

Annual Performance Report (APR)

AMENDMENT II (March 19, 2015)

Change the CFDA number to 93.757

Change Funding Opportunity Announcement (FOA) Number to CDC-RFA-DP14-142202PPHF15

Change Title to PPHF 2015: Heart Disease & Stroke Prevention Program and Diabetes Prevention – State and Local Public Health Actions to Prevent Obesity, Diabetes, and Heart Disease and Stroke – Financed Solely by 2015 Prevention and Public Health Funds

Change Instructions for accessing and completing required contents of the application package, item e, to CDC-RFA-DP14-142202PPHF15

Add the following to item 5. ADDITIONAL PROGRAM REQUIREMENTS:
Grantees will be required to track funding by Component and categorical program area (CAN).

AMENDMENT I (February 18, 2015)

Add the following to, Item 5. ADDITIONAL PROGRAM REQUIREMENTS:

As denoted in the Funding Opportunity Announcement, applicants are expected to (1) collaborate with CDC funded programs, partners, stakeholder groups, and with other organizations external to CDC to achieve FOA outcomes, (2) establish partnerships with key stakeholders for nutrition and physical activity, policy/environmental improvement initiatives, (3) establish partnerships with key stakeholders for building support for lifestyle change (e.g., employers, insurers, state Medicaid agencies, health systems, representatives of CDC recognized lifestyle changes programs, and others), and (4) establish partnerships for health system interventions to improve the quality of health care delivery to populations with the highest hypertension and prediabetes disparities. To facilitate this type of collaboration in Year 2, CDC will be initiating Communities of Practice for DP14-1422 grantees that will include the use of a videoconferencing platform. All states will be requested to participate in these sessions at various times during the year. Because this will likely require the purchase of new software (such as Adobe Connects) and video cameras (that can attach to an existing computer), CDC is requesting that all states budget for this expense in the Year 2 application in the “supplies” category.

**Centers for Disease Control and Prevention (CDC)
Procurement and Grants Office
Instructions for Preparing an Annual Performance Report
Financed solely by Prevention and Public Health Fund (PPHF)
Catalog of Federal Domestic Assistance (CFDA): 93.757
Funding Opportunity Announcement (FOA) Number: CDC-RFA-DP14-142202PPHF15**

PPHF 2015: Heart Disease & Stroke Prevention Program and Diabetes Prevention – State and Local Public Health Actions to Prevent Obesity, Diabetes, and Heart Disease and Stroke- Financed Solely by 2015 Prevention and Public Health Funds

Eligibility:

This FOA is financed 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-DP14-1422PPHF14, entitled “*PPHF14: Heart Disease & Stroke Prevention Program and Diabetes Prevention – State and Local Public Health Actions to Prevent Obesity, Diabetes, and Heart Disease and Stroke*”

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 Stephanie Latham, Grants Management Specialist at (770) 488-2917. For programmatic information, contact Patricia Shea, Evaluation Team Lead at (770) 488-6142.

The submission deadline for APR is March 31, 2015. These reports should include information on progress achieved on activities for each strategy during the period 9/30/2014 through 2/28/2015. 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 Funding Announcement Number only, formatted as **CDC-RFA-DP14-142202PPHF15**
- 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. Each grantee should submit a detailed budget narrative using the recommended format provided by CDC and aligned by Components and categorical program areas (CAN). Ceiling tables for anticipated Year 2 funding amounts broken down by Component and categorical program area will be provided to each grantee under separate cover by CDC program staff
 - 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 – Under separate cover, CDC will provide to grantees the most up-to-date information on each grantee's approved Year 1 work plan activities and performance measures. Grantees may voluntarily use this information to document accomplishments achieved during the period 9/30/2014 through 2/28/2015

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 component and update measures budget if needed
 - **Evaluation Results**-Grantees must report evaluation results for the work completed to date (including any data about the effects of the program)
 - **Progress on Work Plan Activities**-Grantees must report progress achieved on work plan activities for the time period of 9/30/2014 through 2/28/2015.
 - **Challenges**-Grantees must describe any challenges that might affect their ability to achieve progress on performance measures, or complete the activities in the work plan for each Component
 - **CDC Program Support to Grantees**-Grantees must describe how CDC could help them overcome challenges encountered
 - **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 (see below "Additional Program Requirements" under "Performance Measure Reporting" for specific information concerning performance measure reporting).

Additional Program Requirements –

As a resource to grantees, CDC will provide a blank budget and work plan template (Excel file) to assist states in completing their APR and proposed work plan and budget for Year 2. Ceiling tables for anticipated Year 2 funding amounts broken down by Component and categorical program area (CAN/program appropriation) will be provided via e-mail shortly after the guidance is posted.

Prevention and Public Health Fund Requirements - Additional requirements will apply to grantees receiving Prevention and Public Health Funds (PPHF) for the new budget period. Information that is provided in the APR should be verified and of sufficient quality to be shared publicly. No part of any appropriated funds used under this cooperative agreement 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, radio, television, or video presentation designed to support or defeat legislation pending or proposed before the Congress or any State or local legislature, including city councils or ballot initiatives except in presentation to the Congress, or any State or local legislature, including city councils.

Performance Measures- Outcomes are not required to be reported for year 1 Annual Performance Reporting, but will be required for year 2 Annual Performance Reporting.

Evaluation Results- Grantees will submit draft evaluation plans to CDC, Program Office, DP1422 Evaluation Lead, no later than May 1, 2015.

Performance Measure Reporting

Grantees will submit their year 2 work plan, providing the required content included in the recommended format provided by CDC, to include Year 2 activities and performance measure targets. This information must be aligned by Component and categorical program area

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 \$69,530,500

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 subrecipient).

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 appropriation 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 a 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 or 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, make 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 responsible 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.