CDC Guidance
For Developing FOAs
for new, non-research, domestic funding opportunities

Effective date: 08/30/2013

Version 2.0
Issued 08/30/2013
Preface

Purpose: This Guidance and the accompanying Template are intended to help CDC programs develop clear and succinct Funding Opportunity Announcements (FOAs) for new, domestic, non-research funding opportunities. (They do not apply to non-competing continuation, supplemental or competing continuation awards.)


Standards and Format for Developing FOAs: CDC programs must adhere to this Guidance and its corresponding Template when developing new, non-research, domestic FOAs. Where possible, programs are expected to initiate planning for a FOA at least 12 months before its anticipated publication at www.grants.gov.

Programs must write FOAs in this prescribed format (including page limits). All bolded headings in this Guidance are required in the FOA and must not be deleted. Programs may not include attachments in the FOA other than those listed on page 21 of this Guidance. Web links where applicants may find more information about the program may be included throughout the FOA.

Audience: This Guidance was developed for CDC program officials (e.g., project officers, program managers, branch chiefs, division leadership, policy officials, and center leadership) who develop the approach, write, or review the FOA. The Guidance is also used by PGO Grant Management Officials (GMO), Grants Management Specialists (GMS), and Associate Director for Program Officials who work with CDC programs to develop FOAs.

Background: FOAs must be consistent with federal statutes and regulations, and Health and Human Services (HHS) policies governing grants administration. The 2 Code of Federal Regulations (C.F.R.) Part 215\(^1\) (formerly 45 CFR parts 74 and 92) and associated cost principles (2 CFR parts 220, 225, 230 and 45 CFR part 74) provide overall direction for grants. HHS provides further direction in the HHS Grants Policy Statement\(^2\) and the Grants Policy Administration Manual (GPAM).\(^3\) This CDC Template is consistent with these requirements. When statutory language requires specific content in a FOA, the statutes and regulations will always supersede this Guidance. HHS is in the process of finalizing a new grants policy manual. This Guidance will be updated as needed after the HHS manual is finalized.

Approach to Developing FOAs: Throughout the FOA development process, CDC programs are strongly encouraged to engage with other related programs across CDC. CDC must also engage a broad group of

---

3. [http://pgo.cdc.gov/pgo/webcache/content/DocsRepository/grants/AAGAMS1nglePDF-HHS.pdf](http://pgo.cdc.gov/pgo/webcache/content/DocsRepository/grants/AAGAMS1nglePDF-HHS.pdf)
key external stakeholders that represent a variety of concepts and approaches, past FOA successes, and lessons learned. Developing an FOA should be a collaborative effort of CDC programs, the Program Office, and PGO. PGO designates a leading staff member to support programs throughout FOA development and the lifecycle of the award. The Program Office provides FOA Template training, strategy sessions, and technical assistance. The Program Office also reviews and comments on FOAs submitted for publication. FOAs must be written in plain language to ensure compliance with the federal Plain Writing Act of 2010 (www.plainlanguage.gov). CDC guidance on plain language can be found at http://www.cdc.gov/features/plainlanguage/.

Materials to Help Develop FOAs: The following are all available for download at http://intranet.cdc.gov/od/oadpg/grants/index.htm

- **Overview FOA Development Process**
- **Template (Word or PDF):** When developing new, non-research, domestic FOAs, CDC programs must use this Template in conjunction with the appropriate Guidance.
- **Guidance:** When developing new, non-research, domestic FOAs, CDC programs must adhere to this Guidance in conjunction with the appropriate Template.
- **Checklist:** All requirements on the checklist must be met as part of developing the FOA. The checklist must be submitted with an early FOA draft to PGO. If possible, programs should initiate planning for an FOA at least 12 months before its anticipated publication on www.grants.gov.
- **Tip Sheets**
8. Approximate Average Award

9. Floor of Individual Award Range

10. Ceiling of Individual Award Range

11. Anticipated Award Date

12. Budget Period Length

13. Direct Assistance

C. Eligibility Information

1. Eligible Applicants

2. Special Eligibility Requirements

3. Justification for Less than Maximum Competition

4. Cost Sharing or Matching

5. Maintenance of Effort

D. Application and Submission Information

1. Required Registrations

2. Request Application Package

3. Application Package

4. Submission Dates and Times

5. CDC Assurances and Certifications

6. Content and Form of Application Submission

7. Letter of Intent

8. Table of Contents

9. Project Abstract Summary

10. Project Narrative

11. Work Plan
12. Budget Narrative.................................................................................................................. 23
13. Tobacco and Nutrition Policies............................................................................................. 24
14. Health Insurance Marketplaces............................................................................................. 24
15. Intergovernmental Review.................................................................................................... 24
16. Funding Restrictions........................................................................................................... 24
17. Other Submission Requirements.......................................................................................... 24

E. Application Review Information............................................................................................ 24
   1. Review and Selection Process.............................................................................................. 24
   2. Announcement and Anticipated Award Dates.................................................................... 26

F. Award Administration Information ....................................................................................... 26
   1. Award Notices.................................................................................................................... 26
   2. Administrative and National Policy Requirements............................................................. 27
   3. Reporting........................................................................................................................... 27
   4. Federal Funding Accountability and Transparency Act of 2006.......................................... 30

G. Agency Contacts ................................................................................................................ 31
H. Other Information .............................................................................................................. 31
I. Glossary .................................................................................................................................. 31
CDC GUIDANCE FOR DEVELOPING FUNDING OPPORTUNITY ANNOUNCEMENTS (FOAs) FOR NEW, NON-RESEARCH, DOMESTIC FUNDING OPPORTUNITIES

References
All publications referenced in the FOA must be available to the public at no cost. References must include web links and/or instructions (e.g., accessible at a public/university library) for retrieval by applicants. Due to formatting issues, footnotes must not be included in the FOA.

Title Page
Include the Template title page with the FOA number, FOA Title, and sponsoring CDC program.

Table of Contents
Include a table of contents that corresponds to the headers in the FOA Template. The table of contents must be included in the FOA on final submission to PGO. It does not need to be included for the Working Draft submission.

Part I. Overview Information
This section provides the necessary information for potential applicants to evaluate their eligibility and interest in applying for a published funding opportunity. ASTDR must customize language to ASTDR where appropriate.

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

B. Funding Opportunity Title: Include the title. The title can be either the program title in the Catalog of Federal Domestic Assistance (CFDA) at https://www.cfda.gov/index?s=agency&mode=form&id=0bebbc3b3261e255dc82002b83094717&tab=programs&tabmode=list&subtab=list&subtabmode=list, or the name of the particular initiative as determined by the CDC program. The title must be succinct and programs should consider that this title is how the program will be commonly referred.

