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PART 1. OVERVIEW INFORMATION

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Federal Agency Name: Federal Centers for Disease Control and Prevention (CDC)

Funding Opportunity Title: Improving the Health of People with Disabilities through State Based Public Health Programs

Announcement Type: Type 2 – Competing Continuation

Agency Funding Opportunity Number: CDC-RFA-DD15-1502

" Improving the Health of People with Disabilities through State Based Public Health Programs –DD12-1204"

Catalog of Federal Domestic Assistance Number: 93.184

Key Dates:
To receive notification of any changes to DD12-1204, return to the synopsis page of this announcement at: www.grants.gov and click on the "Send Me Change Notification Emails" link. An email address is needed for this service.

Application Deadline Date: **April 1, 2015**, 11:59pm U.S. Eastern Standard Time

Executive Summary:
The purpose of this cooperative agreement is to enhance existing activities to promote and maximize health, prevent chronic disease, improve emergency preparedness, and increase the quality of life among people with disabilities (PWD). This funding opportunity announcement focuses on the following priority areas for the National Center on Birth Defects and Developmental Disabilities (NCBDDD), Division of Human Development and Disability (DHDD):

Priority 1: Reduce disparities in key health indicators, including obesity in children, youth and adults with disabilities.

Priority 4: Identify and reduce disparities in health care access for people with disabilities.

Applicants are encouraged to propose strategies that strengthen their current capacities and develop innovative approaches to accomplish the objectives of the program.

This announcement is only for non-research activities supported by CDC. If research is proposed, the application will not be reviewed. For the definition of research, please see the CDC Web site at the following Internet address: http://www.cdc.gov/od/science/integrity/docs/cdc-policy-distinguishing-public-health-research-nonresearch.pdf.

PART 2. FULL TEXT

I. FUNDING OPPORTUNITY DESCRIPTION

Statutory Authority

This program is authorized under Sections 317C [42 U.S.C. 247b-4] of the Public Health Service Act.

Background

The Surgeon General's Call to Action to Improve the Health and Wellness of Persons with Disabilities (U.S. Department of Health and Human Services, 2005) states that good health is necessary for persons with disabilities to secure the freedom to work learn and engage in their families and communities. Yet, people with disabilities are faced with a number of challenges that put their health at greater risk relative to the general population. Data from the 2009 Behavioral Risk Factor Surveillance System (CDC, 2011) demonstrated that a higher percentage of people with disabilities (PWD) than people without disabilities (PWoD) were obese (37.6 % vs. 23.8%), daily smokers (28.3% vs. 16.1%) and physically inactive (22.0% vs. 10.0%). In general, people with disabilities experience higher rates of hospitalization, contributing to approximately $400 billion in health-related expenditure in 2006 Anderson, Wiener, Finkelstein, & Armour, 2011). Not surprisingly, they also experience higher mortality rates (Gustavson, Umb-Carlsson, & Sonnander, 2005). People with disabilities also tend to have lower screening rates, later diagnosis and reduced treatment options for cancer.(Caban, Nosek, Graves, Esteva, & McNeese, 2002; Courtney-Long, Armour, Frammartino, & Miller, 2011; Patja, Eero, & Iivanainen, 2001).

Addressing public health issues related to disability requires health departments and other stakeholders to 1) understand the unique nature of the problems, 2) assess the magnitude of the problems within the population specifically affected, and 3) understand population characteristics before considering appropriate interventions to address the

problem (Rossi, Lipsey, & Freeman, 2004). A comprehensive public health approach designed to improve health outcomes for people with disabilities should build upon this assessment by:

a) Assessing the health care environment, (physical, social and systemic), for barriers that limit people with disabilities from participating in prevention programs and in accessing health care services.
b) Investigating whether people with disabilities benefit from existing health promotion programs that target chronic conditions.
c) Assessing training of health care providers and emergency responders to adequately address the needs of people with disabilities in health care and community settings.
d) Determining what contributes to health for people with disabilities that may be different from the general population.

These activities will enhance efforts of state, national, and other disability stakeholders to prioritize and target appropriate interventions, and improve the likelihood of successful outcomes for people with disabilities.

