

Centers for Disease Control and Prevention (CDC)
Procurement and Grants Office
Instructions for Preparing an Interim Progress Report
Catalog of Federal Domestic Assistance (CFDA) Number: 93.938
Funding Opportunity Announcement (FOA) Number: DP11-110102CONT12
National Programs to Improve the Health and Educational Outcomes of Young People
National Center for Chronic Disease Prevention and Health Promotion

Eligibility:

This award will be a continuation of funds intended only for grantees previously awarded under CDC-RFA-DP11-1101 –National Programs to Improve the Health and Educational Outcomes of Young People.

Application Submission:

CDC requires grantees to submit their Interim Progress Reports through www.Grants.gov. If you encounter any difficulties submitting your interim progress report through www.Grants.gov, please contact CDC's Technical Information Management Section at 770-488-2700 prior to the submission deadline. If you need further information regarding the application process, please contact Vivian Walker at 770-488-2077 or vew4@cdc.gov regarding chronic funding and Manal Ali at 770-488-2706 or hfo8@cdc.gov regarding HIV funding. For programmatic information, please contact Melissa Fahrenbruch at 770-488-6167 or eya6@cdc.gov regarding chronic funding and Elizabeth Haller at 770-488-6203 or bne1@cdc.gov regarding HIV funding.

Reports must be submitted by February 17, 2012. Late or incomplete reports could result in an enforcement action such as a delay in the award/or a reduction in funds. CDC will accept requests for a deadline extension on rare occasions, and after adequate justification has been provided.

General Application Packet Tips:

- Properly label each item of the application packet
- Each section should use 1.5 spacing with one-inch margins
- Number all narrative pages only
- Do not exceed 25 pages (Insert number excluding appendices, excluding budget and support)
- Use a 12 point font
- Where the instructions on the forms conflict with these instructions, follow these instructions
 1. CDC requires the use of PDF format for ALL attachments.
 2. Use of file formats other than PDF may result in the file being unreadable by CDC staff.
 3. Directions for creating PDF files can be found on www.Grants.gov.

Checklist of required contents of application packet:

1. Application for Federal Domestic Assistance-Short Organizational Form
2. SF-424A Budget Information-Non-Construction Programs
3. Budget Justification
4. Indirect Cost Rate Agreement
5. Project Narrative and workplan

Instructions for completing required contents of the application package:

1. Application for Federal Domestic Assistance-Short Organizational Form:

Download form from www.Grants.gov and complete all sections.

- A. In addition to inserting the legal name of your organization in Block #5a, insert the CDC Award Number provided in the CDC Notice of Award. Failure to provide your award number could cause delay in processing your application.
- B. Please insert your organization's business official information in Block #8.

SPECIAL NOTE: Items 2, 3, and 4 should be attached to the application through the "Mandatory Documents" section of the "Grant Application" page. Select "Other Attachments Form" and attach as a PDF file.

2. SF 424A Budget Information and Justification:

- A. Download the form from www.grants.gov.
- B. Complete all applicable sections.
- C. Estimated Un-obligated
 - 1. Provide an estimate of anticipated un-obligated funds at the end of the current budget period.
- D. The estimated un-obligated balance should be realistic in order to be consistent with the annual FFR to be submitted following the end of the budget period.
- E. Based on the current rate of obligation, if it appears there will be un-obligated funds at the end of the current budget period, provide detailed actions that will be taken to obligate this amount.
- F. If it appears there will be insufficient funds, (1) provide detailed justification of the shortfall; and (2) list the actions taken to bring the obligations in line with the authorized funding level.
- G. The proposed budget should be based on the federal funding level stated in the letter from CDC.
- H. In a separate narrative, provide a detailed, line-item budget justification of the funding amount requested to support the activities to be carried out with those funds. Attach in the "Mandatory Documents" box under "Budget Narrative Attachment Form". Document needs to be in the PDF format.
- I. The budget justification must be prepared in the general form, format, and to the level of detail as described in the CDC Budget Guidance. The sample budget guidance is provided on CDC's internet at: http://www.cdc.gov/dash/grants_mgt/financial_resources.htm.
- J. For any new proposed subcontracts provide the information specified in the Budget Guidance.
- K. When non-federal matching is required, provide a line-item list of non-Federal contributions including source, amount, and/or value of third party contributions proposed to meet a matching requirement.

3. Indirect Cost Rate Agreement: (This is not applicable to grantees subject to OMB Guidance A-21 – Educational Institutions. The rates stay the same as the first year award.)

- A. If indirect costs are requested, include a copy of the current negotiated Federal indirect cost rate agreement or a cost allocation plan approval letter for those Grantees under such a plan.
- B. Clearly describe the method used to calculate indirect costs. Make sure the method is consistent with the Indirect Cost Rate Agreement.
- C. To be entitled to use indirect cost rates, a rate agreement must be in effect at the start of the budget period.
- D. If an Indirect Cost Rate Agreement is not in effect, indirect costs may be charged as direct if (1) this practice is consistent with the grantee's/applicant's approved accounting practices; and (2) if the costs are adequately supported and justified. Please see the Budget Guidelines

(http://www.cdc.gov/dash/grants_mgt/financial_resources.htm) for additional information.

E. If applicable, attach in the “Mandatory Documents” box under “Other Attachments Form”. Name document “Indirect Cost Rate”.