C. Announcement Type: Include the announcement type. This Guidance is only for new, non-research, domestic FOAs; use corresponding Template for “New-Type 1”. A continuation or supplemental award is not a new FOA. Information about FOAs other than new, domestic, non-research FOAs is available at http://pgo.cdc.gov/pgo/tims/timsfoa.
Research for this purpose is defined at http://www.cdc.gov/od/science/integrity/docs/cdc-policy-distinguishing-public-health-research-nonresearch.pdf.

D. **Agency Funding Opportunity Number:** The Funding Opportunity Number must be requested as early as possible in the FOA development process from the appropriate CIO office (e.g., Extramural Office, Associate Director for Science, or Management Official) or the Procurement and Grants Office (PGO) Technical Information Management Section (TIMS) (P Gotham@cdc.gov). TIMS will provide the number via email within 3 days. Always check with your CIO for specific procedures to obtain your number.

The request must include the FOA title, the CIO name, the fiscal year of funding, and the anticipated number of awards. It also must indicate that the request applies only to a non-research, domestic FOA.

E. **Catalog of Federal Domestic Assistance Number (CFDA):** Include the valid CFDA number and CFDA program title.

The Catalog of Federal Domestic Assistance (CFDA) is a government-wide compendium of Federal programs, projects, services, and activities that provide assistance or benefits to the American public. It contains financial and non-financial assistance programs administered by departments and establishments of the Federal government. Each program is assigned a unique number by agency and program that follows the program throughout the assistance lifecycle enabling data and funding transparency. The complete CFDA number is a five digit number, where the first two digits represent the Funding Agency and the second three digits represent the program. CFDA is the authoritative source for all CFDA numbers, including those assigned to American Recovery and Reinvestment Act of 2009 (ARRA, or the Recovery Act) programs.

The purpose of the CFDA is to assist users in identifying programs that meet their specific objectives, obtain general information on Federal assistance programs, and improve coordination and communication between the Federal government and State and local governments.

To obtain the CFDA number and program title, see: https://www.cfda.gov/index?s=agency&mode=form&id=0bebce3b3261e255dc82002b83094717&tab=programs&tabmode=list&subtab=list&subtabmode=list. For further guidance, contact the CIO’s Extramural Office or the CDC Office of General Counsel (OGC). New programs or initiatives that do not have an existing CFDA number must request one at www.cfda.gov. Program CFDA points of contact must update their information during the HHS annual data call.

F. **Dates:**

   1. **Letter of Intent (LOI) Deadline:** Include the due date if the CDC program decides to request or require an LOI. The decision to require an LOI must be supported by statutory authority and they must be objectively reviewed. See page 22 for more details on LOIs.
2. **Application Deadline**: Include the date the application is due at [www.grants.gov](http://www.grants.gov). Generally, allow at least 60 days from the FOA’s publication date. The minimum period is 30 days, unless a waiver is approved.

3. **Informational conference call for potential applicants**: Include the date, time, and phone number for the informational conference call.

G. **Executive Summary** (Maximum 1 page, single-spaced, Calibri 12 point, 1-inch margins): The executive summary should be developed after the FOA is written. It must not contain concepts and terminology not included in the body of the FOA. As the FOA is revised, remember to update the Executive Summary.

1. **Summary Paragraph**: a 1-paragraph summary of the purpose, strategies, activities, and expected project period outcomes. It will be displayed on grants.gov.

   Insert narrative under the following headers:

   a. **Eligible Applicants**: (single, limited or open competition)
   b. **FOA Type**: (grant or cooperative agreement)
   c. **Approximate Number of Awards**:
   d. **Total Project Period Funding**:
   e. **Average One Year Award Amount**:
   f. **Number of Years of Award**:
   g. **Approximate Date When Awards Will Be Announced**:
   h. **Cost Sharing and/or Matching Requirements**: Indicate if cost sharing or matching is required, and if so what the requirement is.

**Part II. Full Text**

This section is the CDC Description of the Project and must thoroughly describe the project including specific requirements for applicants. It includes the following eight sections:

A. **Funding Opportunity Description**
B. **Award Information**
C. **Eligibility Information**
D. **Application and Submission Information**
E. **Application Review Information**
F. **Award Administration Information**
G. **Agency Contacts**
H. **Other Information**

A. **Funding Opportunity Description**

1. **Background** (Maximum 2 pages, single-spaced, Calibri 12 point, 1-inch margins for sections 1a-1d): Applicants must describe the core information relative to the problem for the jurisdictions or populations they serve. The core information should help reviewers
understand how the applicant’s response to the FOA will address the public health problem and support public health priorities. CDC programs must fill out the following headers:

a. **Statutory Authorities:** Include the appropriate legal authority or authorities from 42 U.S. Code that specifically authorize(s) the FOA. An authorizing statute is a law that authorizes establishing a federal financial assistance program or award; all FOAs must be authorized in statute. If CDC programs offer applicants the option of using support personnel through Direct Assistance, programs must also include statutory authority. Contact the relevant CIO policy office to determine authorities. If the policy office cannot provide authorities, contact the CIO’s OGC, or CDC’s OGC at 404-639-7200.

b. **Healthy People 2020:** Briefly describe how the FOA supports the relevant Healthy People 2020 topic area(s). Healthy People 2020 contains national objectives to improve the health of all Americans by encouraging collaborations across sectors, guiding people toward making informed health decisions, and measuring the impact of prevention activities. Additional information on Healthy People 2020 is available at [http://www.healthypeople.gov](http://www.healthypeople.gov).

c. **Other National Public Health Priorities and Strategies:** Briefly describe how the FOA aligns and supports other relevant national strategies (e.g., National Prevention Strategy, National HIV/AIDS Strategy, National Health Security Strategy, and National Partnership for Action to End Health Disparities).

d. **Relevant Work:** Briefly describe how this FOA builds on past or current CDC program activities (e.g., program priorities, goals, ongoing or previous FOAs). Include Web links as appropriate.

2. **CDC Project Description** (Maximum 25 pages, single-spaced, Calibri 12 point, and 1-inch margins): The project description describes the CDC program’s core expectations and requirements for the FOA.

For Multi-Component FOAs Only
The maximum page length of the *CDC Project Description* for multi-component FOAs is 30 pages.