Purpose

The purpose of the program is to promote health, prevent chronic disease, and increase the quality of life among people with disabilities through implementation of evidence and practice-based policy, environmental, programmatic, and infrastructure changes in states and territories. Measurable outcomes of the program will align with one or more of the following performance goals of the CDC's National Center on Birth Defects and Developmental Disabilities (NCBDDD), Division of Human Development and Disability (DHDD):

- Priority 1: Reduce disparities in key health indicators, including obesity in children, youth, and adults with disabilities.
- Priority 4: Identify and reduce disparities in health care access for persons with disabilities.

This program addresses the following "Healthy People 2020" focus area(s):
DH–1 Identification of "people with disabilities" in data systems
DH–2 Surveillance and health promotion programs
DH–3 Graduate-level courses in disability and health
DH–4 Barriers to primary care
DH–8 Barriers to health and wellness programs
DH–9 Barriers to participation
DH-13 Participation in social, spiritual, recreational, community, and civic activities

The objectives can be found at **HP2020 Disability and Health Topic Area Objective Number and Short Title:**
http://www.healthypeople.gov/2020/topicsobjectives2020/pdfs/Disability.pdf

This program addresses the following CDC Winnable Battles: www.cdc.gov/winnablebattles

- Obesity/Nutrition/Physical Activity
- Tobacco

This announcement is only for non-research activities supported by CDC. If research is proposed, the application will not be reviewed. For the definition of research, please see the CDC Web site at the following Internet address: http://www.cdc.gov/od/science/integrity/docs/cdc-policy-distinguishing-public-health-research-nonresearch.pdf.

Program Implementation
Recipient Activities
This Funding Opportunity Announcement (FOA) is intended to support State Health Departments or their bona fide agents to develop and strengthen health-related disability programs. Recipient activities are intended to increase *capacity* and *action* in health promotion, health care access, and emergency preparedness activities for people with disabilities in the following areas:

Enhance Program Infrastructure and Capacity

- Implement existing strategic plan, long-term goals and supporting objectives.
- Document requests for technical assistance (e.g., advice, consultation, presentation, tools, training, assessments and materials) from businesses, organizations, and people with disabilities, etc.
- Maintain an existing Disability Community Planning Group (DCPG). The purpose of the DCPG is to provide guidance on strategic and sustainability planning, methods for achieving program goals, objectives and activities, and methods for leveraging resources and partnerships within the state.
- Participate in CDC-sponsored grantee meetings or trainings. The grantee must assure representation by the principal investigator (or approved designee) and full-time program staff members at the state health agency to participate in CDC-sponsored meetings, trainings, and conference calls.

Improve State Level Surveillance and Monitoring Activities

- Conduct and/or implement the results of a statewide programmatic needs assessment of the target population (people with disabilities). The needs assessment should be a systematic collection, analysis, dissemination and evaluation of information/initiatives/programs designed to assess/improve the health status of people with disabilities. Suggested content may include:
    - Physical access to health care services (including both accessibility to and receipt of health care services)
    - Use of preventive health care services among people with disabilities
    - Inclusion/integration of people with disabilities into existing mainstream health promotion programs
    - Rates of health behaviors and risk factors that are associated with adverse health events and/or health disparities (e.g., injuries, physical inactivity, mental health conditions, etc.)
- Develop a briefing document that provides an overview of the state demographic characteristics, health disparities, comparing state–to-county (where possible) and state-to-national level estimates on health status and preventive practices for people with disabilities.
- Use applicable National, State and Local disability data sources

- Submit an annual disability data report for use in the state/territory.
- Monitor surveillance activities

Increase Awareness of Health-related Disability Policy Initiatives

- Identify policy needs within the state and determine priority areas of focus.
    - Identify and collaborate with staff that can provide policy support and health data relating to policy initiatives that affect people with disabilities.
    - Disseminate disability educational materials (e.g. fact sheets)
    - Prepare policy briefs/reports and monitor opportunities aimed at improving the health and well-being of people with disabilities.
- Disseminate key program and other educational information to policymakers and committee members.

Increase Health Promotion Opportunities for People with Disabilities to Maximize Health

- Promote and provide sensitivity training about the unique health needs of people with disabilities to health care providers.
- Develop and disseminate health information for people with disabilities that promotes healthy behaviors.
- Use data from the statewide public health needs assessment to conduct demonstration projects to increase state-wide participation in health promotion programs
- Serve as a resource within the state by providing technical assistance (e.g., advice, consultation, presentation, tools, training, assessments and materials) to businesses, organizations, and people with disabilities, etc.