4. **Project Narrative:**

The Interim Progress Report (IPR) is due via www.grants.gov on or before February 17, 2012. It is recommended that you send a courtesy copy of your IPR to your Project Officer via email on or before February 17, 2012. All guidance for Interim Progress Report can be found on the DASH Funded Partner Website at:

http://www.cdc.gov/dash/reporting_guidance/continuation.htm. The Interim Progress Report includes the following two reports:

- A. **Current Budget Period Progress Report:** Includes a report on completion of current budget period objectives and a report on current budget period financial progress.
- B. **Continuation Application:** Includes proposed objectives, activities, measures of effectiveness, etc. for the next budget period, June 1, 2012 – May 31, 2013.

Current Budget Period Progress Report – Year 1 (June 1, 2011 – December 31, 2011)

Provide a brief report addressing the following elements of each objective or activity.

- A. Status (met, ongoing, or unmet)
- B. Barriers encountered, and how the barriers were addressed
- C. If applicable, include the reasons that goals and objectives were not met and a discussion of assistance needed to resolve the situation.
- D. Accomplishments (whenever possible, include statements of outcomes/impact of your activities on systems/policy change)
- E. For your convenience, a sample Current Budget Period Progress Report is provided on the DASH Funded Partner Website at:
http://www.cdc.gov/dash/reporting_guidance/continuation.htm
- F. Attach in the “Mandatory Documents” box under “Project Narrative Attachment Form”. Document needs to be in the PDF format.

Although not required for the Interim Progress Report, it is recommended you share any Success Stories from your project. Success Stories are used by DASH to communicate to internal and external decision makers the impact DASH’s funding has had nationwide. You can also use Success Stories to market and promote your funded projects within your organization and with external stakeholders. For your convenience, a Success Story template and check-off list is provided on the DASH Funded Partner Website at:

http://www.cdc.gov/dash/reporting_guidance/continuation.htm.

Year 2 Continuation Application — June 1, 2012 – May 31, 2013

Please refer to the original language in Funding Opportunity Announcement DP11-1101 (FOA 1101) when preparing to the Year 2 Continuation Application. Programmatic efforts should align with program announcement recipient activities. Objectives should be SMART (specific, measurable, achievable, realistic, and time-phased). FOA 1101 can be found on the DASH Funded Partner Site at:

http://www.cdc.gov/dash/reporting_guidance/announcements.htm.

The following documents should be attached in the application through the “Mandatory Documents” section under “Project Narrative Attachment form.” Name document “{Priority} Project Narrative Year 2 {Organization}.” Resources can be found on the DASH Funded Partner Site at: http://www.cdc.gov/dash/program_mgt/1101_resources.htm.

Provide a Year 2 Annual Workplan for your priority area for which you receive funding.

A. **Year2 Annual Workplan**

1. Identify the following in your Year 2 Annual Workplan
 - Project Narrative
 - 5 Year Goal(s)
 - Strategies under each goal they are supporting
 - Annual Objective
 - SMART Objective(s)
 - Relevant NGO Indicators (as appropriate)
 - Program Strategy (from strategic plan)
 - Rationale for the objective
 - Measures for accomplishing the objective
 - Person/organization responsible for accomplishing the objective
 - Data sources to measure the objective
 - Person/organization responsible for gathering data, and
 - Anticipated activity completion date.

Further explanations on each of these are found in the suggested workplan template available on the DASH Funded Partner Site under “1101 Workplan Template” at: http://www.cdc.gov/dash/program_mgt/1101_resources.htm.

B. **Budget**

- **Year 2 Budget**
- **SF424A**
- **Budget Narrative**
- **Indirect Cost Rate Agreement**

C. **Travel**

1. In accordance with FOA DP11-1101, page 29, participation in CDC-sponsored orientations, training workshops, and meetings is essential to the effective implementation of funded programs. The budget should reflect travel costs for these conferences and meetings. Please include in your workplan narrative what travel you plan to attend under this cooperative agreement over the next fiscal year.
2. Required travel includes (adapted from FOA DP11-1101, page 29):
 - Professional Development: CDC expects all staff funded under this cooperative agreement to participate in at least one national meeting and/or conference and must be directly related to the workplan activities.
 - ✓ Due to the importance of these professional development events, participants are asked to attend the entire training to obtain the full benefit of the planned event.
 - Within-jurisdiction Travel: CDC also expects this funding to support travel expenses within the applicant’s jurisdiction that directly relates to the approved programmatic activities outlined in the workplan.

5. Additional Program Requirements: Note: Required for all Priority 2: Sexual Health including HIV, other STD, and Teen Pregnancy Prevention (SH) funded agencies

HIV Materials Review (Required for all Priority 2: Sexual Health including HIV, other STD, and Teen Pregnancy Prevention (SH) funded agencies.)

- A. Grantee should complete and submit CDC Form 0.1113 “Assurance of Compliance with the Requirements for Contents of AIDS-Related Written Materials, Pictorials, Audiovisuals, Questionnaires, Survey Instruments, and Educational Sessions in Centers for Disease Control and Prevention (CDC) Assistance Programs” if funded for Priority 2 Sexual Health including HIV, other STD, and Teen Pregnancy Prevention (SH).
- B. The HIV Materials Review Assurance of Compliance form must be updated and included showing fiscal year 2012 members and their affiliations. The HIV Materials Review Assurance of Compliance form can be found on the DASH Funded Partner Site under “HIV Materials Review” at: http://www.cdc.gov/dash/program_mgt/hiv_review_panel.htm.
- C. These documents should be attached to the application through the “Mandatory Documents” section under “Other Attachments Form.” Name document “HIV Materials Review Year 2 {Agency}.”