A multi-component FOA has different requirements based on the following:

- Funding Strategies,
- Eligibility Requirements, and/or
- Strategies and Activities

CDC programs can use **one** of the following formatting options for complex FOAs:

1) Provide a *CDC Project Description* for each component. For example,
   - Component A – Problem, Purpose, Outcomes, etc.
   - Component B – Problem, Purpose, Outcomes, etc.
2) Describe each component under every section in the *CDC Project Description*. For example,
   - Problem – Component A, Component B, etc.
- Purpose – Component A, Component B, etc.
- Outcomes – Component A, Component B, etc.

a. **Approach:** The approach of the FOA is visually represented in a 1-page “high-level” logic model (or equivalent). The logic model is a graphic depiction of the relationship between your program’s activities and its intended outcomes. It shows “if-then” relationships among the program elements. That is, “if” an activity is completed, “then” the following outcome is expected. The logic model summarizes the strategies, activities and anticipated outcomes; it is a guide/roadmap for the narrative description throughout the FOA. More specifically, the logic model serves as a bridge between the strategies and activities in the approach section, the expected outcomes, and the evaluation and performance plan section.

Programs may use the table below for their logic model or a different template, adding or deleting items as needed, but **at a minimum, it must include the following 3 column headers:** Strategies and Activities, Short-term Outcomes, and Long-term Outcomes. In addition, your Logic Model may benefit by adding an Intermediate Outcomes column. You must also clearly identify the project period outcomes either by **bolding** or using an asterisk for individual project period outcomes (see example below).

| CDC-RFA-[Insert FOA Number Here] Logic Model: [Insert FOA Title Here] |
|-------------------------|-----------------------------|-----------------------------|
| **Strategies and Activities** | **Short Term Outcomes** | **Intermediate Outcomes** | **Long Term Outcomes** |
| Strategy/Activity | Short-term outcome | Intermediate outcome | Long-term outcome |
| Strategy/Activity | Short-term outcome | Intermediate outcome | Long-term outcome |
| Strategy/Activity | Short-term outcome | Intermediate outcome | Long-term outcome |
| Strategy/Activity | Short-term outcome | Intermediate outcome | |
| Strategy/Activity | Short-term outcome | | |
| Strategy/Activity | | | |

**Bold indicates project period outcomes**  
****Indicates required headers

The table below provides a crosswalk of the components of a simple logic model and the sections in the FOA.

<table>
<thead>
<tr>
<th>Logic model component:</th>
<th>What it means:</th>
<th>Where to include it in the FOA:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategies and Activities</td>
<td>What the awardee will do</td>
<td>Approach: Program Strategy</td>
</tr>
<tr>
<td>Short-Term Outcomes</td>
<td>What will result from awardee</td>
<td>Outcomes</td>
</tr>
</tbody>
</table>
activities in the short-term

- Make sure that project period outcomes are clearly identified.

<table>
<thead>
<tr>
<th>Intermediate Outcomes</th>
<th>What will result from awardee activities in the mid-term</th>
<th>Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Make sure that project period outcomes are clearly identified.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Long-Term Outcomes</th>
<th>Ultimate results to which project results will contribute</th>
<th>Background problem statement (Sometimes also a project period outcome)</th>
</tr>
</thead>
</table>

For additional information on developing logic models and examples of FOA logic models, visit [http://intranet.cdc.gov/od/oadpg/grants/index.htm](http://intranet.cdc.gov/od/oadpg/grants/index.htm).

Next, fill out the following headers to complete the *CDC Project Description*:

1. **Problem Statement**: Briefly describe the larger public health problem the FOA will contribute to solving. For example, uncontrolled high blood pressure is the health problem, and the FOA will fund sodium reduction strategies.

2. **Purpose**: Describe in 1-paragraph how this FOA will specifically address the problem. Do not include how the purpose will be achieved (i.e., strategies, activities).

3. **Outcomes**: Describe the key outcomes that awardees are expected to achieve by the end of the project period. Outcomes are the intended effects (or the changes in someone or something) resulting from the activities of the FOA. This section must agree with the project period outcomes in the logic model. All outcomes must indicate the direction of desired change (i.e., increase, decrease, maintain). CDC may require or allow applicants to propose additional related project period outcomes other than those identified in the FOA.

4. **Funding Strategy (for multi-component FOAs only)**: Describe the multiple funding streams available for different strategies and activities. For example, a multi-component FOA might provide different ranges of funding to address the same health problem in one FOA. This might include funding for media campaigns with annual awards ranging from $500,000-$1.5 million, community capacity building with annual awards ranging from $200,000-$400,000, and interventions targeted for specific populations with annual funding ranging from $500,000-$750,000. Different funding ranges are offered for each component, and applicants may be eligible to apply for one or all three components if they meet the eligibility criteria for all three.

If not applicable, write “N/A” in this section.

5. **Strategies and Activities**: The purpose of this section is to give applicants a clear idea of what they will be expected to do. Begin with a brief introduction. Then describe the strategies and activities that awardees will implement to achieve desired outcomes. These must be the same strategies and activities identified in the
logic model, in the same order and using exactly the same language. Include more detailed guidance as needed to help applicants understand the expected activities. It should be easy for the reviewers and applicants to find the corresponding bullet points from the logic model in this section.

Strategies are groupings of activities in a particular topic area. Example strategies could be “Partnerships,” “Assessment,” and/or “Policy.” To the extent possible, group specific activities as appropriate and list them under each strategy header. The strategies and activities must have strong evidence of effectiveness, and if such strategies do not exist, CDC must ensure that the strategy employed in the FOA is evaluated over the course of the project period.

CDC programs are strongly encouraged to explicitly reference the Community Guide [4] as a source of evidence-based program strategies. Where possible, include strategies with the potential for sustainment beyond the project period. CDC may allow applicants to identify additional program strategies beyond those required in the FOA to support project outcomes.

What should not go in this section:

- Background information on the program, importance of the strategies, or the reason for the FOA.
- Outcomes expected from the activities.
- Activities that will be conducted by someone other than the awardee.

1. Collaborations: Specify who the awardee would collaborate with and whether collaborations are required or optional under each heading. Also, consider requiring applicant to provide evidence of prior collaborations with these groups (MOAs, MOUs, LOIs).
   a. With CDC-funded programs: Describe how applicants are expected to work with other CDC-funded programs in their jurisdiction or community that have a role in achieving the FOA outcomes.
   b. With organizations external to CDC: Describe how applicants are expected to work with external organizations that have a role in achieving the FOA outcomes.

For example: business community; emergency management; hospitals; media; nongovernment organizations; nonprofit agencies; other federal, state, or local government agencies; public health community; tribes or tribal organizations; and others (define).

If applicable, briefly describe what applicants must provide to verify collaborations such as a MOU, MOA, or letters of support.

2. **Target Populations:** If applicable or required, describe the extent to which applicants are expected to target specific populations, to target populations at greatest risk, and to achieve the greatest health impact, including health equity.