Improve Access to Health Care for People with Disabilities

- Conduct assessments of health care facilities and medical equipment for baseline information on barriers to services for people with disabilities.
- Develop a process to identify, prioritize and assess health care facilities that provide preventive and primary health care to medically underserved populations.
- Promote increased physical accessibility in health care facilities that provide preventive and primary health care to medically underserved populations.
- Promote accessibility improvements (external and internal to the facility) and availability of appropriate medical equipment in accordance with the Americans with Disabilities Act, the Affordable Care Act and applicable state laws.
- Develop recommendations for improving preventive health care services to people with varying types of disability, including indicators of physical or economic barriers (e.g., adjustable exam tables) to health care that can be tracked over time.
- Serve as a resource within the state by providing technical assistance (e.g., advice, consultation, presentations, tools, training, assessments and materials) to businesses, organizations, and people with disabilities, etc.

Improve Emergency Preparedness among People with Disabilities

- Assess State emergency plans to determine if plans are inclusive of the needs of people with disabilities.

- Collaborate with State Emergency Management Agencies to include people with disabilities into state emergency plans.
- Promote the inclusion of people with disabilities and their caregivers, attendants or other key support people in emergency preparedness training and education exercises.
- Disseminate information and tools to emergency responders and institutions on how to respond to the needs of people with disabilities during emergencies.
- Where feasible, collect baseline data regarding the number of people with disabilities who have an emergency plan and/or kit.
- Identify approaches for developing and disseminating emergency plans and/or kits to people with disabilities and their caregivers.
- Identify approaches for developing and disseminating tools to create an emergency preparedness plan to care providers of people with disabilities.
- Promote and/or provide trainings addressing the various needs of people with disabilities in emergency situations to emergency responders and emergency managers on:
    - Addressing the unique needs of people with disabilities during disasters including but not limited to shelter access, communication, sign language, equipment, transportation, etc.
    - Effectively reaching people with disabilities in an emergency event.
    - ADA regulations, shelter access, and transportation needs of people with disabilities in emergency events.
- Serve as a resource within the state by providing technical assistance (e.g., advice, consultation, presentation, tools, training, assessments and materials).

Effectively Monitor and Evaluate Program Activities

- Measure and monitor program outputs, outcomes, and effectiveness.
- Assess significant changes in prevalence, utilization, quality of life indicators, health equity (disparity) standards, and program effectiveness in the state.
- Annually submit a report outlining program achievements
- If necessary, update the existing logic model which should graphically display the program activities and intended outcomes. The logic model should be used to define inputs which would depict necessary resources, activities (programs, processes), outputs (interventions/messaging) and outcomes (the results, long-term consequences).

CDC Activities

In a cooperative agreement, CDC staff is substantially involved in the program activities, above and beyond routine grant monitoring. CDC will:

- Provide scientific, surveillance, programmatic and evaluative technical information/assistance on program goals and objectives, planning, implementation, data analysis and policy initiatives related to the program.
- Increase dissemination and promote use of disability related guidance and technical packages aimed at making mainstream health promotion programs accessible to people with disabilities (i.e. Inclusion Toolkits, Disability and Public Health Competencies, *Right to Know* Campaign).

- Collaborate with CDC offices (e.g. Office of Public Health Preparedness and Response) to incorporate people with disabilities into existing public health programs and program planning activities.
- Determine common evaluation criteria in conjunction with funded grantees.

II. AWARD INFORMATION

Type of Award: Cooperative Agreement - CDC substantial involvement in this program appears in the Activities Section above.
Award Mechanism: U59
Fiscal Year Funds: 2015
Approximate Current Fiscal Year Funding: $ 5,399,865
Approximate Total Project Period Funding: $ 5,399,865 (This amount is an estimate of the total direct and indirect costs, and is subject to availability of funds.)
Approximate Number of Awards: 18
Approximate Average Award: $ 300,000 (This amount is for the 12-month budget period, and includes both direct and indirect costs.)
Floor of Individual Award Range: none
Ceiling of Individual Award Range: $300,000 (This ceiling is for the total cost for the 12-month budget period.)
Anticipated Award Date: 07/01/2015
Budget Period Length: 12 months
Project Period Length: 1 year
Throughout the project period, CDC's commitment to continuation of awards will be conditioned on the availability of funds, evidence of satisfactory progress by the recipient (as documented in required reports), and the determination that continued funding is in the best interest of the Federal government.

