

**Questions and Answers regarding Program Announcement  
(PA) #02060  
National Cancer Prevention and Control Program (NCPCP)  
Technical Assistance Conference Calls April 29 and 30, 2002**

**General Questions Applicable to NCPCP (All three Components)**

**Question:** Do applicants have to submit an overall narrative that addresses coordination between the three component areas?

**Answer:** No, however, within each of the specific components, applicants are requested to indicate how they are coordinating with other component areas.

**Question:** Because this is a new five-year project period, should applicants submit a five-year workplan or nine-month workplan?

**Answer:** Applicants are only requested to submit a nine-month workplan for this initial budget period.

**Question:** If an applicant is categorized as noncompetitive, will they still be required to respond to all sections within that component area?

**Answer:** Yes, applicants must address all content areas for each component area for which they apply.

**Question:** What is the review process for applications under this new announcement?

**Answer:** Noncompetitive applications will be reviewed internally. Competitive applications will be paneled and subject to the formal objective review process.

**Question:** How will the overall application be evaluated? Will a poor score in one of the component areas impact the scores for the other components?

**Answer:** No, all three component areas will be evaluated separately.

**Question:** What state officers will be notified officially by the Procurement and Grants Office (PGO)?

**Answer:** The fiscal director and principal investigator (PI) will be officially notified by PGO of CDC.

**Question:** To whom will the NCCCP, NBCCEDP, and NPCR programs send out information?

**Answer:** NCCCP, NBCCEDP, and NPCR programs will continue to send out information to their current state/tribal contact names.

**Question:** Will official correspondence go to the PI or all points of contact for the three component areas?

**Answer:** Official correspondence from the Procurement and Grants Office will only go to the PI and/or Financial Officer listed on the Notice of Award. CDC programs will take responsibility for communicating with other points of contact.

**Question:** Can different individuals be listed as a program director for each component?

**Answer:** Only one principal investigator may be listed on the Notice of Cooperative Agreement for PA #02060. However, as a part of the Notice of Cooperative Agreement individual program directors for the components can be listed.

**Question:** Does CDC evaluate the quality of the PI as part of the application scoring process?

**Answer:** No.

**Question:** Can the program director be listed as the PI?

**Answer:** Yes.

**Question:** How does the state determine who the PI should be if a university is applying for NPCR funds?

**Answer:** Each state will make their own determination.

**Question:** If there is only to be one PI listed, how will programs know who the appropriate individual program contacts are?

**Answer:** CDC maintains contact records and keeps these lists updated.

**Question:** Which Catalog of Federal Domestic Assistance (CFDA) Number should be used?

**Answer:** Either 93.283 or 93.919 will be fine, because we are consolidating the individual PAs.

**Question:** Is CDC asking states to submit requests for using unobligated funds with this application?

**Answer:** No, currently funded grantees are encouraged to submit requests for using unobligated funds as soon as possible. Currently funded grantees should not submit requests for unobligated funds with this new PA.

**Question:** Can unobligated funds from the first year of the new PA be requested after the end of the first year?

**Answer:** Yes. Unobligated funds should be requested as soon as they can be officially documented with a Financial Status Report.

**Question:** If an applicant has a prior year unobligated balance, can they request use of that balance during the next nine-month budget period?

**Answer:** Yes, requests to use prior year unobligated balances can be requested, however the request should not be submitted with this PA application.

**Question:** What are page limits for each section?

**Answer:** The page limits for each section are described in the PA.

**Question:** Does CDC want the application to tabbed?

**Answer:** Please do not tab the applications. Divider pages can be used if desired. Because CDC staff will be making multiple copies of each application it is most efficient if the applications are simple to copy.

**Question:** Are letters of support in addition to application page limits?

**Answer:** Yes, letters of support are considered an addition to application page limits. For the NCCCCP, the application may not exceed 30 pages and the letters of support should be included in the 20-page limit for the appendices. For NBCCEDP, the application may not exceed 65 pages. The appendices do not have a page limit specified in the Program Announcement for NBCCEDP. The letters of support for NBCCEDP may be up to 10 pages. For NPCR, the application may not exceed 50 pages. The NPCR appendices may not exceed 20 pages. No specifications are listed in the Program Announcement for letters of support for NPCR.

**Question:** Where should letters of support be put in the application?

**Answer:** They should be placed in accordance with the instructions in the PA: in the narrative for BCCEDP and in the appendix for NCCCP.