When a strategy focuses on specific target populations: a) require applicants to define the target populations, or b) allow applicants to identify populations in their jurisdiction based on relevant criteria such as health risk or public health impact. If target populations may be identified, applicants must use data, including social determinants data, to identify communities within their jurisdictions that are affected disproportionately by the public health problem. Plan activities to reduce or eliminate these disparities. Disparities based on race, ethnicity, gender identity, sexual orientation, geography, socioeconomic status, disability status, primary language, health literacy, and other relevant dimensions must be considered. If appropriate, require applicants to clearly identify the populations they target because this information is critical to the applicability of evidence-based approaches and strategies for different populations.

**Inclusion:** If applicable, describe how the FOA will include populations who can benefit from program strategies. Whether serving a geographically defined or targeted population, CDC programs must strive to include people with disabilities; non-English speaking populations; lesbian, gay, bisexual, and transgender (LGBT) populations; people with limited health literacy; or populations that may otherwise be overlooked by the program.

b. **Evaluation and Performance Measurement:**

Evaluation and performance measurement:
- Help demonstrate achievement of program outcomes
- Build a stronger evidence base for specific program interventions
- Clarify applicability of the evidence base to different populations, settings, and contexts
- Drive continuous program improvement for more efficient and effective program performance
- Can help determine if program strategies are scalable and effective at reaching target populations

This section must lay out a framework for evaluation and performance monitoring and how the CDC program will work with awardees to determine the effectiveness of their activities. It must focus on the evaluation strategies and activities that **CDC will do related to the FOA** and how CDC will work with the awardee on FOA activity evaluation and performance measurement.

What should **not** go into this section:
- Do not include the program’s complete evaluation strategy and performance measures; focus instead on the FOA activities.
The evaluation and performance measurement expectations of the applicant and awardee. These are identified later in the FOA. See page 25 for more detail.

i. **CDC Evaluation and Performance Measurement Strategy**: Include an overarching evaluation and performance measurement strategy that delineates how CDC and awardees will evaluate and measure efforts during the project period. At a minimum, the CDC strategy must:
   - Describe the type of evaluations to be conducted during the project period (i.e., process, outcome, or both).
   - Describe key evaluation questions to be answered, potential available data sources, and feasibility of collecting available data.
   - Describe required performance measures for the project period (with a minimum of annual measures). Allow applicants to develop additional measures if applicable.
   - Describe how often performance measures that indicate targets, time frames, and data format must be reported.
   - Describe how evaluation and performance measures are linked to the FOA program strategy and project period outcomes.
   - Where appropriate, describe how evaluation and performance measurement will track how subpopulations are affected by program strategies, and the effectiveness of program strategies in different settings and contexts.
   - Describe how evaluation findings and performance measures will be used for continuous program quality improvement.
   - Describe how evaluation and performance measures will yield findings to demonstrate the value of the FOA (e.g., improved public health outcomes, effectiveness of FOA, cost-effectiveness or cost benefit).
   - Describe dissemination channels (including public ones) and audiences for evaluation results and performance measures.
   - Insure that data collection is limited only to data that will be analyzed and used.

ii. **Applicant Evaluation and Performance Measurement Plan**: Applicants must provide an overall jurisdiction- or community-specific evaluation and performance measurement plan that is consistent with the CDC strategy. At a minimum, the plan must:
   - Describe how key program partners will participate in the evaluation and performance measurement planning processes.
   - Describe the type of evaluations (i.e., process, outcome, or both) to be conducted.
   - Describe key evaluation questions. Describe other information (e.g., performance measures to be developed by the applicant), as determined by the CDC program, that must be included.
   - Describe potentially available data sources and feasibility of collecting appropriate evaluation and performance data.
• Describe how evaluation findings will be used for continuous program quality improvement.
• Describe how evaluation and performance measurement will contribute to developing an evidence base for programs that employ strategies lacking a strong effectiveness evidence base.

NOTE: See guidance under Reporting Section (page 28) for awardee submission of the required awardee evaluation and performance measurement plan within the first six months of the project.

c. Organizational Capacity of Awardees to Execute the Approach: Organizational capacity must ensure that applicants demonstrate the ability to execute CDC program requirements and meet project period outcomes.

Describe the anticipated level of organizational capacity applicants will need in order to implement the award. Organizational capacity includes skill sets such as: program planning and performance management, partnership development, evaluation, performance monitoring, financial reporting, budget management and administration, personnel management (including developing staffing plans, developing and training workforce, managing Direct Assistance, and developing a sustainability plan). Applicants also must be fully capable of managing the required procurement efforts, including the ability to write and award contracts in accordance with 45 or 74 C.F.R.

CDC must provide maximum flexibility to enable applicants to implement FOA requirements based on their own organizational design and approach, unless otherwise required by statute.

d. Work Plan: Describe the work plan requirements for each year of the award. Applicants should be instructed to provide a detailed work plan that covers the first year of the project period and a high level plan for subsequent years. The work plan assists the Project Officer in monitoring awardee activities and reflects activities supported by the annual budget award.

At a minimum, the work plan demonstrates how the outcomes, strategies, activities, timelines, and staffing/collaborations work together. Additional information on performance measures, data sources, and target population can also be included (see sample work plan below).

<table>
<thead>
<tr>
<th>Expected Outcome(s) for the Project Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>•</td>
</tr>
<tr>
<td>•</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Strategies</th>
<th>Performance Measures</th>
<th>Data Sources</th>
<th>Target</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activities</td>
<td>Person Responsible</td>
<td>Activity Completion Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>--------------------</td>
<td>-------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>•</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>•</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>•</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>•</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For additional information and examples of work plans, please visit [http://intranet.cdc.gov/od/oadpg/grants/index.htm](http://intranet.cdc.gov/od/oadpg/grants/index.htm).

e. **CDC Monitoring and Accountability Approach:** Please reference the Template for exact language required in the FOA. At the program’s discretion, the required language may be supplemented by additional monitoring guidance.

f. **CDC Program Support to Awardees: (THIS SECTION APPLIES ONLY TO COOPERATIVE AGREEMENTS)** Summarize CDC’s substantial involvement beyond site visits and regular performance and financial monitoring during the project period. Substantial involvement refers to federal programmatic collaboration or participation that the awardee can expect in implementing the award. Describe what the CDC program will do to ensure the success of the cooperative agreement. In a cooperative agreement, CDC and awardees share responsibility for successfully implementing the award and meeting identified outcomes. The following are potential areas of substantial involvement, there may be others that need to be included:

   i. **Technical Assistance:** Describe the specific types of technical assistance the program will provide (e.g., commitment of personnel and/or resources, specific subject matter expertise, evaluation, performance measurement, work plan development, program planning, and capacity building assistance).

   ii. **Information Sharing between Awardees:** Describe how the program will share information, practices, lessons learned, and evaluation results between awardees (e.g., through conferences, guidance, material development, webinars, other social media, participation in appropriate meetings, committees, conference calls and working groups related to the cooperative agreement and its projects).
iii. **Additional Support**: Describe any additional CDC activities intended to support awardees.