III. ELIGIBILITY INFORMATION

Eligible Applicants

This is a competing continuation. Only those applicants who were funded under CDC-RFA-DD12-1204 are eligible to apply.

Required Registrations

Registering your organization through www.Grants.gov, the official agency-wide E-grant website, is the first step in submitting an application online. Registration information is located on the "Get Registered" screen of www.Grants.gov. Please visit www.Grants.gov at least 30 days prior to submitting your application to familiarize yourself with the registration and submission processes. The "one-time" registration process will take three to five days to complete. However, the Grants.gov registration process also requires that you register your organization with the Central Contractor Registry (CCR) and DUN and Bradstreet (D&B) Data Universal Numbering System (DUNS) which will require up to at least 4 weeks to complete registration in its entirety.

The CCR registration can require an additional two weeks to complete. You are required to maintain a current registration in CCR. CCR registration must be renewed annually.

Other

If a funding amount greater than the ceiling of the award range is requested, the application will be considered non-responsive and will not be entered into the review process. The applicant will be notified that the application did not meet the eligibility requirements.

Central Contractor Registration and Universal Identifier Requirements

All applicant organizations **must obtain** a DUN and Bradstreet (D&B) Data Universal Numbering System (DUNS) number as the Universal Identifier when applying for Federal grants or cooperative agreements. The DUNS number is a nine-digit number assigned by Dun and Bradstreet Information Services. An Authorized Organization Representative (AOR) should be consulted to determine the appropriate number. If the organization does not have a DUNS number, an AOR should complete the **US D&B D- U-N-S Number Request Form** or contact Dun and Bradstreet by telephone directly at 1- 866-705-5711 (toll-free) to obtain one. A DUNS number will be provided immediately by telephone at no charge. Note this is an organizational number. Individual Program Directors/Principal Investigators do not need to register for a DUNS number.

Additionally, all applicant organizations must register in the Central Contractor Registry (CCR) and maintain the registration with current information at all times during which it has an application under consideration for funding by CDC and, if an award is made, until a final financial report is submitted or the final payment is received, whichever is later. CCR is the primary registrant database for the Federal government and is the repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the CCR internet site at www.ccr.gov.

If an award is granted, the grantee organization must notify potential sub-recipients that no organization may receive a subaward under the grant unless the organization has provided its DUNS number to the grantee organization.

Cost Sharing or Matching

Cost sharing or matching funds are not required for this program.

Other

Note: Title 2 of the United States Code Section 1611 states that an organization described in Section 501(c)(4) of the Internal Revenue Code that engages in lobbying activities is not eligible to receive Federal funds constituting a grant,

loan, or an award.

Maintenance of Effort

Maintenance of Effort is not required for this program

IV. Application and Submission Information

Submission Dates and Times

This announcement is the definitive guide on LOI and application content, submission, and deadline. It supersedes information provided in the application instructions. If the application submission does not meet the deadline published herein, it will not be eligible for review and the applicant will be notified the application did not meet the submission requirements.

Letter of Intent (LOI) Deadline Date: not applicable

Application Deadline Date: April 1, 2015, 11:59pm U.S. Eastern Standard time

Applicants must download the SF424 application package associated with this funding opportunity from Grants.gov. If access to the Internet is not available or if the applicant encounters difficulty in accessing the forms on-line, contact the HHS/CDC Procurement and Grant Office Technical Information Management Section (PGO TIMS) staff at (770) 488-2700 email:pgotim@cdc.gov Monday-Friday 7:00am – 4:30pm U.S. Eastern Standard Time for further instruction. CDC Telecommunications for the hearing impaired or disabled is available at: TTY 1-888-232-6348.

If the applicant encounters technical difficulties with Grants.gov, the applicant should contact Grants.gov Customer Service. The Grants.gov Contact Center is available 24hours a day, 7 days a week, with the exception of all Federal Holidays. The Contact Center provides customer service to the applicant community. The extended hours will provide applicants support around the clock, ensuring the best possible customer service is received any time it's needed. You can reach the Grants.gov Support Center at 1-800- 518-4726 or by email at support@grants.gov. Submissions sent by e-mail, fax, CD's or thumb drives of applications will not be accepted.