**Question:** Are letters of support the same as letters of commitment?

**Answer:** Yes, letters of support are considered the same as letters of commitment.

**Question:** Should letters of support reference all three programs or only one program?

**Answer:** Letters of support may be done for individual components; however, coordinated letters are preferred.

**Question:** How will people who review the individual applications know there are combined letters of support?

**Answer:** Applicants are encouraged to reference combined letters of support in individual component areas. CDC will ensure appropriate copies are provided to personnel responsible for reviewing the application.

**Question:** Should a resume or curriculum vitae be submitted for all staff or just for new staff?

**Answer:** Resumes or curriculum vitae should only be submitted for new staff.

**Question:** How should maintenance of effort (MoE) or matching information be provided?

**Answer:** The MoE and matching information should be provided as described in the PA and is the same as in the past.

**Question:** Can any state financial contribution that is over and above the amount required for MoE be listed as matching funds?

**Answer:** Yes, any amount of funds or in-kind contributions that are over and above the amount required for MoE may be listed as matching funds.

**Question:** Is the MoE and matching requirement the same for all three component areas?

**Answer:** No, specific information about the MoE and matching requirement can be found in the PA. The criteria for the MoE and match for the three component areas has not changed.

**Question:** If letters are used to document match where should they be placed?

**Answer:** Letters used to document match should be placed at the back of the Budget Justification section.

**Question:** How will the Notice of Cooperative Agreement (NCA) document the three programs?

**Answer:** The cover letter for the NCA will be a summary of the three programs, with a component breakdown on page 2 of the NCA.

**Question:** How will the money be awarded: in a combined NCA or broken out by program?

**Answer:** The NCA will have the total of funds awarded. On page 2 an itemization by component will be done.

**Question:** Are administrative costs and indirect costs the same?

**Answer:** Not necessarily, this is specific to the individual applicant's fiscal policy.

**Question:** Is research permitted with these funds? Does this apply to Knowledge, Attitude and Behavior studies?

**Answer:** Research is not allowed with funds from this PA. Please refer to the Web site for further information on the definition of research:  
<http://www.cdc.gov/od/ads/opspoll1.htm>

**Question:** How many Progress Reports should be submitted?

**Answer:** Please follow the directions in the PA regarding the submission of Progress Reports.

**Question:** Is a local health department eligible to respond to this PA?

**Answer:** No. Please refer to the PA for the eligibility requirements.

**Question:** Is it acceptable to have the application, postmarked by the due date instead of received by the due date?

**Answer:** Yes, a postmark by the due date will suffice.

**Question:** Should the application "flow" between sections or just explicitly follow the outline given?

**Answer:** The applications should concisely follow the outline given in the PA.

**Question:** Some guidance requests double spacing of lines. Does this mean that everything including tables and worksheets should be double spaced?

**Answer:** The narrative sections of the application must be double spaced. The workplan and budget can be single spaced or in table format.

**Question:** What are the criteria for an acceptable application?

**Answer:** The Evaluation Criteria are listed in the PA for each of the three components.

**Question:** Should this PA be considered as a continuation if the component for which they are applying is not competitive?

**Answer:** No, this is a new PA for everyone.

**Question:** Should the face sheet of the CDC form 0.1246 from an applicant that is currently funded be marked as “new” or “continuing”?

**Answer:** This is technically a new PA and should be marked as such in all areas.

**Question:** How many 424A forms should be submitted?

**Answer:** Only one form is legally required for each of the three copies of the application. However, it may prove useful to the applicants, as well as CDC staff, if the applicants put a separate 424A form on each component application. It may also be useful to include one 424A that would have a separate column for the funds requested for NCCCCP, NBCCEDP, NPCR and the total funds requested.

**Question:** Should separate budgets and justifications be submitted for each component?

**Answer:** Yes, separate budgets and justifications should be submitted for each of the component areas for which the applicant is applying. It makes it easier to understand the applicant’s intent for funding. This is especially important if an application is not funded for all three components.

**Question:** Should the Table of Contents be for all three components or separate?

**Answer:** The Table of Contents may be for either the whole application or for each component, as long as it is clearly documented.

**Question:** What type of federal personnel are available for Direct Assistance (DA) placements?

**Answer:** Most federal personnel assigned as DA in states are Masters level personnel who have diverse training and are placed to assist grantees in implementing programs. Currently there is a limited pool of candidates so placement will be competitive. Additional information will be provided to those applicants who request DA.

**Question:** If an applicant successfully competes for DA, when will the federally assigned person be available to begin the assignment? Can it be anticipated that DA personnel will be ready to begin work by the beginning of the project period?

**Answer:** Successful applicants should expect a delay because of the need to compete the assignments and arrange for relocation of staff.