### B. Award Information

1. **Type of Award**: Include mechanism, either grant or cooperative agreement, through which this FOA will administer financial assistance. If mechanism is a cooperative agreement, include the following sentence: “CDC’s substantial involvement in this program appears in the CDC Program Support to Awardees Section.”

2. **Award Mechanism**: Include the appropriate activity code and title. To determine the appropriate activity code, see [http://pgo.cdc.gov/pgo/webcache/Tools/Final_Activity_Codes.xls__5-19-06.xls](http://pgo.cdc.gov/pgo/webcache/Tools/Final_Activity_Codes.xls__5-19-06.xls).

3. **Fiscal Year**: Include the first federal fiscal year of funding for the award.

4. **Approximate Total Fiscal Year Funding**: Include the total amount of anticipated funding available for the first fiscal year of the project period.

5. **Approximate Total Project Period Funding**: Include the estimated total amount of funding for the entire project period; include the number of years for which funding is provided (see Template), subject to availability of funding, including both direct and indirect costs.

6. **Total Project Period Length**: Include the total number of years for which federal support has been approved (project period), which will be shown in the Notice of Award. This does not constitute a commitment by the federal government to fund the entire period. The total project period comprises the initial competitive segment, any subsequent competitive segments resulting from a competing continuation award(s), and any no-cost or low-cost extension(s).

7. **Approximate Number of Awards**: Include the estimated number of awards.

8. **Approximate Average Award**: Include the estimated amount of funding for each anticipated individual award, if applicable. This amount is for the first 12-month budget period and includes both direct and indirect costs.

9. **Floor of Individual Award Range**: Include the minimum amount of funding per applicant. This floor is for each budget period and includes both direct and indirect costs. Include the adjusted floor for each budget period if it changes over the course of the award. This amount is subject to the availability of funds.

10. **Ceiling of Individual Award Range**: Include the maximum amount of funding per applicant. This ceiling is for each budget period and includes both direct and indirect costs. Include the adjusted ceiling for each budget period if it changes over the course of the award. The ceiling cannot be higher than the approximate total fiscal year funding. This amount is subject to the availability of funds.
11. **Anticipated Award Date:** Include the approximate award date by which awardees will be notified of an award.

12. **Budget Period Length:** Include the duration of each individual budget period within the project period. Traditionally, budget period length is 12 months.

13. **Direct Assistance:**

   *Note: ATSDR is not authorized to provide Direct Assistance to awardees.*

   DA is a financial assistance mechanism whereby goods or services are provided to recipients of grants and cooperative agreements. At CDC, DA is used primarily to support payroll and travel expenses of CDC employees who have been placed on detail to recipients of grants and cooperative agreements. DA is provided in lieu of cash and reflects estimates of the payroll, training, and travel expenses of federal employees who have been placed on detail to recipients of grants and cooperative agreements. To a lesser extent, DA has been used to purchase equipment and to provide other types of supplies (45 CFR Part 74 or 45 CFR Part 92). The authority to provide DA is set forth in the Public Health Service Act (PHSA). Appropriations law and federal budget guidelines determine how DA is administered.

   CDC programs must offer applicants the option of personnel through Direct Assistance, unless prohibited by statute or it is not feasible. If available, CDC must describe the types of Direct Assistance to be offered to an applicant of an official state, tribal nation, local, or territorial organization. Direct Assistance is assistance such as federal personnel or supplies given to an applicant. For further information on Direct Assistance, see http://intranet.cdc.gov/ostlts/directassistance/index.html.

   Direct Assistance is a CDC priority. For state, tribal, local, and territorial health departments, DA is an important option to meet critical staffing needs as they face major job losses and cuts to core funding. Further, DA can fulfill specific technical skill needs in traditional functions (such as disease investigation of infectious disease) and needs related to chronic diseases that fall under the responsibility of health departments.

   The following options are available to address this agency priority:

   - Include language in your next FOA that encourages use of DA to meet staffing needs.
   - Encourage use of DA by grantees to support the Public Health Associates Program (PHAP).
   - Set aside a specific funding dedicated to an FOA for DA to specific grantees.

C. **Eligibility Information**

   Describe the factors that make an applicant eligible for an award.

   Guidance on eligibility may be found at:
1. **Eligible Applicants**: Include a list of eligible applicants. The Template provides a list, which can be modified, of potentially eligible applicants. Eligibility is the status (e.g., government organizations, education organizations, public housing organizations, non-profit organizations, for-profit organizations, and small businesses) an entity must have to be considered for an award. CDC must encourage maximum competition. The five recognized exceptions to the requirement for maximum competition (AAGAM* 2.04.104A3) must be used sparingly:

- Congressional earmarks
- Urgent awards
- Unsolicited requests for funding
- Single source awards other than earmarks and urgent awards
- Limited competition

*Beginning FY 14 AAGAM will be replaced by GPAM*

2. **Special Eligibility Requirements**: Include any special eligibility requirements. These may include, for example, population requirements or required disease prevalence rates. For additional eligibility requirements, provide instructions for the applicant on documenting eligibility.

CDC programs are encouraged to permit eligible applicants to apply jointly for funding across multiple jurisdictions (e.g., multiple states, multiple local jurisdictions, border areas, Tribes and state/local jurisdictions), if statutory authority allows. Joint funding could include one or all aspects of the application. CDC may provide examples specific to the FOA.

3. **Justification for Less than Maximum Competition**: If relevant, include a justification for less than maximum competition. CDC must ensure the largest pool of applicants possible for FOAs, consistent with federal government policy and other applicable laws and regulations. Unless eligibility is restricted by statute or regulation, all entities are potentially eligible. Programs proposing a more limited eligibility pool (not based on statute or regulations) must submit a justification for review and approval to PGO before submitting the draft FOA. The justification template can be accessed at: [http://pgo.cdc.gov/pgo/tims/tims_foaTemplates.shtm](http://pgo.cdc.gov/pgo/tims/tims_foaTemplates.shtm).

4. **Cost Sharing or Matching**: Describe the statutory or regulatory basis for any required cost sharing or matching. Cost sharing or matching generally refers to program costs not borne by the federal government but required of awardees. It may include the value of allowable third-party, in-kind contributions, as well as expenditures by the awardee. If cost sharing or matching are required, indicate whether the presence of cost sharing or matching will be a “responsiveness” criterion.
If no statutory match is required, leveraging other resources and related ongoing efforts to promote sustainability is strongly encouraged. Consider providing examples specific to the FOA.