Content and Form of Application Submission

All applicants are required to sign and submit CDC Assurances and Certifications that can be found on the CDC Web site at the following Internet address: http://www.cdc.gov/od/pgo/funding/grants/foamain.shtm

Print, scan and upload as an additional attachment into the application package.

A **Project Abstract** must be completed in the Grants.gov application forms. The Project Abstract must contain a summary of the proposed activity suitable for dissemination to the public. It should be a self-contained description of the project and should contain a statement of objectives and methods to be employed. It should be informative to other persons working in the same or related fields and insofar as possible understandable to a technically literate lay reader. This abstract must not include any proprietary/confidential information.

A **Project Narrative** must be submitted with the application forms. The project narrative must be uploaded in a PDF file format when submitting via Grants.gov. The narrative must be submitted in the following format:

- Maximum number of pages: 25 if your narrative exceeds the page limit, only the first pages which are within the page limit will be reviewed.
- Font size: 12 point unreduced, Times New Roman
- Double spaced
- Page margin size: One inch
- Number all narrative pages; not to exceed the maximum number of pages.

The narrative should address activities to be conducted over the entire project period and must include the following items in the order listed:

- Current Budget Period Progress (Should not exceed 5 pages)
    - Applicants must provide a brief summary addressing the following:
        - status of objectives (met, ongoing, unmet, or revised);
        - major findings, significance of those findings, and a description of how the findings impact or contribute to public health
        - barriers encountered and how those barriers were addressed
        - if applicable, include the reasons the goals were not met and a discussion of assistance needed to resolve the situation
    - Report significant project changes, including changes in key personnel

- Approach
    - Background, Purpose, and Outcomes
        - Applicants must provide a description of relevant background information
        - Applicant must describe how their application will address the problem
        - applicants must clearly identify the outcomes they expect to achieve
    - Strategies and Activities
        - Applicants must provide a clear and concise description of the strategies and activities they will use to achieve the project period outcomes
    - Collaboration
        - Applicants must describe how they will collaborate with

programs and organizations either internal or external to CDC.
    - Applicants must file letters of support, as appropriate
- Work Plan
    - Applicants must provide a detailed work plan and timeline for completing project activities

- Evaluation and Performance Management
    - Applicants must provide an overall evaluation and performance measurement plan which:
        1. Describes how program partners will be engaged in the evaluation
        2. Describes the type of evaluation to be conducted
        3. Describes key evaluation questions to be answered
        4. Describes potentially available data sources and feasibility of collecting appropriate evaluation and performance data
        5. Describes how evaluation findings will be used for continuous program and quality improvement.

- Applicant's organizational Capacity to Implement the Approach
    - Organizational Capacity
        - The applicant must describe its organizational capacity to carry out the program strategies and activities
    - Project Management
        - The applicant must describe who will have day to day responsibility for key tasks such as project leadership, monitoring on-going progress, preparation of reports, program evaluation, and communication with CDC.

Additional Program Requirements

Applicants must include a minimum of one, but not more than three, success stories. Each success story should not exceed one page and may be included in the appendix.

Additional information may be included in the application appendices. The appendices will not be counted toward the narrative page limit. This additional information includes:

- Curriculum Vitae/Resumes
- Letters of Support, if applicable
- Budget (SF 424A) and Budget Narrative: provide a detailed budget which identifies and describes the basis for the anticipated costs for personnel, fringe benefits, travel, supplies, equipment, contractual, consultants, indirect, and other items.
- Bona fide agent letter from state, if applicable
- Memorandum of Understanding (MOU) for subawards, consultants, partnering agreements, etc., if applicable
- Indirect Cost Rate agreement
- Organizational Chart

- Legal authority to patient data sources
- Success stories

Additional information submitted via Grants.gov should be uploaded in a PDF file format, and should be named:

- Appendix 1 – Curriculum Vitae/Resumes
- Appendix 2 – Budget (SF 424A) and Budget Narrative
- Appendix 3 – Letter(s) of Support
- Appendix 4 – Bona fide agent letter
- Appendix 5 – MOUs
- Appendix 6 – Indirect Cost Rate Agreement
- Appendix 7 – Organizational Chart
- Appendix 8 – Legal Authority to data

No more than 20 electronic attachments should be uploaded per application.

Additional requirements for additional documentation with the application are listed in Section VII. Award Administration Information; subsection entitled "Administrative and National Policy Requirements."