**Question:** How can applicants estimate the amount of funds needed to support DA?

**Answer:** Typically, approximately \$100,000 is requested to support a full time DA position for one year.

**Question:** Will performance from either the past or from another program component help or hurt any one program?

**Answer:** Each program component application will be evaluated on its own merit.

### **National Comprehensive Cancer Control Program (NCCCP)**

**Question:** Do page limits for the NCCCP component differ from those given in other components of this PA?

**Answer:** Yes, there is a 30-page limit for the NCCCP narrative. This includes the budget and the budget justification. Appendices should not exceed 20 pages, excluding the cancer plan, if applicable, and including letters of support if provided for this component.

**Question:** What funding levels are allowed and will funding amounts vary?

**Answer:** For Planning grant recipients, the average amount is an estimated \$125,000, ranging from \$100,000 to 150,000 per year. For Implementation grant recipients, the average amount is \$250,000, ranging from \$200,000 to \$300,000 per year. Awarded amounts will vary within these ranges depending upon funding availability and budget requests.

**Question:** Is the NCCCP budget for a nine-month period and can an applicant ask for up to twelve-month funding levels?

**Answer:** Yes.

**Question:** When will match be required?

**Answer:** Recipient financial participation is not required at this time. Match may be required in years three, four, and five in an amount not less than on a ratio of \$1:\$3 of award.

**Question:** Is AR-8 required?

**Answer:** Yes, as documented in the PA.

**Question:** What date must a draft plan have in order to apply for Implementation funding?

**Answer:** To qualify for Implementation funding the comprehensive cancer plan should be ready for implementation by November 1, 2002 (or, in subsequent years, within one month of the beginning date for that year.)

**Question:** Can a program apply for Implementation funding although the comprehensive cancer control plan has not been developed with CDC funds?

**Answer:** Yes.

**Question:** When describing the Background and Need (Section G.4.a.(2), should cancer incidence and mortality rates be used or counts (cases)?

**Answer:** Either is acceptable, if appropriate or available.

**Question:** What is the process to move from Planning to Implementation status, when can this be done, and what is needed?

**Answer:** Planning recipients showing success in meeting Planning Program Performance Measures and fulfilling the requirements for an Implementation Program may request Implementation Program funding before the end of the full five-year project period. Applications can be submitted in fiscal year 2003, 2004, 2005 or 2006 and must be postmarked by February 28 of the fiscal year in which the applicant is requesting Implementation funding.

**Question:** If within the five-year planning period, a program requests an increase to implementation funding and is not successfully funded as an implementation program, what happens?

**Answer:** They will continue to receive Planning funds.

**Question:** If personnel is paid through another PA (such as 946), should they also be funded through this PA for the same or partial time period?

**Answer:** No, it would not be an allowable cost to duplicate funding for the same position for the same time period.

**Question:** Can you discuss the distinction between performance measures, measures of effectiveness and what is wanted for evaluation of CCC?

**Answer:** Performance Measures will be used by CDC to identify and establish the long-term goals of the National Cancer Prevention and Control Program, and assess recipient's progress toward reaching these goals. They are generally stated in the PA in relation to goals and objectives that Planning and Implementation Programs should propose for funding. Performance of funded programs will be assessed in relation to the extent these proposed goals and objectives have been met.

Under G.3.a (1)(d) Performance measures are of two types: 1) whether the program continuously evaluates and monitors its own processes (a yes/no response) and 2) in addition, has it developed and assessed its own measures of effectiveness and, if so, what results have been shown for these effectiveness measures. Programs are asked to propose objective measures *to assess their own effectiveness* in accomplishing some of their goals and objectives. CDC is not requiring that all objectives have effectiveness measures, nor that any specific measure be selected. However, some effectiveness measures should be proposed and assessed as part of the program's own systematic evaluation process (G.3.a(1)(d)). For example, a measure of effectiveness for an activity that included coordination between partners in a Planning Program might be that a Memorandum of Understanding was put in place. In effect, performance measures tell CDC "what" a program has done. Measures of effectiveness assess how well selected activities are done - how "effective" they might be.

**Question:** If an application is noncompetitive (such as one for a program funded previously under PA 01115) should a complete application be submitted for this PA?

**Answer:** Yes. Because this is a new PA although the funding will be awarded noncompetitively, a complete application similar to an application for competitive review should be submitted.

**Question:** Should Program recipients under PA 01115 or PA 99046 submit a Progress report with this application?

**Answer:** No. A Progress Report is not due as this is a new PA.

**Question:** For program recipients under PA 01115, is a year being “lost”?

**Answer:** Program recipients previously funded under PA 01115 may not be able to complete activities included in their Year 01 work plans as part of PA 01115 as the project period will not be as long as previously stated on the Notice of Grant award. However, activities not completed under PA 01115 would likely be part of the workplan for PA 02060. As the funding period has changed from 2 years for Planning grants and 4 years for Implementation recipients under 01115, time to complete proposed activities and to receive CDC funding is gained with PA 02060.