Describe any requirements for applicants to provide proof of cost sharing or matching (e.g., letters of commitment). For guidance on cost sharing and matching, see HHS Grants Policy Directive 3.02 and the HHS internal guidance document, AAGAM* 3.02.102-3 Policy, at http://www.hhs.gov/asfr/ogapa/aboutog/ogpoe/gpdhome.html.

*Beginning FY 14, AAGAM will be replaced with GPAM

5. **Maintenance of Effort**: If Maintenance of Effort (MOE) is required by an authorizing statute or a program regulation, describe the statutory or regulatory basis. (MOE is sometimes referred to as Maintenance of Funding.) The statute or regulation must state that an awardee must agree to maintain a specified level of financial effort (using a specified baseline period, such as the year before support was initiated) for the award from its own resources and other non-federal sources to be eligible to receive federal award funds. Not all statutes or regulations require MOE. If not applicable, indicate that MOE is not required. If MOE is required, the announcement must indicate whether the presence of MOE will be a “responsiveness” criterion.

Describe any required documentation, such as letters of commitment or other documents.
The following application and submission section describes what applicants are required to submit to apply for the FOA. All bolded headings included in this Guidance are required in the FOA.

Below is a list of acceptable attachments for applicants to upload as part of their www.grants.gov application as a PDF file. Applicants are not allowed to include other attachments but may include Web links in attachments.

Mandatory per www.grants.gov
- Project abstract
- Project narrative
- Budget narrative

Mandatory for all CDC FOAs
- CDC Assurances and Certifications
- Work plan
- Table of Contents

Programs decide which optional attachments are required.

Additional attachments, as determined by CDC programs
- Resumes/CVs
- Letters of support
- Organizational 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
D. Application and Submission Information

This section describes the application process, includes submission deadlines, and summarizes required programmatic content. Do not include new requirements in this section not already referenced in the CDC Project Description.

1. Required Registrations:
   a. Data Universal Numbering System:
   b. System for Award Management (SAM):
   c. Grants.gov:

2. Request Application Package: This section directs applicants to www.grants.gov to download the application.

3. Application Package: This section provides instructions to applicants on which application to download from www.grants.gov and whom to contact if they have difficulties in accessing the forms.

4. Submission Dates and Times: This section provides applicants with submission dates and times. Applications that are submitted after the deadlines will not be processed.
   a. LOI Deadline (must be emailed or postmarked by): Include the date by which the Letter of Intent (LOI) must be postmarked if an LOI will be required or requested. The underlying statutory authority must allow for LOI’s to be required.
   b. Application Deadline: Include the date and time (U.S. Eastern Standard Time) when the entire application must be submitted at www.grants.gov. CDC strongly recommends that programs allow applicants at least 60 days in which to submit the application after the FOA is published. Normally, at least 30 days is allowed, and this time period may be waived if necessary.

5. CDC Assurances and Certifications: CDC Assurances and Certifications are standard government-wide grant application forms. All applicants are required to sign and submit “CDC Assurances and Certifications” available at http://www.cdc.gov/od/pgo/funding/grants/foamain.shtm.

6. Content and Form of Application Submission: This section describes what is expected of the applicant regarding each section of the FOA. Applicants are required to submit all the components listed in this section, except for the LOI if it is not requested or required.

7. Letter of Intent: Determine whether an LOI should be requested or required (if allowable by statute). LOIs allow CDC program staff to estimate the number and plan for the review of submitted applications. An LOI may be required (mandatory) or requested (optional). If an LOI is required, it must state the requirements and criteria for scoring in an objective review process. If an LOI is required, it must be sent to the GMO or GMS point of contact.
If an LOI is requested but optional, it must be emailed or mailed (i.e., sent by U.S. mail or private carrier) directly to the CDC program.

8. **Table of Contents** (No page limit and not included in Project Narrative limit): The applicant must provide, as a separate attachment, the “Table of Contents” for the entire submission package.

9. **Project Abstract Summary** (Maximum 1 page, single spaced, 12 point font, 1- inch margins): Applicants must submit the project abstract at www.grants.gov with the “Mandatory Documents List.” The project abstract must be a self-contained, brief description of the proposed project, including the purpose and outcomes the applicant proposes.

10. **Project Narrative: (Maximum 25 pages single-spaced including the work plan. Maximum of 30 pages single-spaced for complex FOAs.)** Applicants must submit the project narrative on www.grants.gov. This section comprises four main components: background, approach, applicant evaluation and performance measurement plan, and organizational capacity of awardees to execute the approach. The work plan, although a separate section is counted within the 25-page limit (30-page limit for complex FOA’s).

CDC should refer applicants to information presented in the CDC Project Description for the following sections:

a. **Background:**

b. **Approach:**
   i. **Problem Statement:**
   ii. **Purpose:**
   iii. **Outcomes:**
   iv. **Strategies and Activities:**
      1. **Collaborations:**
      2. **Target Populations:**
         Inclusion:

c. **Applicant Evaluation and Performance Measurement Plan:**

d. **Organizational Capacity of Applicants to Implement the Approach:**

11. **Work Plan:** *(Included in the Project Narrative’s 25 page limit)* Applicants must develop and submit a work plan that meets the requirements described in the CDC Project Description.

12. **Budget Narrative:** Applicants must provide an overall budget for the project period and an individual budget for each year as a separate attachment at www.grants.gov.
13. **Tobacco and Nutrition Policies**: This section describes tobacco and nutrition policies that awardees are encouraged to implement. Unless otherwise explicitly permitted under the terms of a specific CDC award, no funds associated with this FOA may be used to implement these optional policies, and no applicants will be evaluated or scored on whether they choose to implement these optional policies.

14. **Health Insurance Marketplaces**: This information provides a link for applicants to find more information on implementation of the provisions in the Affordable Care Act (ACA).

15. **Intergovernmental Review**: Executive Order 12372 requires the federal government to follow state and local processes for coordinating federal funds going to these jurisdictions (e.g., single point of contact for federal funding). For assistance in determining whether this FOA is subject to this executive order, see [http://pgo.cdc.gov/pgo/webcache/Regulations/GIL_06-005_State_Govt_input_on_grant_applications.pdf](http://pgo.cdc.gov/pgo/webcache/Regulations/GIL_06-005_State_Govt_input_on_grant_applications.pdf).

   For a Q&A on whether this review applies to HHS programs, see [http://cfr.regstoday.com/45cfr100.aspx](http://cfr.regstoday.com/45cfr100.aspx).

16. **Funding Restrictions**: See Template for required language.