Funding Restrictions

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

- Recipients may not use funds for research.
- Recipients may not use funds for clinical care.
- Recipients may only expend funds for reasonable program purposes, including personnel, travel, supplies, and services, such as contractual.
- Awardees may not generally use HHS/CDC/ATSDR funding for the purchase of furniture or equipment. Any such proposed spending must be identified in the budget.
- The direct and primary recipient in a cooperative agreement program must perform a substantial role in carrying out project objectives and not merely serve as a conduit for an award to another party or provider who is ineligible.
- Reimbursement of pre-award costs is not allowed.

Additional Submission Requirements

Electronic Submission

Submit the application electronically by using the forms and instructions posted for this funding opportunity on www.Grants.gov. If access to the Internet is not available or if the applicant encounters difficulty in accessing the forms on-line, contact the HHS/CDC, Procurement and Grant Office, Technical Information Management Section (PGO TIMS) staff at (770) 488-2700 Email:pgotim@cdc.gov Monday-Friday 7:30am -4:30pm for further instruction.

Note: Application submission is not concluded until successful completion of the validation process. After submission of your application package, applicants will

receive a "submission receipt" email generated by Grants.gov. Grants.gov will then generate a second e-mail message to applicants which will either validate or reject their submitted application package. This validation process may take as long as two (2) business days. Applicants are strongly encouraged to check the status of their application to ensure submission of their application package is complete and no submission errors exists. To guarantee that you comply with the application deadline published in the Funding Opportunity Announcement, applicants are also strongly encouraged to allocate additional days prior to the published deadline to file their application. Non-validated applications will not be accepted after the published application deadline date.

In the event that you do not receive a "validation" email within two (2) business days of application submission, please contact Grants.gov. Refer to the email message generated at the time of application submission for instructions on how to track your application or the Application User Guide, Version 3.0 page 57.

Applications must be submitted electronically at www.Grants.gov. Electronic applications will be considered as having met the deadline if the application has been successfully made available to CDC for processing from Grants.gov on the deadline date. The application package can be downloaded from www.Grants.gov. Applicants can complete the application package off-line, and then upload and submit the application via the Grants.gov Web site. The applicant must submit all application attachments using a PDF file format when submitting via Grants.gov. Directions for creating PDF files can be found on the Grants.gov Web site. Use of file formats other than PDF may result in the file being unreadable by staff.

Applications submitted through Grants.gov (http://www.grants.gov), are electronically time/date stamped and assigned a tracking number. The AOR will receive an e-mail notice of receipt when Grants.gov receives the application. The tracking number serves to document submission and initiate the electronic validation process before the application is made available to CDC for processing.

If the applicant encounters technical difficulties with Grants.gov, the applicant should contact Grants.gov Customer Service. The Grants.gov Contact Center is available 24 hours a day, 7 days a week, with the exception of all Federal Holidays. The Contact Center provides customer service to the applicant community. The extended hours will provide applicants support around the clock, ensuring the best possible customer service is received any time it's needed. You can reach the Grants.gov Support Center at 1-800- 518-4726 or by email at support@grants.gov. Submissions sent by e-mail, fax, CD's or thumb drives of applications will not be accepted.

Organizations that encounter technical difficulties in using www.Grants.gov to submit their application must attempt to overcome those difficulties by contacting the Grants.gov Support Center (1-800-518-4726, support@grants.gov). After consulting with the Grants.gov Support Center, if the technical difficulties remain unresolved and electronic submission is not possible to meet the established deadline, organizations may submit a request prior to the application deadline by

email to the GMO/GMS [See Section VII "Agency Contacts"], for permission to submit a paper application. An organization's request for permission must: (a) include the Grants.gov case number assigned to the inquiry, (b) describe the difficulties that prevented electronic submission and the efforts taken with the Grants.gov Support Center (c) be submitted to the GMO/GMS at least 3 calendar days prior to the application deadline. Paper applications submitted without prior approval will not be considered.

If a paper application is authorized, the applicant will receive instructions from PGO TIMS to submit the original and two hard copies of the application by mail or express delivery service.

Intergovernmental Review

The application is subject to Intergovernmental Review of Federal Programs, as governed by Executive Order (EO) 12372. This order sets up a system for state and local governmental review of proposed federal assistance applications. Contact the state single point of contact (SPOC) as early as possible to alert the SPOC to prospective applications and to receive instructions on the State's process. Visit the following Web address to get the current SPOC list: http://www.whitehouse.gov/omb/grants_spoc/.

V. Application Review Information

Eligible applicants are required to provide measures of effectiveness that will demonstrate the accomplishment of the various identified objectives of the DD15-1502. Measures of effectiveness must relate to the performance goals stated in the "Purpose" section of this announcement. Measures of effectiveness must be objective, quantitative and measure the intended outcome of the proposed program. The measures of effectiveness must be included in the application and will be an element of the evaluation of the submitted application.

Criteria

Eligible applications will be evaluated against the following criteria:

1. **Approach (50 pts)**

A. Background, Purpose, and Outcomes (10 pts):

- The extent to which the applicants provide a description of relevant background information and intended results which support the FOA priorities.

B. Strategies and Activities (20 pts)

- The extent to which the applicant provides appropriate rationale for and a detailed description of strategies and activities that are feasible and achieve project outcomes.

C. Collaboration (10 pts)

- The extent to which the applicant describes how it will collaborate with CDC as well as programs external to CDC in implementing the proposed program strategies

D. Work Plan (10 pts)

- The extent to which the applicant describes a detailed one-year work plan.

2. Evaluation and Performance Management (20 pts)

- The extent to which the applicants describe the type of evaluations to be conducted, key evaluation questions to be answered, potential data sources, and describes how evaluation findings will be used for continuous program and quality improvement.

3. Applicant's organizational Capacity to Implement the Approach (30 pts)

A. Organizational Capacity (15 pts)

- The extent to which the applicant must describe its organizational capacity to carry out the program strategies and activities

B. Project Management (15 pts)

- The extent to which the applicant must describe who will have day to day responsibility for key tasks such as project leadership, monitoring on-going progress, preparation of reports, program evaluation, and communication with CDC.

4. Budget (SF424A) and Budget Narrative (Reviewed, but not scored)

Although the budget is not scored, applicants should consider the following in development of their budget:

1. Is the itemized budget for conducting the project, and justification, reasonable and consistent with stated objectives and planned program activities?
2. Does the applicant include appropriate funding for travel to include participation of any personnel in meetings with partnering organizations and CDC?

The applicant can obtain guidance for completing a detailed justified budget on the CDC website, at the following Internet address:
http://www.cdc.gov/od/pgo/funding/budgetguide.htm.

Review and Selection Process

Review

All eligible applications will be initially reviewed for completeness by the Procurement and Grants Office (PGO) staff. In addition, eligible applications will be jointly reviewed for responsiveness by the National Center on Birth Defects and Developmental Disabilities and PGO. Incomplete applications and applications that are

non-responsive to the eligibility criteria will not advance through the review process. Applicants will be notified that the application did not meet eligibility and/or published submission requirements.

A programmatic technical review will be used to evaluate complete and responsive applications according to the criteria listed in Section V. Application Review Information, subsection entitled "Criteria". The technical review will be conducted by CDC employees who work in the Division of Human Development and Disability.

VI. Award Administration Information

Award Notices

Successful applicants will receive a Notice of Award (NoA) from the CDC Procurement and Grants Office. The NoA shall be the only binding, authorizing document between the recipient and CDC. The NoA will be signed by an authorized Grants Management Officer and e-mailed to the program director. A hard copy of the NoA will be mailed to the recipient fiscal officer identified in the application.

Any application awarded in response to this FOA will be subject to the DUNS, CCR Registration and Transparency Act requirements.

Unsuccessful applicants will receive notification of the results of the application review by mail.

Administrative and National Policy Requirements

Successful applicants must comply with the administrative requirements outlined in 45 Code of Federal Regulations (CFR) Part 74 or Part 92, as appropriate. The following additional requirements apply to this project:

- AR-7 Executive Order 12372
- AR-8 Public Health System Reporting Requirements
- AR-9 Paperwork Reduction Act Requirements
- AR-10 Smoke-Free Workplace Requirements
- AR-11 Healthy People 2020
- AR-12 Lobbying Restrictions
- AR-14 Accounting System Requirements
- AR-16 Security Clearance Requirement
- AR-23 States and Faith-Based Organizations
- AR-25 Release and Sharing of Data
- AR-27 Conference Disclaimer and Use of Logos
- AR-29 Compliance with E.O. 13513 Federal Leadership on Reducing Text Messaging While Driving, October 1, 2009.
- AR-30 Information Letter 10-006. – Compliance with Section 508 of the Rehabilitation Act of 1973
- Additional information on the requirements can be found on the CDC Web site

at the following Internet address: http://www.cdc.gov/od/pgo/funding/Addtl_Reqmnts.htm.