**Question:** Where can a program report on what they have done in the first year of funding for PA 01115?

**Answer:** As part of this PA, there is not formal report of PA 01115 activities. However, activities done through this grant would become part of how the program has done activities discussed under G.3.a and G.4, “Recipient Activities” and “Content,” and should be discussed as appropriate.

**Question:** Are new letters of support needed for PA 01115 recipients?

**Answer:** If letters of support are still accurate, new letters are not required unless there is a need that the Program feels would be met better with a new letter.

**Question:** If a program applying for NCCCP funding for implementation wants to apply for funding for additional activities in colorectal, ovarian, prostate and skin cancer, should all the information requested in the PA be given for each cancer site for which funding is desired? How many proposals may be submitted?

**Answer:** Up to one proposal for any of the four cancer areas may be submitted (up to a total of four). Specific guidelines on content should be followed for each proposal independent of any of the other additional funding requests. This includes a separate budget for each proposal.

**Question:** If a program does not apply for additional funding in all four cancer areas, can additional proposal(s) be submitted next year?

**Answer:** Additional funding requests may be allowed in subsequent years if funds are available.

**Question:** Is screening an allowed activity for additional funding proposals for colorectal, prostate, ovarian, and skin cancers?

**Answer:** Funding proposals solicited for additional funding must meet listed criteria, including being part of a comprehensive cancer plan. Direct medical care is prohibited under this PA. If there is a question whether the screening proposed would be considered direct medical care (e.g., a PSA test) the CDC Technical Assistance Contact for the NCCCP, Leslie Given, should be consulted directly.

**Question:** Can CCC funds be used to add to breast and cervical cancer screening services?

**Answer:** In Section C of the PA, it is stated that these funds should not be used to supplant state or local funds nor (Section G) to support other existing categorical programs such as the breast and cervical cancer screening program. Any questions as to the appropriateness of proposed activities should be discussed with Leslie Given, the Technical Assistance Contact.

### **National Breast and Cervical Cancer Early Detection (NBCCEDP) Program**

**Question:** Does CDC guidance about the nine-month budget period and the availability of twelve months worth of funding apply to all three component areas?

**Answer:** No, this only applies to the National Comprehensive Cancer Control (NCCCP) and National Breast and Cervical Cancer Early Detection (NBCCEDP). The National Program for Cancer Registries (NPCR) grantees were previously awarded a three-month cost extension.

**Question:** If a program is not comfortable in requesting twelve months worth of funding for a nine-month budget period, can they request additional funds for special projects?

**Answer:** Yes, applicants are encouraged to submit proposals for special projects and one time activities.

**Question:** For the availability of funds section, is the range listed in the PA based upon nine months or twelve months?

**Answer:** The ranges listed under the availability of funds is based upon twelve months.

**Question:** Since CDC indicates the availability of twelve months worth of funding for this nine-month budget period for the NBCCEDP, can applicants request additional funding, above their prior award?

**Answer:** Applicants should request the amount of funds they need.

- Question:** What type of activities should be proposed for funding amounts up to a twelve-month budget?
- Answer:** Funds should be requested for one time activities and realistic service expansion, when requesting amounts above that of a nine-month budget.
- Question:** If the workplan is to be for a nine-month period, should other things such as contracts and services, also be for nine months?
- Answer:** Yes, if that is what is needed by the applicant.
- Question:** Should the usual one-year workplan and the report on what is accomplished be scaled back to nine months?
- Answer:** Yes.
- Question:** Should funds for personnel be requested for a twelve-month or nine-month period?
- Answer:** Funds for personnel should be requested for the nine-month period. The funds that would usually be requested for the remaining three-month period may be requested for other one-time costs.
- Question:** Will NBCCEDP grantees be penalized if they have larger unobligated balances due to the nine-month budget period? This has typically been one of the Program Progress Indicators tracked by CDC.
- Answer:** No.
- Question:** Will a program be “penalized” for receiving only a nine-month budget this first year?
- Answer:** No
- Question:** The NBCCEDP section of the PA indicates there is a 65 page limit, however the individual page limitations only add up to 55 pages, is this correct?
- Answer:** There was additional flexibility built into the page limit for the NBCCEDP component. The total page limit for the NBCCEDP is 65 pages.
- Question:** Are local health departments eligible to apply under the new PA?
- