Centers for Disease Control

National Center for HIV-AIDS, Viral Hepatitis, STD, and TB Prevention

Economic Modeling for HIV/AIDS, Viral Hepatitis, STD, and TB
CDC-RFA-PS19-1905
Application Due Date: 04/14/2019
Economic Modeling for HIV/AIDS, Viral Hepatitis, STD, and TB
CDC-RFA-PS19-1905
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Part I. Overview Information
Applicants must go to the synopsis page of this announcement at www.grants.gov and click on the "Send Me Change Notifications Emails" link to ensure they receive notifications of any changes to CDC-RFA-PS19-1905. Applicants also must provide an e-mail address to www.grants.gov to receive notifications of changes.

A. Federal Agency Name:
Centers for Disease Control and Prevention (CDC) / Agency for Toxic Substances and Disease Registry (ATSDR)

B. Notice of Funding Opportunity (NOFO) Title:
Economic Modeling for HIV/AIDS, Viral Hepatitis, STD, and TB

C. Announcement Type: New - Type 1
This announcement is only for non-research activities supported by CDC. If research is proposed, the application will not be considered. For this purpose, research is defined at https://www.gpo.gov/fdsys/pkg/CFR-2007-title42-vol1/pdf/CFR-2007-title42-vol1-sec52-2.pdf. Guidance on how CDC interprets the definition of research in the context of public health can be found at https://www.hhs.gov/ohrp/regulations-and-policy/regulations/45-cfr-46/index.html (See section 45 CFR 46.102(d)).

D. Agency Notice of Funding Opportunity Number:
CDC-RFA-PS19-1905

E. Assistance Listings (CFDA) Number:
93.084

F. Dates:
1. Due Date for Letter of Intent (LOI): 03/15/2019

3. Date for Informational Conference Call:
CDC will conduct a conference call for all interested applicants to provide technical assistance and respond to any questions regarding the notice of funding opportunity (NOFO) process. Conference call lines are limited so we encourage those who can, to call in from one location. The date, time, and conference call line will be added when identified.

G. Executive Summary:

1. Summary Paragraph:
The Centers for Disease Control and Prevention (CDC) announces the availability of Fiscal Year (FY) 2019 funds for a notice of funding opportunity (NOFO) to support mathematical modeling. Results from mathematical modeling can inform and improve federal, state, and local decisions to undertake more effective interventions. Mathematical modeling can help in estimating and minimizing resources needed to achieve desired goals and objectives targeting HIV, viral hepatitis, sexually transmitted diseases (STD), and tuberculosis (TB). Therefore, promoting mathematical modeling of epidemiologic and economic outcomes can help CDC fulfill its mission of supporting state and local public health efforts and the
effectiveness of public health interventions.

a. Eligible Applicants: Open Competition
b. NOFO Type: Cooperative Agreement
c. Approximate Number of Awards: 3
d. Total Period of Performance Funding: $15,000,000
e. Average One Year Award Amount: $1,000,000
f. Total Period of Performance Length: 5
g. Estimated Award Date: 07/29/2019
h. Cost Sharing and / or Matching Requirements: N

Part II. Full Text

A. Funding Opportunity Description

1. Background

a. Overview
When making decisions to commit limited resources to disease prevention and control efforts, health officials and policy makers often lack the required information. Although there are several evidence-based interventions that can be implemented, or expanded to eradicate or reduce the burden of HIV, viral hepatitis, sexually transmitted diseases, and tuberculosis, information on how these intervention compare with each other in terms of their health and economic outcomes are lacking. Also, for any one particular intervention/strategy, information on the health and economic outcomes may not be available. Disease transmission, cost-effectiveness and economic models are important tools that can provide information to benefit decision-making regarding prioritization and implementation of interventions targeting HIV, viral hepatitis, sexually transmitted diseases, and tuberculosis. CDC can fulfill its mission of supporting prevention and control efforts of state and local public health practitioners by using results from scientifically valid models to increase the prevention effectiveness of their public health interventions. The overall approach of this NOFO will be to adapt, refine, and develop practical, evidence-based, and scientifically valid mathematical models of HIV, viral hepatitis, sexually transmitted diseases, and tuberculosis. These models, when combined with health economic data on the cost and health impact of these diseases, will provide tools that national, state and local practitioners and policymakers can put to use to inform their clinical, public health, resource allocation, and policy efforts and make program improvements to increase effectiveness of prevention activities.

b. Statutory Authorities
Public Health Service Act [42 U.S.C. Sections 243 and 247b(k)(2)].

c. Healthy People 2020
This NOFO addresses the Healthy People 2020 focus areas of:


d. Other National Public Health Priorities and Strategies
Results from disease transmission, cost-effectiveness, and economic models can support the achievement of the overarching goals of the *NCHHSTP Strategic Plan Through 2020*.

e. Relevant Work
Through a prior NOFO (NCHHSTP Epidemiologic and Economic Modeling Agreement [NEEMA]; CDC-RFA-PS14-1415), CDC and NEEMA recipients conducted a wide range of prevention-effectiveness studies using mathematical models of disease and systematic reviews to inform models. Table 1, under the Strategies and Activities section, lists selected examples of epidemiologic and health economic studies conducted by CDC and NEEMA that are relevant to NCHHSTP prevention activities. The full list of NEEMA publications can be found at: [https://www.cdc.gov/nchhstp/neema/published-papers.html](https://www.cdc.gov/nchhstp/neema/published-papers.html). This NOFO will allow for the expansion of modeling activities by enhancing existing models at NCHHSTP and by developing new models to address unmet research needs of NCHHSTP. Specifically, this NOFO will support assistance for NCHHSTP to conduct additional analyses, standardize methods across programs, and develop user-friendly tools that practitioners at the national, state, and local level can use to improve effectiveness of prevention efforts at the national, state, and local levels. Examples of user-friendly modeling tools developed by CDC and NEEMA can be found at:

[https://ppmltools.org/tabby/](https://ppmltools.org/tabby/)
[https://www.cdc.gov/std/program/spacemonkey/default.htm](https://www.cdc.gov/std/program/spacemonkey/default.htm)

2. CDC Project Description

a. Approach

**Bold** indicates period of performance outcome.
<table>
<thead>
<tr>
<th>Strategies and Activities</th>
<th>Short-term Outcomes</th>
<th>Intermediate-term Outcomes</th>
<th>Long-term Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan model</td>
<td>Improved understanding of modeling gaps by CDC subject matter experts</td>
<td>Local and state health officials know about, and use the information on models and applications in targeted areas</td>
<td>Increased prevention effectiveness and cost-effectiveness of public health efforts</td>
</tr>
<tr>
<td>- Define modeling questions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Generate hypotheses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Conduct literature searches</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construct and improve models</td>
<td>Increased availability of scientifically valid mathematical models</td>
<td>Local and state health officials have increased knowledge on cost-effective interventions that prevent infection, illness and death</td>
<td>Increased support for state and local public health</td>
</tr>
<tr>
<td>- Construct new models</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Provide TA and collaborate with CDC to improve existing CDC models</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disseminate models, model documentation, results, and tools</td>
<td>Increased access to web tools that are 508 compliant and ready for use by state and local health departments</td>
<td>Increased implementation of cost-effective, evidence-based interventions or changes/affirmation of existing CDC policy/guidelines</td>
<td></td>
</tr>
<tr>
<td>- Develop publicly accessible usable tools</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Share models with CDC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Publish scientific articles documenting models, results, and applications</td>
<td>Increased dissemination of manuscripts documenting models and tools applicable to NCHHSTP</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 1. Logic model

i. Purpose

This NOFO seeks to help state and local public health practitioners assess changes in disease burden, cost of illness, cost-effectiveness of various strategies, optimal resource allocation across strategies, and population-level impacts for HIV, viral hepatitis, sexually transmitted diseases, and tuberculosis. It will expand (and build on) previous modeling activities by conducting additional analyses, developing new models and methodologies, standardizing methods across programs, and developing user-friendly tools.
ii. Outcomes
As noted in the logic model presented in the Approach section above, the outcomes expected of the recipients during the period of performance are:

1. Increased availability of scientifically valid mathematical models.
2. Increased access to web tools that are 508 compliant (i.e., accessible and usable by persons with disabilities) and ready for use by state and local health departments.
3. Increased dissemination of manuscripts documenting models and tools applicable to NCHHSTP.

iii. Strategies and Activities
As depicted in the logic model, the recipients will work with CDC staff to create new and modify existing mathematical models. These activities will fall into the following main strategy categories:

1. Plan model
   - Define modeling questions and generate hypotheses: These will be done jointly between CDC and the recipients. Modeling questions will be based on CDC priorities and local health department needs.
   - Conduct literature searches: Structured literature searches will be conducted to identify, synthesis/collect additional data as needed for variables that are needed for the models (including cost, epidemiologic, and programmatic impact variables), and determine if data are required from CDC (such as surveillance data or data from CDC studies). In some cases, non-published sources such as gray literature and various non-published reports may be considered.

2. Construct and improve models
   - Create/construct new scientifically valid mathematical models and improve on existing models: These will generate new/improved models that can be used to provide answers to questions and test hypotheses relevant to HIV, viral hepatitis, TB, and STDs that will be developed with CDC staff. These models may include any of the types described in Table 1 below and will be used to generate reports and manuscripts suitable for publication in peer-reviewed journals. Models that are developed as a part of this NOFO (including, if relevant, uncompiled source code/scripts and associated documents) will be provided to CDC in a manner that will allow them to be modified and used for analyses during and after the funding period ends.
   - Provide technical assistance: Where applicable, provide technical assistance to and collaborate with CDC staff, as needed, to enable existing CDC models to be modified/improved to answer relevant questions for HIV, viral hepatitis, TB, and STDs.
3. Disseminate model documentation, results and tools

- Develop and share publicly accessible tools/models with CDC: Create 508 compliant web tools based on newly developed or existing models, when feasible and appropriate, to facilitate use by state and local health departments and share model structure and input details with CDC.
- Publish scientific articles documenting models, results, and tools: All works should be of sufficient quality such that it can be presented at professional national and international conferences and be published in high-impact peer-reviewed journals (such as, but not limited to, *JAMA Internal Medicine, Journal of Infectious Diseases, American Journal of Public Health, Sexually Transmitted Diseases, Journal of Acquired Immune Deficiency Syndromes, The International Journal of Tuberculosis and Lung Disease, and Hepatology*).

The models developed will address relevant questions and report results of analyses described in Table 1 for all four topic areas (HIV, viral hepatitis, sexually transmitted diseases, and tuberculosis). For each of the four areas, at least one model will be developed and at least three manuscripts suitable for publication in peer-reviewed journals indexed in Pubmed and EconLit for each model will be developed. The first manuscript will describe the model in complete detail, including a technical appendix if necessary. The second manuscript will assess the population-level impact and cost-effectiveness of prevention activities funded or otherwise supported by NCHHSTP (at the intervention level or at an aggregate division level, depending on CDC’s needs). The third manuscript (and any subsequent manuscripts) for each model will be determined based on collaboration between the recipient and CDC in accordance with CDC’s needs. It is anticipated that any publications will have CDC and recipient authorship, with lead authorship based on the party making the primary contribution.

Timelines will be determined for each model in a meeting between the recipient and CDC staff when the modeling project is at the developmental stage. Interim reports and modeling results will be delivered according to the timelines thus determined with the recipient.

Table 1. Expected types of analyses including outcomes, methods/types of model used, and example(s) of publications by CDC and NEEMA*

<table>
<thead>
<tr>
<th>Type of analysis</th>
<th>Outcome</th>
<th>Method/type of model used</th>
<th>Example(s) of published study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Analysis</td>
<td>Cost of disease or intervention</td>
<td>A model is not necessary, although decision trees and Markov models can be used to assess costs over natural history of disease</td>
<td>Hall (2018), Mckenney (2017), Marks (2014)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Farnham (2013), Owusu-Edusei (2010), Shrestha (2009)</td>
</tr>
<tr>
<td>Burden of illness (a)</td>
<td>Incidence or prevalence</td>
<td>Components model or</td>
<td>Castro (2016),</td>
</tr>
<tr>
<td>Type of cost analysis</td>
<td>Cost of disease</td>
<td>Willingness to pay</td>
<td>References</td>
</tr>
<tr>
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</tr>
<tr>
<td>Forecasting disease burden</td>
<td>Predict disease burden/elimination</td>
<td>Dynamic disease transmission models</td>
<td>Hill (2012)</td>
</tr>
<tr>
<td>Cost-effectiveness</td>
<td>Cost per case of disease averted, per life year saved, per HALY (DALY/QALY) gained, etc.</td>
<td>Can range from simpler static models (decision trees, certain Markov models, etc.) to more complex dynamic models (compartmental models, agent-based models, etc.)</td>
<td>Barocas (2018), Tasillo (2017), Hankin-Wei (2016), Shepardson (2013), Prabhu (2011), Hutchinson (2010), Gift (2008), Shrestha (2008)</td>
</tr>
<tr>
<td>Cost-benefit analysis</td>
<td>Net cost, return on investment, etc.</td>
<td>Same as for cost-effectiveness studies listed above. Additional data required for monetary valuation of health outcomes</td>
<td>Coleman (2014), Marks (2013)</td>
</tr>
<tr>
<td>Population-level program impact</td>
<td>Cases of disease or sequelae prevented by program activities or activities supported by program (NCHHSTP, DSTDP, DHAP, DTBE, DVH, or DASH).</td>
<td>A wide range of modeling approaches can be used. Simpler approaches include regression models examining association between population-level (county, state, national) program investment and population-level health outcome, controlling for confounding factors. More complex approaches include dynamic modeling studies.</td>
<td>Zhou (2014), Chesson (2008), Zhou (2007), Chesson (2005)</td>
</tr>
<tr>
<td>Resource allocation</td>
<td>Optimal allocation of prevention resources (across interventions, risk groups, diseases, etc.)</td>
<td>The same models listed for cost-effectiveness studies can be used to inform resource allocation models. In addition, some type of output maximization (or cost-minimization) algorithm might be employed.</td>
<td>Lasry (2012), Tao (2012), Lasry (2011)</td>
</tr>
<tr>
<td>Systematic review/Meta</td>
<td>Summary of published estimates/data</td>
<td>Cochrane Collaboration</td>
<td>Marseille (2018),</td>
</tr>
</tbody>
</table>
analyses Mirzazadeh (2017), Malekinejad (2017)

* The updated list of NEEMA publications can be found at: https://www.cdc.gov/nchhstp/neema/published-papers.html

References:


Chesson et al "Examining the impact of federally-funded syphilis elimination activities in the USA" Social Science & Medicine. 2008;67; 2059-2062.


Farnham et al. "Updates of Lifetime Costs of Care and Quality of Life Estimates for HIV-Infected Persons in the United States: Late Versus Early Diagnosis and Entry into Care" Journal of Acquired Immune Deficiency Syndromes 2013; 64(2): 183-189.


1. Collaborations

a. With other CDC programs and CDC-funded organizations:

Recipients are also expected to work with other CDC-funded state and local health department programs to develop and improve tools for their use.

b. With organizations not funded by CDC:

Where applicable, recipients should also establish, build or maintain collaborative relationships with organizations not funded by CDC that will support the strategies and activities of this NOFO.

2. Target Populations

Most of the modeling activities will focus on populations that are disproportionately impacted by HIV, viral hepatitis, sexually transmitted diseases and tuberculosis infections. As a result, the models will simulate, determine and compare health and/or economic outcomes for at-risk and/or vulnerable populations including (but not limited to):

- People living with HIV
- Sex workers
- Incarcerated persons
- Adolescents
- People who inject drug (PWID)
- Non-U.S.-born persons
- Men who have sex with men (MSM)

a. Health Disparities

Health disparity is a particular type of health difference that is closely linked with social or economic disadvantage based on racial or ethnic group, religion, socioeconomic status, gender, mental health, cognitive, sensory, or physical disability, sexual orientation, geographic location, or other characteristics historically linked to discrimination or exclusion. Health equity is achieved when all people have the opportunity to attain their full health potential and no one is disadvantaged from achieving this potential because of their social position or other socially determined circumstance. Health equity is a desirable goal that entails special efforts to improve the health of those who have experienced social or economic disadvantage. It requires:
• Continuous efforts focused on elimination of health disparities, including disparities in health and in the living and working conditions that influence health, and
• Continuous efforts to maintain a desired state of equity after particular health disparities are eliminated.

This NOFO supports efforts to improve the health of populations disproportionately affected by HIV, viral hepatitis, STDs, and TB by maximizing the health impact of public health services. Applicants should use epidemiologic and social determinants of health data where applicable. Applicants should strive to include: persons living below the federal poverty line; rural populations; non-English speaking populations; lesbian, gay bisexual, transgender, and queer (LGBTQ) populations; tribal populations; people with limited health literacy; people with disabilities including people with limitations in mobility, hearing, vision, cognition, or those with mental/behavioral health disorders; and other vulnerable groups.

iv. Funding Strategy
N/A

b. Evaluation and Performance Measurement

i. CDC Evaluation and Performance Measurement Strategy
The evaluation and performance strategy will measure the implementation of the key activities by the recipient and the achievement of the relevant outcomes as noted in the logic model. Implementation of the activities will be measured primarily by measuring the outcomes presented in the logic model. In particular, performance will be monitored by the development of models and production of manuscripts for each model as described in the outcomes column of the logic model.

a. Plan model

Through the model planning activity, it is expected that CDC subject matter experts (SMEs) will gain improved understanding of the research gaps. As a result, the specific output will be the number of new research ideas/questions generated through literature searches in consultation with the recipient.

b. Construct and improve models

   Outcome: Increased availability of scientifically valid mathematical models.

   Indicator: Number of new/improved models. At least five new/improved models over the 5-year period of performance per recipient.

c. Disseminate models, model documentation, results, and tools

   Outcome 1: Increased access to web tools that are 508 compliant and ready for use by state and local health departments.

   Indicator: Number of web tools. At least one web tool over the five-year period per recipient will be developed for use by state and local health departments, along with an instruction manual and supporting appendix that should include model inputs and assumptions. These tools will enable state and local health departments to input local
epidemiologic, demographic, and cost data to produce model-generated results that are relevant to them and their stakeholders.

**Outcome 2: Increased dissemination of manuscripts documenting models and applications applicable to NCHHSTP**

**Indicator:** Number of manuscripts. At least three manuscripts for each model developed for this funding opportunity is the target. Overall, an average of at least 8 manuscripts will be developed per year, for a total of 40 over the 5-year period of performance per recipient is the target.

The indicators and targets (40 manuscripts, 1 web tool with supporting documentation including model structure and inputs) are subject to refinement by mutual agreement of CDC and the recipient in order to address potential changes in CDC’s needs over time.

**ii. Applicant Evaluation and Performance Measurement Plan**

Applicants must provide an evaluation and performance measurement plan that demonstrates how the recipient will fulfill the requirements described in the CDC Evaluation and Performance Measurement and Project Description sections of this NOFO. At a minimum, the plan must describe:

- How applicant will collect the performance measures, respond to the evaluation questions, and use evaluation findings for continuous program quality improvement.
- How key program partners will participate in the evaluation and performance measurement planning processes.
- Available data sources, feasibility of collecting appropriate evaluation and performance data, and other relevant data information (e.g., performance measures proposed by the applicant)
- Plans for updating the Data Management Plan (DMP), if applicable, for accuracy throughout the lifecycle of the project. The DMP should provide a description of the data that will be produced using these NOFO funds; access to data; data standards ensuring released data have documentation describing methods of collection, what the data represent, and data limitations; and archival and long-term data preservation plans. For more information about CDC’s policy on the DMP, see [https://www.cdc.gov/grants/additionalrequirements/ar-25.html](https://www.cdc.gov/grants/additionalrequirements/ar-25.html).

Where the applicant chooses to, or is expected to, take on specific evaluation studies, they should be directed to:

- Describe the type of evaluations (i.e., process, outcome, or both).
- Describe key evaluation questions to be addressed by these evaluations.
- Describe other information (e.g., measures, data sources).

Recipients will be required to submit a more detailed Evaluation and Performance Measurement plan, including a DMP, if applicable, within the first 6 months of award, as described in the Reporting Section of this NOFO.
c. Organizational Capacity of Recipients to Implement the Approach

Applicants should have demonstrated capability in all four areas (HIV, viral hepatitis, sexually transmitted diseases, and tuberculosis), as demonstrated by the number of economic and/or disease transmission modeling publications in peer-reviewed journals that are indexed in PubMed or EconLit.

Applicants should have epidemiologic, clinical, modeling, and economic expertise sufficient to define modeling questions, generate hypotheses, conduct literature searches, determine needed data inputs, and construct models in all four areas.

In addition, applicants should have the capacity to:

- Model epidemiologic and economic data for various United States geographic areas (regions/states)
- Work with CDC and state/local departments/health officials to identify modeling topics, strategies, and products that are of most use to them
- Make models/tools capable of being readily updated with new data
- Collaborate with other recipients
- Communicate modeling activities clearly and succinctly to CDC and state/local program staff
- Attend and give presentations at the bi-annual meetings

To demonstrate the ability to define modeling questions and generate hypotheses, applicants should include as part of their applications a brief one-paragraph description of each of 12 hypothetical examples to include the following characteristics: Two examples should be proposed for each of the six types of economic analyses listed in Table 1 (highlighted), and the 12 examples should cover the four areas (HIV, viral hepatitis, STDs, and TB).

Applicants are also required to provide a detailed description of a model that involves one of the four areas. This model description should be at least one page and single-spaced.

d. Work Plan

Applicants must provide detailed work plan for Year 1 and high-level work plan for the subsequent years of the project including the following elements:

- Identification of staff roles, functions and time allocation sufficient to support creation of new or modification of existing models related to all four areas (HIV, viral hepatitis, sexually transmitted diseases, and tuberculosis). This should include identification of staff providing all areas of expertise referred to in Table 1, under the Strategies and Activities section.
- Identification of staff who will be providing the specific areas of expertise referred to in Table 1 under the Strategies and Activities section.

e. CDC Monitoring and Accountability Approach
Monitoring activities include routine and ongoing communication between CDC and recipients, site visits, and recipient reporting (including work plans, performance, and financial reporting). Consistent with applicable grants regulations and policies, CDC expects the following to be included in post-award monitoring for grants and cooperative agreements:

- Tracking recipient progress in achieving the desired outcomes.
- Ensuring the adequacy of recipient systems that underlie and generate data reports.
- Creating an environment that fosters integrity in program performance and results.

Monitoring may also include the following activities deemed necessary to monitor the award:

- Ensuring that work plans are feasible based on the budget and consistent with the intent of the award.
- Ensuring that recipients are performing at a sufficient level to achieve outcomes within stated timeframes.
- Working with recipients on adjusting the work plan based on achievement of outcomes, evaluation results and changing budgets.
- Monitoring performance measures (both programmatic and financial) to assure satisfactory performance levels.

Monitoring and reporting activities that assist grants management staff (e.g., grants management officers and specialists, and project officers) in the identification, notification, and management of high-risk recipients.

f. CDC Program Support to Recipients (THIS SECTION APPLIES ONLY TO COOPERATIVE AGREEMENTS)

In a Cooperative Agreement, CDC and the recipients share responsibility for successfully implementing the award and meeting identified project outcomes. Recipients are required to collaborate with CDC’s NCHHSTP Office of the Director and Divisions (Division of HIV/AIDS Prevention [DHAP], Division of Viral Hepatitis [DVH], Division of STD Prevention [DSTDP], Division of Tuberculosis Elimination [DTBE], and Division of Adolescent and School Health [DASH]. The project protocols will be developed with substantial CDC involvement to assure project outcomes are consistent with the overall goals of this NOFO. CDC will provide support to the recipients as presented in the logic model and the Strategies and Activities section. This will take the form of CDC staff support, data, and existing mathematical models.

The CDC staff support will be in the form of technical assistance:

- Developing research questions/ideas
- Explanation of existing NCHHSTP models
- Assistance in refining existing NCHHSTP models and development of new models
- Provision of data and expert opinion to inform model parameters
- Consultation in epidemiologic modeling and health economics analyses
Because this is a cooperative agreement (i.e., CDC and recipients share responsibility for participation in all activities and the success in meeting the outcomes), the resulting products (manuscripts/tools) are expected to be authored by both recipient and CDC staff who participated in the project, unless otherwise agreed to by both parties. Hence, products will require CDC scientific review and approval before submitting to a journal or publishing.

### B. Award Information

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>1. Funding Instrument Type:</td>
<td>Cooperative Agreement</td>
</tr>
<tr>
<td></td>
<td>CDC's substantial involvement in this program appears in the CDC Program Support to Recipients Section.</td>
</tr>
<tr>
<td>2. Award Mechanism:</td>
<td>U38</td>
</tr>
<tr>
<td></td>
<td>In cooperation with the states to operate a uniform national health program reporting system, which is to provide data for analytical purposes to assist health planners and health program managers in their decision-making processes.</td>
</tr>
<tr>
<td>3. Fiscal Year:</td>
<td>2019</td>
</tr>
<tr>
<td>4. Approximate Total Fiscal Year Funding:</td>
<td>$3,000,000</td>
</tr>
<tr>
<td>5. Approximate Period of Performance Funding:</td>
<td>$15,000,000</td>
</tr>
<tr>
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<td>This amount is subject to the availability of funds.</td>
</tr>
<tr>
<td>Estimated Total Funding:</td>
<td>$15,000,000</td>
</tr>
<tr>
<td>6. Approximate Period of Performance Length:</td>
<td>5 year(s)</td>
</tr>
<tr>
<td>7. Expected Number of Awards:</td>
<td>3</td>
</tr>
<tr>
<td>8. Approximate Average Award:</td>
<td>$1,000,000 Per Budget Period</td>
</tr>
<tr>
<td>9. Award Ceiling:</td>
<td>$0 Per Budget Period</td>
</tr>
<tr>
<td></td>
<td>This amount is subject to the availability of funds.</td>
</tr>
<tr>
<td>10. Award Floor:</td>
<td>$0 Per Budget Period</td>
</tr>
<tr>
<td>11. Estimated Award Date:</td>
<td>07/29/2019</td>
</tr>
<tr>
<td>12. Budget Period Length:</td>
<td>12 month(s)</td>
</tr>
</tbody>
</table>

Throughout the project period, CDC will continue the award based on the availability of funds, the 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. The total number of years for which federal support has been approved (project period) will be shown in the “Notice of Award.” This information does not constitute a commitment by the federal government to fund the entire period. The total period of performance comprises the initial competitive segment and any subsequent non-competitive continuation award(s).
13. Direct Assistance
Direct Assistance (DA) is not available through this NOFO.

C. Eligibility Information

1. Eligible Applicants

| Eligibility Category: | Unrestricted (i.e., open to any type of entity above), subject to any clarification in text field entitled "Additional Information on Eligibility" |

Additional Eligibility Category:

2. Additional Information on Eligibility

Note: The award ceiling amount is a placeholder that was inserted to meet standard NOFO text formatting requirements. It is not applicable to this NOFO. Please disregard.

This NOFO has no ceiling.

3. Justification for Less than Maximum Competition

4. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

5. Maintenance of Effort

Maintenance of effort is not required for this program.

D. Application and Submission Information

1. Required Registrations

An organization must be registered at the three following locations before it can submit an application for funding at www.grants.gov.

a. Data Universal Numbering System:

All applicant organizations must obtain a Data Universal Numbering System (DUNS) number. A DUNS number is a unique nine-digit identification number provided by Dun & Bradstreet (D&B). It will be used as the Universal Identifier when applying for federal awards or cooperative agreements.

The applicant organization may request a DUNS number by telephone at 1-866-705-5711 (toll free) or internet at http://fedgov.dnb.com/webform/displayHomePage.do. The DUNS number will be provided at no charge.
If funds are awarded to an applicant organization that includes sub-recipients, those sub-recipients must provide their DUNS numbers before accepting any funds.

b. System for Award Management (SAM):
The SAM is the primary registrant database for the federal government and the repository into which an entity must submit information required to conduct business as a recipient. All applicant organizations must register with SAM, and will be assigned a SAM number. All information relevant to the SAM number must be current at all times during which the applicant has an application under consideration for funding by CDC. If an award is made, the SAM information must be maintained until a final financial report is submitted or the final payment is received, whichever is later. The SAM registration process can require 10 or more business days, and registration must be renewed annually. Additional information about registration procedures may be found at [www.SAM.gov](http://www.SAM.gov).

c. Grants.gov:
The first step in submitting an application online is registering your organization at [www.grants.gov](http://www.grants.gov), the official HHS E-grant Web site. Registration information is located at the "Applicant Registration" option at [www.grants.gov](http://www.grants.gov). All applicant organizations must register at [www.grants.gov](http://www.grants.gov). The one-time registration process usually takes not more than five days to complete. Applicants should start the registration process as early as possible.

<table>
<thead>
<tr>
<th>Step</th>
<th>System</th>
<th>Requirements</th>
<th>Duration</th>
<th>Follow Up</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Data Universal Number System (DUNS)</td>
<td>1. Click on <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a> 2. Select Begin DUNS search/request process 3. Select your country or territory and follow the instructions to obtain your DUNS 9-digit # 4. Request appropriate staff member(s) to obtain DUNS number, verify &amp; update information under DUNS number</td>
<td>1-2 Business Days</td>
<td>To confirm that you have been issued a new DUNS number check online at <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a> or call 1-866-705-5711</td>
</tr>
<tr>
<td>2</td>
<td>System for Award Management (SAM) formerly Central Contractor Registration (CCR)</td>
<td>1. Retrieve organizations DUNS number 2. Go to <a href="http://www.sam.gov">www.sam.gov</a> and designate an E-Biz POC (note CCR username will not work in SAM and you will need to have an active SAM account before you can register on</td>
<td>3-5 Business Days but up to 2 weeks and must be renewed once a year</td>
<td>For SAM Customer Service Contact <a href="https://fsd.gov/fsd-gov/home.do">https://fsd.gov/fsd-gov/home.do</a> Calls: 866-606-8220</td>
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<tr>
<td>3</td>
<td>Grants.gov</td>
<td>1. Set up an individual account in Grants.gov using organization new DUNS number to become an authorized organization representative (AOR) 2. Once the account is set up the E-BIZ POC will be notified via email 3. Log into grants.gov using the password the E-BIZ POC received and create new password 4. This authorizes the AOR to submit applications on behalf of the organization</td>
<td>Same day but can take 8 weeks to be fully registered and approved in the system (note, applicants MUST obtain a DUNS number and SAM account before applying on grants.gov)</td>
<td></td>
</tr>
</tbody>
</table>

2. **Request Application Package**

Applicants may access the application package at [www.grants.gov](http://www.grants.gov).

3. **Application Package**

Applicants must download the SF-424, Application for Federal Assistance, package associated with this notice of funding opportunity at [www.grants.gov](http://www.grants.gov). If Internet access is not available, or if the online forms cannot be accessed, applicants may call the CDC OGS staff at 770-488-2700 or e-mail OGS ogstims@cdc.gov for assistance. Persons with hearing loss may access CDC telecommunications at TTY 1-888-232-6348.

4. **Submission Dates and Times**

If the application is not submitted by the deadline published in the NOFO, it will not be processed. Office of Grants Services (OGS) personnel will notify the applicant that their application did not meet the deadline. The applicant must receive pre-approval to submit a paper application (see Other Submission Requirements section for additional details). If the applicant is authorized to submit a paper application, it must be received by the deadline provided by OGS.

- **a. Letter of Intent Deadline (must be emailed or postmarked by)**
  
  Due Date for Letter of Intent: **03/15/2019**

- **b. Application Deadline**

  Due Date for Applications: **04/14/2019**, 11:59 p.m. U.S. Eastern Standard Time, at [www.grants.gov](http://www.grants.gov). If Grants.gov is inoperable and cannot receive applications, and circumstances preclude advance notification of an extension, then applications must be submitted by the first
business day on which grants.gov operations resume.

Date for Information Conference Call
CDC will conduct a conference call for all interested applicants to provide technical assistance and respond to any questions regarding the notice of funding opportunity (NOFO) process. Conference call lines are limited so we encourage those who can, to call in from one location. The date, time, and conference call line will be added when identified.

5. CDC Assurances and Certifications
All applicants are required to sign and submit “Assurances and Certifications” documents indicated at http://www.cdc.gov/grantassurances/(S(mj444mxct51lnrv1hljjjmaa))/Homepage.aspx.

Applicants may follow either of the following processes:

- Complete the applicable assurances and certifications with each application submission, name the file “Assurances and Certifications” and upload it as a PDF file with at www.grants.gov
- Complete the applicable assurances and certifications and submit them directly to CDC on an annual basis at http://www.cdc.gov/grantassurances/(S(mj444mxct51lnrv1hljjjmaa))/Homepage.aspx

Assurances and certifications submitted directly to CDC will be kept on file for one year and will apply to all applications submitted to CDC by the applicant within one year of the submission date.

Risk Assessment Questionnaire Requirement
CDC is required to conduct pre-award risk assessments to determine the risk an applicant poses to meeting federal programmatic and administrative requirements by taking into account issues such as financial instability, insufficient management systems, non-compliance with award conditions, the charging of unallowable costs, and inexperience. The risk assessment will include an evaluation of the applicant’s CDC Risk Questionnaire, located at https://www.cdc.gov/grants/documents/PPMR-G-CDC-Risk-Questionnaire.pdf, as well as a review of the applicant’s history in all available systems; including OMB-designated repositories of government-wide eligibility and financial integrity systems (see 45 CFR 75.205(a)), and other sources of historical information. These systems include, but are not limited to: FAPIIS (https://www.fapiis.gov/), including past performance on federal contracts as per Duncan Hunter National Defense Authorization Act of 2009; Do Not Pay list; and System for Award Management (SAM) exclusions.

CDC requires all applicants to complete the Risk Questionnaire, OMB Control Number 0920-1132 annually. This questionnaire, which is located at https://www.cdc.gov/grants/documents/PPMR-G-CDC-Risk-Questionnaire.pdf, along with supporting documentation must be submitted with your application by the closing date of the Notice of Funding Opportunity Announcement. If your organization has completed CDC’s Risk Questionnaire within the past 12 months of the closing date of this NOFO, then you must
submit a copy of that questionnaire, or submit a letter signed by the authorized organization representative to include the original submission date, organization’s EIN and DUNS.

When uploading supporting documentation for the Risk Questionnaire into this application package, clearly label the documents for easy identification of the type of documentation. For example, a copy of Procurement policy submitted in response to the questionnaire may be labeled using the following format: Risk Questionnaire Supporting Documents _ Procurement Policy.

**Duplication of Efforts**

Applicants are responsible for reporting if this application will result in programmatic, budgetary, or commitment overlap with another application or award (i.e. grant, cooperative agreement, or contract) submitted to another funding source in the same fiscal year.

Programmatic overlap occurs when (1) substantially the same project is proposed in more than one application or is submitted to two or more funding sources for review and funding consideration or (2) a specific objective and the project design for accomplishing the objective are the same or closely related in two or more applications or awards, regardless of the funding source. Budgetary overlap occurs when duplicate or equivalent budgetary items (e.g., equipment, salaries) are requested in an application but already are provided by another source. Commitment overlap occurs when an individual’s time commitment exceeds 100 percent, whether or not salary support is requested in the application. Overlap, whether programmatic, budgetary, or commitment of an individual’s effort greater than 100 percent, is not permitted. Any overlap will be resolved by the CDC with the applicant and the PD/PI prior to award.

Report Submission: The applicant must upload the report in Grants.gov under “Other Attachment Forms.” The document should be labeled: "Report on Programmatic, Budgetary, and Commitment Overlap.”

### 6. Content and Form of Application Submission

Applicants are required to include all of the following documents with their application package at [www.grants.gov](http://www.grants.gov).

### 7. Letter of Intent

The letter of intent (LOI) is intended to provide CDC with an estimated number of applicants to anticipate for the competitive process. The LOI is optional, but strongly recommended for this application. The LOI must be sent via email to:

Nicolas Rankin

Email address: xkx6@cdc.gov

### 8. Table of Contents

(There is no page limit. The table of contents is not included in the project narrative page limit.): The applicant must provide, as a separate attachment, the “Table of Contents” for the entire submission package.

Provide a detailed table of contents for the entire submission package that includes all of the documents in the application and headings in the "Project Narrative" section. Name the file
"Table of Contents" and upload it as a PDF file under "Other Attachment Forms" at www.grants.gov.

9. Project Abstract Summary
(Maximum 1 page)
A project abstract is included on the mandatory documents list and must be submitted at www.grants.gov. The project abstract must be a self-contained, brief summary of the proposed project including the purpose and outcomes. This summary must not include any proprietary or confidential information. Applicants must enter the summary in the "Project Abstract Summary" text box at www.grants.gov.

10. Project Narrative
(Unless specified in the "H. Other Information" section, maximum of 20 pages, single spaced, 12 point font, 1-inch margins, number all pages. This includes the work plan. Content beyond the specified page number will not be reviewed.)
Applicants must submit a Project Narrative with the application forms. Applicants must name this file “Project Narrative” and upload it at www.grants.gov. The Project Narrative must include all of the following headings (including subheadings): Background, Approach, Applicant Evaluation and Performance Measurement Plan, Organizational Capacity of Applicants to Implement the Approach, and Work Plan. The Project Narrative must be succinct, self-explanatory, and in the order outlined in this section. It must address outcomes and activities to be conducted over the entire period of performance as identified in the CDC Project Description section. Applicants should use the federal plain language guidelines and Clear Communication Index to respond to this Notice of Funding Opportunity. Note that recipients should also use these tools when creating public communication materials supported by this NOFO. Failure to follow the guidance and format may negatively impact scoring of the application.

a. Background
Applicants must provide a description of relevant background information that includes the context of the problem (See CDC Background).

b. Approach
i. Purpose
Applicants must describe in 2-3 sentences specifically how their application will address the public health problem as described in the CDC Background section.

ii. Outcomes
Applicants must clearly identify the outcomes they expect to achieve by the end of the project period, as identified in the logic model in the Approach section of the CDC Project Description. Outcomes are the results that the program intends to achieve and usually indicate the intended direction of change (e.g., increase, decrease).
iii. Strategies and Activities
Applicants must provide a clear and concise description of the strategies and activities they will use to achieve the period of performance outcomes. Applicants must select existing evidence-based strategies that meet their needs, or describe in the Applicant Evaluation and Performance Measurement Plan how these strategies will be evaluated over the course of the project period. See the Strategies and Activities section of the CDC Project Description.

1. Collaborations
Applicants must describe how they will collaborate with programs and organizations either internal or external to CDC. Applicants must address the Collaboration requirements as described in the CDC Project Description.

2. Target Populations and Health Disparities
Applicants must describe the specific target population(s) in their jurisdiction and explain how such a target will achieve the goals of the award and/or alleviate health disparities. The applicants must also address how they will include specific populations that can benefit from the program that is described in the Approach section. Applicants must address the Target Populations and Health Disparities requirements as described in the CDC Project Description.

c. Applicant Evaluation and Performance Measurement Plan
Applicants must provide an evaluation and performance measurement plan that demonstrates how the recipient will fulfill the requirements described in the CDC Evaluation and Performance Measurement and Project Description sections of this NOFO. At a minimum, the plan must describe:

- How applicant will collect the performance measures, respond to the evaluation questions, and use evaluation findings for continuous program quality improvement. The Paperwork Reduction Act of 1995 (PRA): Applicants are advised that any activities involving information collections (e.g., surveys, questionnaires, applications, audits, data requests, reporting, recordkeeping and disclosure requirements) from 10 or more individuals or non-Federal entities, including State and local governmental agencies, and funded or sponsored by the Federal Government are subject to review and approval by the Office of Management and Budget. For further information about CDC’s requirements under PRA see http://www.hhs.gov/ocio/policy/collection/.
- How key program partners will participate in the evaluation and performance measurement planning processes.
- Available data sources, feasibility of collecting appropriate evaluation and performance data, data management plan (DMP), and other relevant data information (e.g., performance measures proposed by the applicant).

Where the applicant chooses to, or is expected to, take on specific evaluation studies, they should be directed to:
• Describe the type of evaluations (i.e., process, outcome, or both).
• Describe key evaluation questions to be addressed by these evaluations.
• Describe other information (e.g., measures, data sources).

Recipients will be required to submit a more detailed Evaluation and Performance Measurement plan (including the DMP elements) within the first 6 months of award, as described in the Reporting Section of this NOFO.

d. Organizational Capacity of Applicants to Implement the Approach

Applicants must address the organizational capacity requirements as described in the CDC Project Description.

11. Work Plan

(Included in the Project Narrative’s page limit)
Applicants must prepare a work plan consistent with the CDC Project Description Work Plan section. The work plan integrates and delineates more specifically how the recipient plans to carry out achieving the period of performance outcomes, strategies and activities, evaluation and performance measurement.

12. Budget Narrative

Applicants must submit an itemized budget narrative. When developing the budget narrative, applicants must consider whether the proposed budget is reasonable and consistent with the purpose, outcomes, and program strategy outlined in the project narrative. The budget must include:

• Salaries and wages
• Fringe benefits
• Consultant costs
• Equipment
• Supplies
• Travel
• Other categories
• Contractual costs
• Total Direct costs
• Total Indirect costs

Indirect costs could include the cost of collecting, managing, sharing and preserving data. Indirect costs on grants awarded to foreign organizations and foreign public entities and performed fully outside of the territorial limits of the U.S. may be paid to support the costs of compliance with federal requirements at a fixed rate of eight percent of MTDC exclusive of
tuition and related fees, direct expenditures for equipment, and subawards in excess of $25,000. Negotiated indirect costs may be paid to the American University, Beirut, and the World Health Organization.

If applicable and consistent with the cited statutory authority for this announcement, applicant entities may use funds for activities as they relate to the intent of this NOFO to meet national standards or seek health department accreditation through the Public Health Accreditation Board (see: http://www.phaboard.org). Applicant entities to whom this provision applies include state, local, territorial governments (including the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, American Samoa, Guam, the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau), or their bona fide agents, political subdivisions of states (in consultation with states), federally recognized or state-recognized American Indian or Alaska Native tribal governments, and American Indian or Alaska Native tribally designated organizations. Activities include those that enable a public health organization to deliver public health services such as activities that ensure a capable and qualified workforce, up-to-date information systems, and the capability to assess and respond to public health needs. Use of these funds must focus on achieving a minimum of one national standard that supports the intent of the NOFO. Proposed activities must be included in the budget narrative and must indicate which standards will be addressed.

Vital records data, including births and deaths, are used to inform public health program and policy decisions. If applicable and consistent with the cited statutory authority for this NOFO, applicant entities are encouraged to collaborate with and support their jurisdiction’s vital records office (VRO) to improve vital records data timeliness, quality and access, and to advance public health goals. Recipients may, for example, use funds to support efforts to build VRO capacity through partnerships; provide technical and/or financial assistance to improve vital records timeliness, quality or access; or support vital records improvement efforts, as approved by CDC.

Applicants must name this file “Budget Narrative” and upload it as a PDF file at www.grants.gov. If requesting indirect costs in the budget, a copy of the indirect cost-rate agreement is required. If the 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 Recipients under such a plan. Applicants must name this file “Indirect Cost Rate” and upload it at www.grants.gov.

For each proposed project, applicants must provide estimates of the total cost (i.e., direct plus indirect cost).

13. Funds Tracking

Proper fiscal oversight is critical to maintaining public trust in the stewardship of federal funds. Effective October 1, 2013, a new HHS policy on subaccounts requires the CDC to set up payment subaccounts within the Payment Management System (PMS) for all new grant awards. Funds awarded in support of approved activities and drawdown instructions will be identified on the Notice of Award in a newly established PMS subaccount (P subaccount). Recipients will be required to draw down funds from award-specific accounts in the PMS. Ultimately, the subaccounts will provide recipients and CDC a more detailed and precise understanding of financial transactions. The successful applicant will be required to track funds by P-
accounts/sub accounts for each project/cooperative agreement awarded. Applicants are encouraged to demonstrate a record of fiscal responsibility and the ability to provide sufficient and effective oversight. Financial management systems must meet the requirements as described 2 CFR 200 which include, but are not limited to, the following:

- Records that identify adequately the source and application of funds for federally-funded activities.
- Effective control over, and accountability for, all funds, property, and other assets.
- Comparison of expenditures with budget amounts for each Federal award.
- Written procedures to implement payment requirements.
- Written procedures for determining cost allowability.
- Written procedures for financial reporting and monitoring.

14. Intergovernmental Review

Executive Order 12372 does not apply to this program.

15. Pilot Program for Enhancement of Employee Whistleblower Protections

Pilot Program for Enhancement of Employee Whistleblower Protections: All applicants will be subject to a term and condition that applies the terms of 48 Code of Federal Regulations (CFR) section 3.908 to the award and requires that recipients inform their employees in writing (in the predominant native language of the workforce) of employee whistleblower rights and protections under 41 U.S.C. 4712.


This provision is intended to ensure that the public has access to the results and accomplishments of public health activities funded by CDC. Pursuant to applicable grant regulations and CDC’s Public Access Policy, Recipient agrees to submit into the National Institutes of Health (NIH) Manuscript Submission (NIHMS) system an electronic version of the final, peer-reviewed manuscript of any such work developed under this award upon acceptance for publication, to be made publicly available no later than 12 months after the official date of publication. Also at the time of submission, Recipient and/or the Recipient’s submitting author must specify the date the final manuscript will be publicly accessible through PubMed Central (PMC). Recipient and/or Recipient’s submitting author must also post the manuscript through PMC within twelve (12) months of the publisher's official date of final publication; however the author is strongly encouraged to make the subject manuscript available as soon as possible. The recipient must obtain prior approval from the CDC for any exception to this provision.

The author's final, peer-reviewed manuscript is defined as the final version accepted for journal publication, and includes all modifications from the publishing peer review process, and all graphics and supplemental material associated with the article. Recipient and its submitting authors working under this award are responsible for ensuring that any publishing or copyright agreements concerning submitted articles reserve adequate right to fully comply with this
provision and the license reserved by CDC. The manuscript will be hosted in both PMC and the CDC Stacks institutional repository system. In progress reports for this award, recipient must identify publications subject to the CDC Public Access Policy by using the applicable NIHMS identification number for up to three (3) months after the publication date and the PubMed Central identification number (PMCID) thereafter.

17. Funding Restrictions

Restrictions that must be considered while planning the programs and writing the budget are:

- Recipients may not use funds for research.
- Recipients may not use funds for clinical care except as allowed by law.
- Recipients may use funds only for reasonable program purposes, including personnel, travel, supplies, and services.
- Generally, recipients may not use funds to purchase furniture or equipment. Any such proposed spending must be clearly identified in the budget.
- Reimbursement of pre-award costs generally is not allowed, unless the CDC provides written approval to the recipient.
- Other than for normal and recognized executive-legislative relationships, no funds may be used for:
  - publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body
  - 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 any legislative body
- See Additional Requirement (AR) 12 for detailed guidance on this prohibition and additional guidance on lobbying for CDC recipients.
- The direct and primary recipient in a cooperative agreement program must perform a substantial role in carrying out project outcomes and not merely serve as a conduit for an award to another party or provider who is ineligible.
- In accordance with the United States Protecting Life in Global Health Assistance policy, all non-governmental organization (NGO) applicants acknowledge that foreign NGOs that receive funds provided through this award, either as a prime recipient or subrecipient, are strictly prohibited, regardless of the source of funds, from performing abortions as a method of family planning or engaging in any activity that promotes abortion as a method of family planning, or to provide financial support to any other foreign non-governmental organization that conducts such activities. See Additional Requirement (AR) 35 for applicability (https://www.cdc.gov/grants/additionalrequirements/ar-35.html).
18. Data Management Plan

As identified in the Evaluation and Performance Measurement section, applications involving data collection must include a Data Management Plan (DMP) as part of their evaluation and performance measurement plan. The DMP is the applicant’s assurance of the quality of the public health data through the data’s lifecycle and plans to deposit data in a repository to preserve and to make the data accessible in a timely manner. See web link for additional information:
https://www.cdc.gov/grants/additionalrequirements/ar-25.html

19. Other Submission Requirements

a. Electronic Submission:

Applications must be submitted electronically by using the forms and instructions posted for this notice of funding opportunity at www.grants.gov. Applicants can complete the application package using Workspace, which allows forms to be filled out online or offline. All application attachments must be submitted using a PDF file format. Instructions and training for using Workspace can be found at www.grants.gov under the "Workspace Overview" option.

If Internet access is not available or if the forms cannot be accessed online, applicants may contact the OGS TIMS staff at 770-488-2700 or by e-mail at ogstims@cdc.gov. Monday through Friday, 7:30 a.m.–4:30 p.m., except federal holidays. Electronic applications will be considered successful if they are available to OGS TIMS staff for processing from www.grants.gov on the deadline date.

b. Tracking Number: Applications submitted through www.grants.gov are time/date stamped electronically and assigned a tracking number. The applicant’s Authorized Organization Representative (AOR) will be sent an e-mail notice of receipt when www.grants.gov receives the application. The tracking number documents that the application has been submitted and initiates the required electronic validation process before the application is made available to CDC.

c. Validation Process: Application submission is not concluded until the validation process is completed successfully. After the application package is submitted, the applicant will receive a “submission receipt” e-mail generated by www.grants.gov. A second e-mail message to applicants will then be generated by www.grants.gov that will either validate or reject the submitted application package. This validation process may take as long as two business days. Applicants are strongly encouraged to check the status of their application to ensure that submission of their package has been completed and no submission errors have occurred. Applicants also are strongly encouraged to allocate ample time for filing to guarantee that their application can be submitted and validated by the deadline published in the NOFO. Non-validated applications will not be accepted after the published application deadline date.

If you do not receive a “validation” e-mail within two business days of application submission, please contact www.grants.gov. For instructions on how to track your application, refer to the e-mail message generated at the time of application submission or the Grants.gov Online User
Guide.

d. Technical Difficulties: If technical difficulties are encountered at www.grants.gov, applicants should contact Customer Service at www.grants.gov. The www.grants.gov Contact Center is available 24 hours a day, 7 days a week, except federal holidays. The Contact Center is available by phone at 1-800-518-4726 or by e-mail at support@grants.gov. Application submissions sent by e-mail or fax, or on CDs or thumb drives will not be accepted. Please note that www.grants.gov is managed by HHS.

e. Paper Submission: If technical difficulties are encountered at www.grants.gov, applicants should call the www.grants.gov Contact Center at 1-800-518-4726 or e-mail them at support@grants.gov for assistance. After consulting with the Contact Center, if the technical difficulties remain unresolved and electronic submission is not possible, applicants may e-mail CDC GMO/GMS, before the deadline, and request permission to submit a paper application. Such requests are handled on a case-by-case basis. An applicant’s request for permission to submit a paper application must:

1. Include the www.grants.gov case number assigned to the inquiry
2. Describe the difficulties that prevent electronic submission and the efforts taken with the www.grants.gov Contact Center to submit electronically; and
3. Be received via e-mail to the GMS/GMO listed below at least three calendar days before the application deadline. Paper applications submitted without prior approval will not be considered.

If a paper application is authorized, OGS will advise the applicant of specific instructions for submitting the application (e.g., original and two hard copies of the application by U.S. mail or express delivery service).

E. Review and Selection Process

1. Review and Selection Process: Applications will be reviewed in three phases

a. Phase I Review
All applications will be initially reviewed for eligibility and completeness by CDC Office of Grants Services. Complete applications will be reviewed for responsiveness by the Grants Management Officials and Program Officials. Non-responsive applications will not advance to Phase II review. Applicants will be notified that their applications did not meet eligibility and/or published submission requirements.

b. Phase II Review
A review panel will evaluate complete, eligible applications in accordance with the criteria below.
i. Approach
ii. Evaluation and Performance Measurement
iii. Applicant’s Organizational Capacity to Implement the Approach

Not more than thirty days after the Phase II review is completed, applicants will be notified electronically if their application does not meet eligibility or published submission requirements.

**Approach**

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<th>Maximum Points: 30</th>
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<tr>
<td>The extent to which the applicant will be able to adapt, refine, and develop practical, evidence-based, and scientifically valid mathematical models in the areas of HIV, viral hepatitis, sexually transmitted diseases, and tuberculosis.</td>
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</table>

- Applicant presents outcomes that are consistent with the period of performance outcomes described in the CDC Project Description and logic model. [5 points]
- Applicant describes an overall strategy and activities consistent with the CDC Project Description and logic model. [5 points]
- Applicant describes strategies and activities that are achievable, appropriate to achieve the outcomes of the project, and evidence-based (to the degree practicable). [5 points]
- Applicant presents a work plan that is aligned with the strategies/activities, outcomes, and performance measures in the approach and is consistent with the content and format proposed by CDC. [15 points]

**Evaluation and Performance Measure Plan**

<table>
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<th>Maximum Points: 30</th>
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<tr>
<td>The extent to which the applicant has the ability to measure the implementation of the key activities and the achievement of relevant outcomes as noted in the logic model. In particular, the extent to which the applicant describes how performance will be measured by the development of models and production of manuscripts for each model as described in the outputs column of the logic model in a timely manner.</td>
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- Applicant describes monitoring and evaluation procedures and how evaluation and performance measurement will be incorporated into planning, implementation, and reporting of associated project activities. [10 points]
- Applicant describes how performance measurement and evaluation findings will be reported, and used to demonstrate the outcomes of the NOFO. [10 points]
- Applicant describes how performance measures will be used to adjust/direct resources to meet project deadlines. [10 points]

**Organizational Capacity to Implement The Approach**

<table>
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<th>Maximum Points: 40</th>
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<tr>
<td>The extent to which the applicant has the epidemiologic, clinical, modeling, and economic expertise sufficient to generate hypotheses, conduct literature searches, determine needed data inputs, and the ability to construct models to address all four areas (HIV, viral hepatitis, sexually transmitted diseases, and tuberculosis). [Total: 20 points]</td>
</tr>
</tbody>
</table>
• Applicant describes previous experience that is relevant to this NOFO. [5 points]
• Applicant's CVs of critical staff members demonstrate applicable experience for their proposed project. [5 points]
• Applicant has relevant publication history in the proposed subject area. [10 points]

The extent to which the applicant describes the hypothetical examples, and includes two examples for each of the six types of economic analyses (cost, burden of illness, cost-effectiveness, cost-benefit, population level impact, and resource allocation). [12 points]

The extent to which applicant describes a model that involves one of the four areas (HIV, viral hepatitis, STDs, and TB).

