3871	District of Columbia	DC
3874	Federated States of Micronesia DoE	FSM
3872	Florida Department of Health	FL
3873	Fond Du Lac Reservation	FDL
3875	Georgia Department of Human Resources	GA
3876	Great Plains Tribal Chairmen's Health Board	GP
3877	Guam Department of Public Health	GU
3878	Hawaii Department of Health	HI
3906	University of Hawaii	UHI
3880	Hopi Tribe	HT

3881	Idaho Department of Health and Welfare	ID
3883	Illinois Department of Public Health	IL
3884	Indiana State Department of Health	IN
3885	Iowa Department of Public Health	IA
3889	Kansas Department of Health	KS
3895	Kaw Nation of Oklahoma	KN
3913	Kentucky Cabinet for Health	KY
3906	University of Kentucky	UKY
3915	Louisiana State University	LSU
3916	Maine Department of Health	ME
3917	Marshall Islands Ministry of Health	RMI
3919	Maryland Department of Health	MD
3920	Massachusetts Department of Health	MA
3921	Michigan Department of Community Health	MI
3922	Minnesota Department of Health	MN
3923	Mississippi Department of Health	MS
3908	University of Mississippi	UMS
3924	Missouri Department of Health	MO
3925	Montana Department of Health	MT
3926	Native American Rehabilitation Assoc.	NARA
3927	Navajo Nation	NN
3928	Nebraska Department of Health	NE
3929	Nevada Department of Health	NV
3930	New Hampshire Department of Health	NH
3931	New Jersey Department of Health	NJ
3932	New Mexico Department of Health	NM
3879	New York State Department of Health	NY
3933	North Carolina Department of Health	NC
3934	North Dakota Department of Health	ND
3909	University of North Dakota	UND
3935	Northwest Portland Area Indian Health Board	NPAIHB
3936	Ohio Department of Health	OH
3938	Oklahoma State Department of Health	OK

3940	Oregon Department of Health	OR
3937	Pennsylvania Department of Health	PA
3939	Republic of Palau Ministry of Health	PAL
3941	Rhode Island Department of Health	RI
3942	South Carolina Department of Health	SC
3943	South Dakota Department of Health	SD
3944	South Puget Intertribal Planning Agency	SPIPA
3945	Southcentral Foundation	SCF
3946	Southeast Alaska Regional Health Cons.	SEARHC
3901	Tennessee Department of Health	TN
3902	Texas Department of Health	TX
3905	Tohono O'Dham Nation	TODN
3863	University of Puerto Rico	UPR
3910	Utah Department of Health	UT
3911	Vermont Department of Health	VT
3899	Washington State Department of Health	WA
3898	West Virginia Department of Health	WV
3897	Wisconsin Department of Health	WI
3896	Wyoming Department of Health	WY
3853	Yukon-Kuskokwim Health Corporation	YKH

Program Components of DP12-1205	**Naming Code**
Program Management, Leadership and Coordination National Comprehensive Cancer Control Program	MLC CCC
National Breast and Cervical Cancer Early Detection Program	BC
National Program of Cancer Registries	NPCR
Innovation Demonstration Projects	Innov

PPHF Required Clauses

General Provisions Title II, Division H, Consolidated Appropriations Act (2014).

Section 203 - Cap on Researcher Salaries

None of the funds appropriated in this title shall be used to pay the salary of an individual, through a grant or other extramural mechanism, at a rate in excess of Executive Level II; reduced from $199,700 to $179,700 effective December 23, 2011.

Section 217 - Gun Control Prohibition

None of the funds made available in this title may be used, in whole or in part, to advocate or promote gun control.

Section 218 - Prevention and Public Health Fund Reporting Requirements

Prevention Fund Reporting Requirements: This award requires the grantee to complete projects or activities which are funded under the Prevention and Public Health Fund (PPHF) (Section 4002 of Public Law 111-148) to report on use of PPHF funds provided through this award. Information from these reports will be made available to the public.

Responsibilities for Informing Sub-recipients: Recipients agree to separately identify to each sub-recipient, and document at the time of sub-award and at the time of disbursement of funds, the Federal award number, CFDA number, and amount of 2014 PPHF funds. When a recipient awards 2014 PPHF funds for an existing program, the information furnished to sub-recipients shall distinguish the sub-awards of incremental 2014 PPHF funds from regular sub-awards under the existing program.

Reporting Requirements:

Recipients awarded a grant, cooperative agreement, or contract from such funds with a value of $25,000 or more shall produce reports on a semi-annual basis with a reporting cycle of January 1 - June 30 and July 1 - December 31; and email such reports (in 508 compliant format) to the CDC website (template and point of contact to be provided after award) no later than 20 calendar days after the end of each reporting period (i.e. July 20 and January 20, respectively). Recipient reports shall reference the notice of award number and title of the grant or cooperative agreement, and include a summary of the activities undertaken and identify any sub-grants or sub-contracts awarded (including the purpose of the award and the identity of the sub-recipient).

Funding Restrictions

Restrictions, which must be taken into account while writing the budget, are as follows:

- No part of any appropriation contained in this Act or transferred pursuant to Sec. 502(a), (b) and (c) of Title V, Division H, Consolidated Appropriations Act, 2014 and section 4002 of Public Law 111-148 shall be used, other than for normal and recognized executive-legislative relationships, for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation designed to support or defeat the enactment of legislation before the Congress or any State or local legislature or legislative body, except in presentation of the Congress or any State or local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any State or local government itself.

(b) No part of any appropriate contained in this Act or transferred pursuant to section 4002 of Public Law 111-148 shall be used to pay 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 the Congress or any State government, State legislature or local legislative body, other than normal and recognized executive-legislative relationships or participation by an agency or officer of an

State, local or tribal government in policymaking and administrative processes within the executive branch of that government. (c) The prohibitions in subsections (a) and (b) shall include any activity to advocate or promote any proposed, pending, or future Federal, State, or local tax increase, or any proposed, pending, or future requirement or restriction on any legal consumer product, including its sale of marketing, including but not limited to the advocacy or promotion of gun control.

- Sec. 217,Title II, Division H, Consolidated Appropriations Act, 2014. None of the funds made available in this title may be used, in whole or in part, to advocate or promote gun control.

- Sec 422, Title IV, Division H. None of the funds made available by this Act may be used to enter into a contract, memorandum of understanding, or cooperative agreement with, made a grant to, or provide a loan or loan guarantee to, any corporation that was convicted (or had an officer or agent of such corporation acting on behalf of the corporation convicted) of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless the agency has considered suspension or debarment of the corporation, or such officer or agent and made a determination that this further action is not necessary to protect the interests of the Government.

- Sec 423, Title IV, Division H. None of the funds made available by this act may be used to enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation with respect to which any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsibly for collecting the tax liability, unless the agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests of the Government.

- Sec 522, Title V, Division H of the Consolidated Appropriations Act, 2014. Notwithstanding any other provision of this Act, no funds appropriated in this Act shall be used to carry out any program of distributing sterile needles or syringes for the hypodermic injection of any illegal drug.