For more information on the Code of Federal Regulations, see the National Archives and Records Administration at the following Internet address: http://www.access.gpo.gov/nara/cfr/cfr-table-search.html

Reporting

Federal Funding Accountability And Transparency Act Of 2006 (FFATA): Public Law 109-282, the Federal Funding Accountability and Transparency Act of 2006 as amended (FFATA), requires full disclosure of all entities and organizations receiving Federal funds including grants, contracts, loans and other assistance and payments through a single publicly accessible Web site, www.USASpending.gov. The Web site includes information on each Federal financial assistance award and contract over $25,000, including such information as:

1. The name of the entity receiving the award
2. The amount of the award
3. Information on the award including transaction type, funding agency, etc.
4. The location of the entity receiving the award
5. A unique identifier of the entity receiving the award; and
6. Names and compensation of highly-compensated officers (as applicable)

Compliance with this law is primarily the responsibility of the Federal agency. However, two elements of the law require information to be collected and reported by recipients: 1) information on executive compensation when not already reported through the Central Contractor Registry; and 2) similar information on all sub-awards/subcontracts/consortiums over $25,000.

For the full text of the requirements under the Federal Funding Accountability and Transparency Act of 2006, please review the following website: http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=109_cong_bills&docid=f:s2590enr.txt.pdf .

Each funded applicant must provide CDC with an annual Interim Progress Report submitted via www.grants.gov:

1. The interim progress report is due no less than 120 days before the end of the budget period. The Interim Progress Report will serve as the non-competing continuation application, and must contain the following elements:
    a. Standard Form ("SF") 424S Form.
    b. SF-424A Budget Information-Non-Construction Programs.
    c. Budget Narrative.
    d. Indirect Cost Rate Agreement.
    e. Project Narrative.

Additionally, funded applicants must provide CDC with an original, plus two hard copies of the following reports:

2. Annual progress report, due 90 days after the end of the budget period to include:
   a. Current Budget Period Activities Objectives.
   b. New Budget Period Program Proposed Activity Objectives.
   c. Budget.
   d. Measures of Effectiveness.
   e. Additional Requested Information.
3. Annual Federal Financial Report no more than 90 days after the end of the budget period.
4. Final performance and Federal Financial Reports (SF425) no more than 90 days after the end of the project period.

These reports must be submitted to the attention of the Grants Management Specialist listed in the Section VII below entitled "Agency Contacts".

VII. Agency Contacts

CDC encourages inquiries concerning this announcement.

For **programmatic technical assistance**, contact:

Dorothy Manz, Project Officer
Department of Health and Human Services
Centers for Disease Control and Prevention
1600 Clifton Road, MS E-88
Atlanta, GA 30333
Telephone: 404-498-0347
E-mail: ins1@cdc.gov

For **financial, grants management, or budget assistance**, contact:

Michele Ranger, Grants Management Specialist
Department of Health and Human Services
CDC Procurement and Grants Office
2920 Brandywine Road, MS E-09
Atlanta, GA 30341
Telephone: (770) 488-2069
E-mail: vkj8@cdc.gov

For assistance with **submission difficulties,** contact:

Grants.gov Contact Center Phone: 1-800-518-4726 Email: support@grants.gov
Hours of Operation: 24 hours a day, 7 days a week. Closed on Federal holidays.

For **submission** questions, contact:

Technical Information Management Section
Department of Health and Human Services
CDC Procurement and Grants Office
2920 Brandywine Road, MS E-14
Atlanta, GA 30341

Telephone: 770-488-2700
Email: pgotim@cdc.gov

CDC Telecommunications for the hearing impaired or disabled is available at:
TTY 1-888-232-6348

VIII. **Other Information**

For additional information on reporting requirements, visit the CDC website at: http://www.cdc.gov/od/pgo/funding/grants/additional_req.shtm.

Other CDC funding opportunity announcements can be found at www.grants.gov.