17. **Other Submission Requirements**:
   a. **Electronic Submission**: This section describes where applicants can download the application and provides instructions for applicants who cannot access the Internet.
   b. **Tracking Number**: This section describes how applications submitted at [www.grants.gov](http://www.grants.gov) are electronically time/date stamped and assigned a tracking number. The tracking number documents submission and initiates the electronic validation process required before the application is available to CDC for processing.
   c. **Validation Process**: This section describes how the validation process occurs when the applicants submit their applications at [www.grants.gov](http://www.grants.gov). It also explains what applicants should expect after submitting their application to CDC.
   d. **Technical Difficulties**: This section describes what applicants can do if they cannot submit their applications at [www.grants.gov](http://www.grants.gov).
   e. **Paper Submission**: This section describes how applicants should proceed if they cannot resolve technical difficulties at [www.grants.gov](http://www.grants.gov) and need to submit a paper application.

E. **Application Review Information**
   This section describes how applications will be evaluated and reviewed, and how awardees will be selected.

a. **Phase I Review:**
All applications will be reviewed initially for completeness by CDC PGO staff and will be reviewed jointly for eligibility by the CDC [CIO name] and PGO. Incomplete applications and applications that do not meet the eligibility criteria will not advance to Phase II review. Applicants will be notified that their applications did not meet eligibility or published submission requirements.

b. **Phase II Review:**
Phase II consists of an objective panel review process that evaluates complete, eligible applications using pre-established Criteria specified in the FOA.

Criteria fall into three broad categories (Approach, Evaluation and Performance Management, and Applicant’s Organizational Capacity) described in the FOA. Point values totaling 100 points are assigned to the three categories. If a statute or regulation directs specific criteria for evaluating applications, the program may modify this structure to meet this intent. When reviewing and/or scoring budgets, CDC programs must assess whether the budget aligns with the proposed work plan. For additional guidance, check with the CIO extramural program office, GMO or GMS.

Each CDC program must develop evaluation criteria that are specific for their project. Below are some examples of criteria to assist your thinking about the criteria for use in your FOA.

i. **Approach**
Evaluate the extent to which the applicant addresses the items below.
- Describes an overall strategy to achieve the outcomes, with specific and appropriate time lines.
- Describes activities that are evidence-based, achievable, and appropriate to achieve the outcomes of the project.
- Describes clear monitoring and evaluation procedures and how evaluation and performance measurement will be incorporated into planning, implementation, and reporting of project activities.
- Feasibility of the applicant’s plan to meet the outcomes, the extent to which the specific methods described are likely to achieve the outcomes, and whether the proposed use of funds is efficient.

ii. **Evaluation and Performance Measurement**
Evaluate the extent to which the applicant addresses the items below.
- Describes an evaluation plan that clearly identifies key evaluation questions, type(s) of evaluations to be conducted, how and by whom evaluation will be conducted, data collection and analysis plans, how data will be reported, and how evaluation and performance measurement findings will be used to demonstrate the outcomes of the FOA and for continuous program quality improvement.
- Provides an evaluation plan that is feasible, ethical, methodologically sound, and engages key stakeholders.
• Describes how evaluation and performance measurement will contribute to developing an evidence base for programs that lack a strong effectiveness evidence base.

iii. Applicant’s Organizational Capacity to Implement the Approach
Evaluates the extent to which the applicant addresses the items below.
• Demonstrates relevant experience and capacity (both management, administrative, and technical) to achieve the goals of the project.
• Demonstrates experience and capacity to implement the evaluation plan.
• Provides a staffing plan and project management structure that will be sufficient to meet the goals of the proposed project and which clearly defines staff roles. Provides an organizational chart.
• Budget: When scoring budgets, CDC programs must assess whether the budget aligns with the proposed work plan. For additional guidance, check with the CIO extramural program office, GMO or GMS. [Insert any additional review process information.] Not more than 30 days after the Phase II review is completed, applicants will be notified electronically if their application does not meet eligibility or published submission requirements.

c. Phase III Review:
This section describes two options for Phase III review. Option 1 funds project in rank order. Option 2 considers additional factors may affect the final funding decisions (e.g., geographic diversity and inclusion of people with disabilities).

2. Announcement and Anticipated Award Dates: This section describes when and where the awards will be announced. This information may include the earliest possible date or a date range, and where applicants can get this information.

F. Award Administration Information
This section explains how applicants will be informed of the success of their application, relevant policy regulations, and post-award reporting.

1. Award Notices: Awardees will receive an electronic copy of the Notice of Award from the CDC PGO. All awardees 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 the results of the application review by email with delivery receipt or by mail.

5 AAGAM:2.03.103 allows budget to be scored
2. **Administrative and National Policy Requirements:** Administrative and National Policy Requirements, Additional Requirements (ARs) outline the administrative requirements found in 45 CFR Part 74 and Part 92 and other requirements as mandated by statute or CDC policy. CDC programs must indicate which ARs are relevant to the FOA. All ARs are listed in the Template for CDC programs. Awardees must then comply with the ARs listed in the FOA. Do not include any ARs that do not apply to this FOA. Awardees must comply with administrative and national policy requirements as appropriate. For more information on the Code of Federal Regulations, visit the National Archives and Records Administration: [http://www.access.gpo.gov/nara/cfr/cfr-table-search.html](http://www.access.gpo.gov/nara/cfr/cfr-table-search.html)

3. **Reporting:** Describe the post-award reporting requirements for the FOA. CDC seeks to maximize the benefit of reporting by requiring high-impact data, while streamlining reporting to minimize the burden on awardees. Reporting allows for continuous program monitoring and identifies successes and challenges encountered throughout the award. Reporting is also necessary for awardees to apply for yearly continuation of funding. In addition, reporting is helpful to CDC and awardees because it:

- Helps target support to applicants, particularly for cooperative agreements
- Provides CDC with periodic data to monitor awardee progress towards meeting the FOA outcomes and overall performance
- Allows CDC to track performance measures and evaluation findings for continuous quality and program improvement throughout the project period and to determine applicability of evidence-based approaches to different populations, settings, and contexts
- Provides CDC and awardees with data to assess adaptations of evidence-based approaches to address the needs, preferences, and constraints of different populations, settings, and contexts and support the adjustment of program strategies and activities
- Enables the assessment of the overall effectiveness and impact of the FOA

CDC programs must explicitly plan how awardee reports will be used to support, implement, and monitor the award. This planning must focus on the individual progress or performance of each awardee and how the reports will be aggregated and analyzed to understand the overall performance of all the awardees.

**a. CDC Reporting Requirements:** CDC has streamlined reporting for all FOAs requiring all awardees to submit one annual performance report (serves as continuation application), provide data on performance measures (reported as part of the annual report but can be more frequent), submission of federal financial reporting forms, and a final performance and financial report (due after the close out of the award).  

---

*Exceptions to Reporting Requirements:* If specific statutory language directs programs to collect additional or different information, or requires a different reporting schedule, the statute supersedes this Guidance. If CDC programs want either more or less frequent reporting, they must contact the appropriate PGO team lead to request an exception. For those requesting additional reporting, CDC programs must carefully consider the potential burden to awardees and to the program and the specific benefit of additional reporting requirements. For those requesting less reporting, a waiver may be required from HHS.
b. Specific Reporting Requirements:

i. Awardee Evaluation and Performance Measurement Plan: With support from CDC, awardees must develop a more detailed evaluation and performance measurement plan for the entire project as part of the first year project activities. This more-detailed evaluation plan must build on the elements stated in the initial plan. CDC must specify a maximum of 20 pages for this plan. Awardees must submit the plan six months into the award.

At a minimum, and in addition to the elements of the initial plan, the more-detailed plan must:

• Describe the frequency that evaluation and performance data are to be collected.
• Describe how data will be reported.
• Describe how evaluation findings will be used for continuous quality improvement.
• Describe how evaluation and performance measurement will yield findings to demonstrate the value of the FOA (e.g., improved public health outcomes, effectiveness of FOA, cost-effectiveness or cost benefit).
• Describe dissemination channels (including public ones) and audiences.
• Describe other information requested as determined by the CDC program.


ii. Annual Performance Report: This report is due 120 days before the end of the budget period and serves as the continuation application each year. This report must not exceed 45 pages excluding administrative reporting. Attachments are not permitted when submitting this report. This report must include the following:

• Performance Measures (including outcomes) – Awardees must report on performance measures for each budget period and update measures, if needed
• Evaluation results – Awardees must report evaluation results for the work completed to date (including any impact data)
• Work plan – Awardees must update work plan each budget period
• Successes
  • Awardees must report on progress in completing activities outlined in the work plan

---

7 For example, in year 1 of an award, the Annual Performance Report will be due 120 days before the end of the 1st budget period and will cover the 1st 6 month of activities of the 1st budget period. In year 2 of the award, the report will be due 120 days before the end of the 2nd budget period and will cover the 2nd 6 months of activities for budget period 1 and the 1st 6 months of activities for budget year 2. This repeats until the end of the award.
- Awardees must describe any additional successes (e.g., identified through evaluation results or lessons learned) achieved in the past year.
- Awardees must describe success stories.

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

- **CDC Program Support to Awardees**
  - Awardees describe how CDC could assist them in overcoming the challenges to achieve both annual and project period outcomes and performance measures, and complete activities outlined in the work plan.

- **Administrative Reporting** (No page limit)
  - SF-424A Budget Information-Non-Construction Programs
  - Budget Narrative – Must use the format outlined in Section IV. Content and Form of Application Submission, Budget Narrative of the FOA Template on page 11
  - Indirect Cost Rate Agreement

Programs may request that awardees submit carryover requests as part of this report. If requested, CDC should provide instructions on the percentage of estimated unobligated amounts that awardees may request be carried forward to the next budget period\(^8\). The carryover request must:

- Express a bona fide need for permission to use an unobligated balance
- Include a signed, dated, and accurate estimated FFR for the budget period from which the funds will be transferred (can request up to 75% unobligated balances)
- Include a list of proposed activities, an itemized budget, and a narrative justification of those activities

The deadline date for submitting the Annual Performance Report is 120 days before the end of the budget period. Guidance on the requirements of the Annual Performance Report and submission instructions will be transmitted to the awardee by the GMS. The contact information for the GMS is listed in the “Agency Contacts” section of the FOA.

iii. **Performance Measure Reporting**: CDC programs must require awardees to submit performance measures at least annually. CDC may require more frequent reporting of performance measures. CDC programs must specify reporting frequency, required data fields and format for awardees at the beginning of the award period.

---

\(^8\) Does not preclude programs from requesting carryover throughout the project period.
iv. **Federal Financial Reporting (FFR):** The Annual Federal Financial Report (FFR) SF 425 is required and must be submitted through eRA Commons⁹ within 90 days after the end of each budget period. The FFR should only include 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 in a timely manner may adversely affect the future funding of this project. If the information cannot be provided by the due date, you are required to submit a letter to PGO explaining the reason and date by which the Grants Officer will receive the information.

v. **Final Performance and Financial Report:** Awardees must submit a final performance and financial report. This report is due 90 days after the end of the project period. CDC must include a page limit for this report not to exceed 40 pages.

At a minimum, this report must include the following:
- Outcomes and Performance Measures – Awardees must report final performance data for all performance measures
- Evaluation results – Awardees must report final evaluation results for the project period
- Impact/Results – Awardees must describe the impact/results of the work completed over the project period, including success stories.
- FFR (SF-425)

The report must be sent electronically to CDC PO with attention to the GMS listed in “Agency Contacts” section of the FOA.

4. **Federal Funding Accountability and Transparency Act of 2006:** FFATA, as amended by PL 109-282, requires information on Federal awards, including awards, contracts, loans, and other assistance and payments, be made available to the public on a single website, [www.USAspending.gov](http://www.USAspending.gov).

Compliance with FFATA is primarily the responsibility of the Federal agency awarding funds. However, two elements of the law require information to be collected and reported by recipients of Federal funds: 1) information on executive compensation when not reported through the SAM and 2) information on all sub-awards over $25,000. Awardees can visit: [https://www.fsrs.gov/](https://www.fsrs.gov/) for guidance on FFATA and for instructions on how to submit the required reports. For the full text of the FFATA requirements, visit: [http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=109_cong_bills&docid=f:s2590enr.txt.pdf](http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=109_cong_bills&docid=f:s2590enr.txt.pdf).

---

⁹ [https://commons.era.nih.gov/commons/](https://commons.era.nih.gov/commons/)
G. Agency Contacts
Describe key CDC contacts for the FOA. Provide the name, telephone number, street address, and email address of the programmatic, financial management, and technical assistance individuals to contact for further information. Telecommunications for individuals with hearing loss: TTY 1.888.232.6348.

H. Other Information
Include appropriate CIO internet website. Include a list of acceptable attachments for applicants to download as part of their www.grants.gov application as PDF files.

a. Mandatory per www.grants.gov
   • Project abstract
   • Project narrative
   • Budget narrative
   • Table of Contents for entire submission

b. Mandatory for all CDC FOAs
   • CDC Assurances and Certifications
   • Work plan

c. Optional attachments, as determined by CDC programs
   • Resumes/CVs
   • Letters of support
   • Organizational 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

I. Glossary
The required glossary for every FOA is located in the Template.