• Applicant describes a model that involves HIV, viral hepatitis, STDs, or TB. The model description should be at least one page and single-spaced. [8 points]

Although not scored, the budget is assessed as to whether it is reasonable and aligns with the proposed work plan.

c. Phase III Review

Applications will be funded in order by score and rank determined by the review panel.

Review of risk posed by applicants.
Prior to making a Federal award, CDC is required by 31 U.S.C. 3321 and 41 U.S.C. 2313 to review information available through any OMB-designated repositories of government-wide eligibility qualification or financial integrity information as appropriate. See also suspension and debarment requirements at 2 CFR parts 180 and 376.

In accordance 41 U.S.C. 2313, CDC is required to review the non-public segment of the OMB-designated integrity and performance system accessible through SAM (currently the Federal Recipient Performance and Integrity Information System (FAPIIS)) prior to making a Federal award where the Federal share is expected to exceed the simplified acquisition threshold, defined in 41 U.S.C. 134, over the period of performance. At a minimum, the information in the system for a prior Federal award recipient must demonstrate a satisfactory record of executing programs or activities under Federal grants, cooperative agreements, or procurement awards; and integrity and business ethics. CDC may make a Federal award to a recipient who does not fully meet these standards, if it is determined that the information is not relevant to the current Federal award under consideration or there are specific conditions that can appropriately mitigate the effects of the non-Federal entity's risk in accordance with 45 CFR §75.207.

CDC’s framework for evaluating the risks posed by an applicant may incorporate results of the evaluation of the applicant's eligibility or the quality of its application. If it is determined that a Federal award will be made, special conditions that correspond to the degree of risk assessed may be applied to the Federal award. The evaluation criteria is described in this Notice of
Funding Opportunity.
In evaluating risks posed by applicants, CDC will use a risk-based approach and may consider any items such as the following:
(1) Financial stability;
(2) Quality of management systems and ability to meet the management standards prescribed in this part;
(3) History of performance. The applicant's record in managing Federal awards, if it is a prior recipient of Federal awards, including timeliness of compliance with applicable reporting requirements, conformance to the terms and conditions of previous Federal awards, and if applicable, the extent to which any previously awarded amounts will be expended prior to future awards;
(4) Reports and findings from audits performed under subpart F 45 CFR 75 or the reports and findings of any other available audits; and
(5) The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.
CDC must comply with the guidelines on government-wide suspension and debarment in 2 CFR part 180, and require non-Federal entities to comply with these provisions. These provisions restrict Federal awards, subawards and contracts with certain parties that are debarred, suspended or otherwise excluded from or ineligible for participation in Federal programs or activities.

2. Announcement and Anticipated Award Dates
Successful applicants will anticipate notice of funding by August 16, 2019 with a start date of October 1, 2019.

F. Award Administration Information

1. Award Notices

Recipients will receive an electronic copy of the Notice of Award (NOA) from CDC OGS. The NOA shall be the only binding, authorizing document between the recipient and CDC. The NOA will be signed by an authorized GMO and emailed to the Recipient Business Officer listed in application and the Program Director.

Any applicant awarded funds in response to this Notice of Funding Opportunity will be subject to the DUNS, SAM Registration, and Federal Funding Accountability And Transparency Act Of 2006 (FFATA) requirements.

Unsuccessful applicants will receive notification of these results by e-mail with delivery receipt or by U.S. mail.

2. Administrative and National Policy Requirements

Recipients must comply with the administrative and public policy requirements outlined in 45 CFR Part 75 and the HHS Grants Policy Statement, as appropriate.

Brief descriptions of relevant provisions are available

The following Administrative Requirements (AR) apply to this project:

Generally applicable ARs:
- AR-7: Executive Order 12372
- AR-10: Smoke-Free Workplace
- AR-11: Healthy People 2020
- AR-12: Lobbying Restrictions
- AR-13: Prohibition on Use of CDC Funds for Certain Gun Control Activities
- AR-14: Accounting System Requirements
- AR-16: Security Clearance Requirement
- AR-21: Small, Minority, And Women-owned Business
- AR-24: Health Insurance Portability and Accountability Act
- AR-25: Release and Sharing of Data
- AR-26: National Historic Preservation Act of 1966
- AR-29: Compliance with EO13513, “Federal Leadership on Reducing Text Messaging while Driving,” October 1, 2009
- AR-30: Compliance with Section 508 of the Rehabilitation Act of 1973
- AR-33: Plain Writing Act of 2010
- AR-34: Patient Protection and Affordable Care Act (e.g., a tobacco-free campus policy and a lactation policy consistent with S4207)
- AR-35: Nutrition Policies

ARs applicable to awards associated with HIV/AIDS issues:
- AR-5: HIV Program Review Panel
- AR-6: Patient Care

Organization-specific ARs:
- AR-8: Public Health System Reporting (community-based, nongovernment organizations)
- AR-15: Proof of Non-profit Status (nonprofit organizations)
- AR 23: Compliance with 45 C.F.R. Part 87 (faith-based organizations)

The full text of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards, 45 CFR 75, can be found at: [https://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75](https://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75)

### 3. Reporting

Reporting provides continuous program monitoring and identifies successes and challenges that recipients encounter throughout the project period. Also, reporting is a requirement for recipients who want to apply for yearly continuation of funding. Reporting helps CDC and recipients because it:
• Helps target support to recipients;
• Provides CDC with periodic data to monitor recipient progress toward meeting the Notice of Funding Opportunity outcomes and overall performance;
• Allows CDC to track performance measures and evaluation findings for continuous quality and program improvement throughout the period of performance and to determine applicability of evidence-based approaches to different populations, settings, and contexts; and
• Enables CDC to assess the overall effectiveness and influence of the NOFO.

The table below summarizes required and optional reports. All required reports must be sent electronically to GMS listed in the “Agency Contacts” section of the NOFO copying the CDC Project Officer.

<table>
<thead>
<tr>
<th>Report</th>
<th>When?</th>
<th>Required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recipient Evaluation and Performance Measurement Plan, including Data Management Plan (DMP)</td>
<td>6 months into award</td>
<td>Yes</td>
</tr>
<tr>
<td>Annual Performance Report (APR)</td>
<td>No later than 120 days before end of budget period. Serves as yearly continuation application.</td>
<td>Yes</td>
</tr>
<tr>
<td>Data on Performance Measures</td>
<td>N/A</td>
<td>No</td>
</tr>
<tr>
<td>Federal Financial Reporting Forms</td>
<td>90 days after the end of the budget period.</td>
<td>Yes</td>
</tr>
<tr>
<td>Final Performance and Financial Report</td>
<td>90 days after end of project period.</td>
<td>Yes</td>
</tr>
<tr>
<td>Payment Management System (PMS) Reporting</td>
<td>Quarterly reports due January 30; April 30; July 30; and October 30.</td>
<td>Yes</td>
</tr>
<tr>
<td>Quarterly status reports (QSRs)</td>
<td>QSRs are due at the end of each quarter beginning in the second quarter of the project period. See template under the Performance Measure Reporting section for more details.</td>
<td>Yes</td>
</tr>
</tbody>
</table>

a. Recipient Evaluation and Performance Measurement Plan (required)
With support from CDC, recipients must elaborate on their initial applicant evaluation and performance measurement plan. This plan must be no more than 20 pages; recipients must
submit the plan 6 months into the award. HHS/CDC will review and approve the recipient’s monitoring and evaluation plan to ensure that it is appropriate for the activities to be undertaken as part of the agreement, for compliance with the monitoring and evaluation guidance established by HHS/CDC, or other guidance otherwise applicable to this Agreement.

Recipient Evaluation and Performance Measurement Plan (required): This plan should provide additional detail on the following:

**Performance Measurement**

- Performance measures and targets
- The frequency that performance data are to be collected.
- How performance data will be reported.
- How quality of performance data will be assured.
- How performance measurement will yield findings to demonstrate progress towards achieving NOFO goals (e.g., reaching target populations or achieving expected outcomes).
- Dissemination channels and audiences.
- Other information requested as determined by the CDC program.

**Evaluation**

- The types of evaluations to be conducted (e.g. process or outcome evaluations).
- The frequency that evaluations will be conducted.
- How evaluation reports will be published on a publically available website.
- How evaluation findings will be used to ensure continuous quality and program improvement.
- How evaluation will yield findings to demonstrate the value of the NOFO (e.g., effect on improving public health outcomes, effectiveness of NOFO, cost-effectiveness or cost-benefit).
- Dissemination channels and audiences.

HHS/CDC or its designee will also undertake monitoring and evaluation of the defined activities within the agreement. The recipient must ensure reasonable access by HHS/CDC or its designee to all necessary sites, documentation, individuals and information to monitor, evaluate and verify the appropriate implementation the activities and use of HHS/CDC funding under this Agreement.

**b. Annual Performance Report (APR) (required)**

The recipient must submit the APR via www.Grantsolutions.gov no later than 120 days prior to the end of the budget period. This report must not exceed 45 pages excluding administrative reporting. Attachments are not allowed, but web links are allowed. This report must include the following:

- **Performance Measures:** Recipients must report on performance measures for each budget period and update measures, if needed.
- **Evaluation Results:** Recipients must report evaluation results for the work completed to date (including findings from process or outcome evaluations).
• **Work Plan:** Recipients must update work plan each budget period to reflect any changes in period of performance outcomes, activities, timeline, etc.

- **Successes**
  - Recipients must report progress on completing activities and progress towards achieving the period of performance outcomes described in the logic model and work plan.
  - Recipients must describe any additional successes (e.g., identified through evaluation results or lessons learned) achieved in the past year.
  - Recipients must describe success stories.

- **Challenges**
  - Recipients must describe any challenges that hindered or might hinder their ability to complete the work plan activities and achieve the period of performance outcomes.
  - Recipients must describe any additional challenges (e.g., identified through evaluation results or lessons learned) encountered in the past year.

- **CDC Program Support to Recipients**
  - Recipients must describe how CDC could help them overcome challenges to complete activities in the work plan and achieving period of performance outcomes.

- **Administrative Reporting** (No page limit)
  - SF-424A Budget Information-Non-Construction Programs.
  - Budget Narrative – Must use the format outlined in "Content and Form of Application Submission, Budget Narrative" section.
  - Indirect Cost Rate Agreement.

For year 2 and beyond of the award, recipients may request that as much as 75% of their estimated unobligated funds be carried over into the next budget period.


**c. Performance Measure Reporting (optional)**

CDC programs may require more frequent reporting of performance measures than annually in the APR. If this is the case, CDC programs must specify reporting frequency, data fields, and format for recipients at the beginning of the award period.

Recipients are required to submit quarterly status reports (QSRs) due at the end of each quarter (December 31st, March 31st, June 30th and September 30th). A template for the QSR is presented below.

<table>
<thead>
<tr>
<th>QUARTERLY STATUS REPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Expected Completion Date:</strong> 30th September, [insert year]</td>
</tr>
<tr>
<td><strong>Status Report Submission Deadline:</strong> [insert date]</td>
</tr>
<tr>
<td><strong>Status Report Submission Date:</strong> [insert date]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Name/Title</th>
<th>Recipients POC/Lead</th>
<th>CDC POC/Lead</th>
<th>Status (% Complete [increments of 5])</th>
<th>Schedule (on/behind/ahead)</th>
<th>Remarks</th>
</tr>
</thead>
</table>

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POC, Point of contact

d. Federal Financial Reporting (FFR) (required)
The annual FFR form (SF-425) is required and must be submitted 90 days after the end of the budget period. The report must include only those funds authorized and disbursed during the timeframe covered by the report. The final FFR must indicate the exact balance of unobligated funds, and may not reflect any unliquidated obligations. There must be no discrepancies between the final FFR expenditure data and the Payment Management System’s (PMS) cash transaction data. Failure to submit the required information by the due date may adversely affect the future funding of the project. If the information cannot be provided by the due date, recipients are required to submit a letter of explanation to OGS and include the date by which the Grants Officer will receive information.

e. Final Performance and Financial Report (required)
This report is due 90 days after the end of the period of performance. CDC programs must indicate that this report should not exceed 40 pages. This report covers the entire period of performance and can include information previously reported in APRs. At a minimum, this report must include the following:

- Performance Measures – Recipients must report final performance data for all process and outcome performance measures.
- Evaluation Results – Recipients must report final evaluation results for the period of performance for any evaluations conducted.
- Impact/Results/Success Stories – Recipients must use their performance measure results and their evaluation findings to describe the effects or results of the work completed over the project period, and can include some success stories.
- A final Data Management Plan that includes the location of the data collected during the funded period, for example, repository name and link data set(s)
- Additional forms as described in the Notice of Award (e.g., Equipment Inventory Report, Final Invention Statement).
4. Federal Funding Accountability and Transparency Act of 2006 (FFATA)

Federal Funding Accountability and Transparency Act of 2006 (FFATA), P.L. 109–282, as amended by section 6202 of P.L. 110–252 requires full disclosure of all entities and organizations receiving Federal funds including awards, contracts, loans, other assistance, and payments through a single publicly accessible Web site, http://www.USASpending.gov. 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 applicants: 1) information on executive compensation when not already reported through the SAM, and 2) similar information on all sub-awards/subcontracts/consortiums over $25,000.

For the full text of the requirements under the FFATA and HHS guidelines, go to:


5. Reporting of Foreign Taxes (International/Foreign projects only)

A. Valued Added Tax (VAT) and Customs Duties – Customs and import duties, consular fees, customs surtax, valued added taxes, and other related charges are hereby authorized as an allowable cost for costs incurred for non-host governmental entities operating where no applicable tax exemption exists. This waiver does not apply to countries where a bilateral agreement (or similar legal document) is already in place providing applicable tax exemptions and it is not applicable to Ministries of Health. Successful applicants will receive information on VAT requirements via their Notice of Award.

B. The U.S. Department of State requires that agencies collect and report information on the amount of taxes assessed, reimbursed and not reimbursed by a foreign government against commodities financed with funds appropriated by the U.S. Department of State, Foreign Operations and Related Programs Appropriations Act (SFOAA) (“United States foreign assistance funds”). Outlined below are the specifics of this requirement:

1) Annual Report: The recipient must submit a report on or before November 16 for each foreign country on the amount of foreign taxes charged, as of September 30 of the same year, by a foreign government on commodity purchase transactions valued at 500 USD or more financed with United States foreign assistance funds under this grant during the prior United States fiscal year (October 1 – September 30), and the amount reimbursed and unreimbursed by the foreign government. [Reports are required even if the recipient did not pay any taxes during the reporting period.]

2) Quarterly Report: The recipient must quarterly submit a report on the amount of foreign taxes charged by a foreign government on commodity purchase transactions valued at 500 USD or more financed with United States foreign assistance funds under this grant. This report shall be submitted no later than two weeks following the end of each quarter: April 15, July 15, October 15 and January 15.
3) Terms: For purposes of this clause:
“Commodity” means any material, article, supplies, goods, or equipment;
“Foreign government” includes any foreign government entity;
“Foreign taxes” means value-added taxes and custom duties assessed by a foreign government on a commodity. It does not include foreign sales taxes.

4) Where: Submit the reports to the Director and Deputy Director of the CDC office in the country(ies) in which you are carrying out the activities associated with this cooperative agreement. In countries where there is no CDC office, send reports to VATreporting@cdc.gov.

5) Contents of Reports: The reports must contain:
   a. recipient name;
   b. contact name with phone, fax, and e-mail;
   c. agreement number(s) if reporting by agreement(s);
   d. reporting period;
   e. amount of foreign taxes assessed by each foreign government;
   f. amount of any foreign taxes reimbursed by each foreign government;
   g. amount of foreign taxes unreimbursed by each foreign government.

6) Subagreements. The recipient must include this reporting requirement in all applicable subgrants and other subagreements.

G. Agency Contacts

CDC encourages inquiries concerning this notice of funding opportunity.

Program Office Contact
For programmatic technical assistance, contact:

Kwame Owusu-Edusei, Project Officer
Department of Health and Human Services
Centers for Disease Control and Prevention
8 Corporate Blvd, MS E-70
Atlanta, GA 30329
Telephone: 404.639.4479
Email: kfo0@cdc.gov

Grants Staff Contact

For financial, awards management, or budget assistance, contact:

Portia Brewer, Grants Management Specialist
Department of Health and Human Services
For assistance with submission difficulties related to [www.grants.gov](http://www.grants.gov), contact the Contact Center by phone at 1-800-518-4726.

Hours of Operation: 24 hours a day, 7 days a week, except on federal holidays.

For all other submission questions, contact:

Technical Information Management Section
Department of Health and Human Services
CDC Office of Financial Resources
Office of Grants Services
2920 Brandywine Road, MS E-14
Atlanta, GA 30341
Telephone: 770-488-2700
Email: ogstims@cdc.gov

CDC Telecommunications for persons with hearing loss is available at: TTY 1-888-232-6348

### H. Other Information

Following is a list of acceptable attachments applicants can upload as PDF files as part of their application at [www.grants.gov](http://www.grants.gov). Applicants may not attach documents other than those listed; if other documents are attached, applications will not be reviewed.

- Project Abstract
- Project Narrative
- Budget Narrative
- CDC Assurances and Certifications
- Report on Programmatic, Budgetary and Commitment Overlap
- Table of Contents for Entire Submission

For international NOFOs:

- SF424
- SF424A
- Funding Preference Deliverables
Optional attachments, as determined by CDC programs:

- Resumes / CVs
- Position descriptions
- Letters of Support
- Organization Charts
- Non-profit organization IRS status forms, if applicable
- Indirect Cost Rate, if applicable
- Memorandum of Agreement (MOA)
- Memorandum of Understanding (MOU)
- Bona Fide Agent status documentation, if applicable

I. Glossary

**Activities:** The actual events or actions that take place as a part of the program.

**Administrative and National Policy Requirements, Additional Requirements (ARs):** Administrative requirements found in 45 CFR Part 75 and other requirements mandated by statute or CDC policy. All ARs are listed in the Template for CDC programs. CDC programs must indicate which ARs are relevant to the NOFO; recipients must comply with the ARs listed in the NOFO. To view brief descriptions of relevant provisions, see [http://www.cdc.gov/grants/additional_requirements/index.html](http://www.cdc.gov/grants/additional_requirements/index.html). Note that 2 CFR 200 supersedes the administrative requirements (A-110 & A-102), cost principles (A-21, A-87 & A-122) and audit requirements (A-50, A-89 & A-133).

**Approved but Unfunded:** Approved but unfunded refers to applications recommended for approval during the objective review process; however, they were not recommended for funding by the program office and/or the grants management office.

**Assistance Listings (CFDA):** A government-wide compendium published by the General Services Administration (available on-line in searchable format as well as in printable format as a .pdf file) that describes domestic assistance programs administered by the Federal Government.

**Assistance Listings (CFDA) Number:** A unique number assigned to each program and NOFO throughout its lifecycle that enables data and funding tracking and transparency

**Award:** Financial assistance that provides support or stimulation to accomplish a public purpose. Awards include grants and other agreements (e.g., cooperative agreements) in the form of money, or property in lieu of money, by the federal government to an eligible applicant.

**Budget Period or Budget Year:** The duration of each individual funding period within the project period. Traditionally, budget periods are 12 months or 1 year.

**Carryover:** Unobligated federal funds remaining at the end of any budget period that, with the approval of the GMO or under an automatic authority, may be carried over to another budget period to cover allowable costs of that budget period either as an offset or additional authorization. Obligated but liquidated funds are not considered carryover.
CDC Assurances and Certifications: Standard government-wide grant application forms.

Competing Continuation Award: A financial assistance mechanism that adds funds to a grant and adds one or more budget periods to the previously established period of performance (i.e., extends the “life” of the award).

Continuous Quality Improvement: A system that seeks to improve the provision of services with an emphasis on future results.

Contracts: An award instrument used to acquire (by purchase, lease, or barter) property or services for the direct benefit or use of the Federal Government.

Cooperative Agreement: A financial assistance award with the same kind of interagency relationship as a grant except that it provides for substantial involvement by the federal agency funding the award. Substantial involvement means that the recipient can expect federal programmatic collaboration or participation in carrying out the effort under the award.

Cost Sharing or Matching: Refers to program costs not borne by the Federal Government but by the recipients. It may include the value of allowable third-party, in-kind contributions, as well as expenditures by the recipient.

Direct Assistance: A financial assistance mechanism, which must be specifically authorized by statute, whereby goods or services are provided to recipients in lieu of cash. DA generally involves the assignment of federal personnel or the provision of equipment or supplies, such as vaccines. DA is primarily used to support payroll and travel expenses of CDC employees assigned to state, tribal, local, and territorial (STLT) health agencies that are recipients of grants and cooperative agreements. Most legislative authorities that provide financial assistance to STLT health agencies allow for the use of DA. [http://www.cdc.gov/grants/additionalrequirements/index.html](http://www.cdc.gov/grants/additionalrequirements/index.html).

DUNS: The Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number is a nine-digit number assigned by Dun and Bradstreet Information Services. When applying for Federal awards or cooperative agreements, all applicant organizations must obtain a DUNS number as the Universal Identifier. DUNS number assignment is free. If requested by telephone, a DUNS number will be provided immediately at no charge. If requested via the Internet, obtaining a DUNS number may take one to two days at no charge. If an organization does not know its DUNS number or needs to register for one, visit Dun & Bradstreet at [http://fedgov.dnb.com/webform/displayHomePage.do](http://fedgov.dnb.com/webform/displayHomePage.do).

Evaluation (program evaluation): The systematic collection of information about the activities, characteristics, and outcomes of programs (which may include interventions, policies, and specific projects) to make judgments about that program, improve program effectiveness, and/or inform decisions about future program development.

Evaluation Plan: A written document describing the overall approach that will be used to guide an evaluation, including why the evaluation is being conducted, how the findings will likely be used, and the design and data collection sources and methods. The plan specifies what will be done, how it will be done, who will do it, and when it will be done. The NOFO evaluation plan is used to describe how the recipient and/or CDC will determine whether activities are implemented appropriately and outcomes are achieved.

Federal Funding Accountability and Transparency Act of 2006 (FFATA): Requires that information about federal awards, including awards, contracts, loans, and other assistance and payments, be available to the public on a single website at [www.USAspending.gov](http://www.USAspending.gov).

Fiscal Year: The year for which budget dollars are allocated annually. The federal fiscal year starts October 1 and ends September 30.
**Grant**: A legal instrument used by the federal government to transfer anything of value to a recipient for public support or stimulation authorized by statute. Financial assistance may be money or property. The definition does not include a federal procurement subject to the Federal Acquisition Regulation; technical assistance (which provides services instead of money); or assistance in the form of revenue sharing, loans, loan guarantees, interest subsidies, insurance, or direct payments of any kind to a person or persons. The main difference between a grant and a cooperative agreement is that in a grant there is no anticipated substantial programmatic involvement by the federal government under the award.

**Grants.gov**: A "storefront" web portal for electronic data collection (forms and reports) for federal grant-making agencies at www.grants.gov.

**Grants Management Officer (GMO)**: The individual designated to serve as the HHS official responsible for the business management aspects of a particular grant(s) or cooperative agreement(s). The GMO serves as the counterpart to the business officer of the recipient organization. In this capacity, the GMO is responsible for all business management matters associated with the review, negotiation, award, and administration of grants and interprets grants administration policies and provisions. The GMO works closely with the program or project officer who is responsible for the scientific, technical, and programmatic aspects of the grant.

**Grants Management Specialist (GMS)**: A federal staff member who oversees the business and other non-programmatic aspects of one or more grants and/or cooperative agreements. These activities include, but are not limited to, evaluating grant applications for administrative content and compliance with regulations and guidelines, negotiating grants, providing consultation and technical assistance to recipients, post-award administration and closing out grants.

**Health Disparities**: Differences in health outcomes and their determinants among segments of the population as defined by social, demographic, environmental, or geographic category.

**Health Equity**: Striving for the highest possible standard of health for all people and giving special attention to the needs of those at greatest risk of poor health, based on social conditions.

**Health Inequities**: Systematic, unfair, and avoidable differences in health outcomes and their determinants between segments of the population, such as by socioeconomic status (SES), demographics, or geography.

**Healthy People 2020**: National health objectives aimed at improving the health of all Americans by encouraging collaboration across sectors, guiding people toward making informed health decisions, and measuring the effects of prevention activities.

**Inclusion**: Both the meaningful involvement of a community’s members in all stages of the program process and the maximum involvement of the target population that the intervention will benefit. Inclusion ensures that the views, perspectives, and needs of affected communities, care providers, and key partners are considered.

**Indirect Costs**: Costs that are incurred for common or joint objectives and not readily and specifically identifiable with a particular sponsored project, program, or activity; nevertheless, these costs are necessary to the operations of the organization. For example, the costs of operating and maintaining facilities, depreciation, and administrative salaries generally are considered indirect costs.

**Intergovernmental Review**: Executive Order 12372 governs applications subject to Intergovernmental Review of Federal Programs. 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) 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: https://www.whitehouse.gov/wp-content/uploads/2017/11/Intergovernmental _Review_-SPOC_01_2018_OFFM.pdf.

**Letter of Intent (LOI):** A preliminary, non-binding indication of an organization’s intent to submit an application.

**Lobbying:** Direct lobbying includes any attempt to influence legislation, appropriations, regulations, administrative actions, executive orders (legislation or other orders), or other similar deliberations at any level of government through communication that directly expresses a view on proposed or pending legislation or other orders, and which is directed to staff members or other employees of a legislative body, government officials, or employees who participate in formulating legislation or other orders. Grass roots lobbying includes efforts directed at inducing or encouraging members of the public to contact their elected representatives at the federal, state, or local levels to urge support of, or opposition to, proposed or pending legislative proposals.

**Logic Model:** A visual representation showing the sequence of related events connecting the activities of a program with the programs’ desired outcomes and results.

**Maintenance of Effort:** A requirement contained in authorizing legislation, or applicable regulations that a recipient must agree to contribute and maintain a specified level of financial effort from its own resources or other non-governmental sources to be eligible to receive federal grant funds. This requirement is typically given in terms of meeting a previous base-year dollar amount.

**Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA):** Document that describes a bilateral or multilateral agreement between parties expressing a convergence of will between the parties, indicating an intended common line of action. It is often used in cases where the parties either do not imply a legal commitment or cannot create a legally enforceable agreement.

**Nonprofit Organization:** Any corporation, trust, association, cooperative, or other organization that is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; is not organized for profit; and uses net proceeds to maintain, improve, or expand the operations of the organization. Nonprofit organizations include institutions of higher educations, hospitals, and tribal organizations (that is, Indian entities other than federally recognized Indian tribal governments).

**Notice of Award (NoA):** The official document, signed (or the electronic equivalent of signature) by a Grants Management Officer that: (1) notifies the recipient of the award of a grant; (2) contains or references all the terms and conditions of the grant and Federal funding limits and obligations; and (3) provides the documentary basis for recording the obligation of Federal funds in the HHS accounting system.

**Objective Review:** A process that involves the thorough and consistent examination of applications based on an unbiased evaluation of scientific or technical merit or other relevant aspects of the proposal. The review is intended to provide advice to the persons responsible for making award decisions.

**Outcome:** The results of program operations or activities; the effects triggered by the program. For example, increased knowledge, changed attitudes or beliefs, reduced tobacco use, reduced morbidity and mortality.

**Performance Measurement:** The ongoing monitoring and reporting of program...
accomplishments, particularly progress toward pre-established goals, typically conducted by program or agency management. Performance measurement may address the type or level of program activities conducted (process), the direct products and services delivered by a program (outputs), or the results of those products and services (outcomes). A “program” may be any activity, project, function, or policy that has an identifiable purpose or set of objectives.

**Period of performance** – formerly known as the project period - : The time during which the recipient may incur obligations to carry out the work authorized under the Federal award. The start and end dates of the period of performance must be included in the Federal award.

**Period of Performance Outcome:** An outcome that will occur by the end of the NOFO’s funding period

**Plain Writing Act of 2010:** The Plain Writing Act of 2010 requires that federal agencies use clear communication that the public can understand and use. NOFOs must be written in clear, consistent language so that any reader can understand expectations and intended outcomes of the funded program. CDC programs should use NOFO plain writing tips when writing NOFOs.

**Program Strategies:** Strategies are groupings of related activities, usually expressed as general headers (e.g., Partnerships, Assessment, Policy) or as brief statements (e.g., Form partnerships, Conduct assessments, Formulate policies).

**Program Official:** Person responsible for developing the NOFO; can be either a project officer, program manager, branch chief, division leader, policy official, center leader, or similar staff member.

**Public Health Accreditation Board (PHAB):** A nonprofit organization that works to promote and protect the health of the public by advancing the quality and performance of public health departments in the U.S. through national public health department accreditation [http://www.phaboard.org](http://www.phaboard.org).

**Social Determinants of Health:** Conditions in the environments in which people are born, live, learn, work, play, worship, and age that affect a wide range of health, functioning, and quality-of-life outcomes and risks.

**Statute:** An act of the legislature; a particular law enacted and established by the will of the legislative department of government, expressed with the requisite formalities. In foreign or civil law any particular municipal law or usage, though resting for its authority on judicial decisions, or the practice of nations.

**Statutory Authority:** Authority provided by legal statute that establishes a federal financial assistance program or award.

**System for Award Management (SAM):** The primary vendor database for the U.S. federal government. SAM validates applicant information and electronically shares secure and encrypted data with federal agencies' finance offices to facilitate paperless payments through Electronic Funds Transfer (EFT). SAM stores organizational information, allowing [www.grants.gov](http://www.grants.gov) to verify identity and pre-fill organizational information on grant applications.

**Technical Assistance:** Advice, assistance, or training pertaining to program development, implementation, maintenance, or evaluation that is provided by the funding agency.

**Work Plan:** The summary of period of performance outcomes, strategies and activities, personnel and/or partners who will complete the activities, and the timeline for completion. The work plan will outline the details of all necessary activities that will be supported through the approved budget.
**NOFO-specific Glossary and Acronyms**

**Capacity:** An organization’s ability to achieve its mission effectively and to sustain itself over the long term. Capacity also refers to the skills and capabilities of individuals.

**Collaboration:** Two or more partners actively engaged in planning, implementing and evaluating programs, practices, and policy activities with defined roles and responsibilities.

**Partnerships:** A group of individuals or organizations working together to address common goals. Partnerships involve a relationship of mutual respect, coordination of administrative responsibility, establishment of reciprocal roles, shared participation in decision-making, mutual accountability, and transparency.

**ACRONYMS**

DALY: Disability-adjusted life year
DASH: Division of Adolescent and School Health
DHAP: Division of HIV/AIDS Prevention
DSTDTP: Division of Sexually Transmitted Disease Prevention
DTBE: Division of Tuberculosis Elimination
DVH: Division of Viral Hepatitis
HALY: Health-adjusted life year
HIV: human immunodeficiency virus
MSM: men who have sex with men
NCHHSTP: National Center for HIV/AIDS, Viral Hepatitis, Sexually Transmitted Diseases and Tuberculosis Prevention
NEEMA: NCHHSTP Epidemiologic and Economic Modeling Agreement
PWID: People who inject drug
QALY: Quality-adjusted life year
STD: Sexually transmitted disease
TB: Tuberculosis
VH: Viral hepatitis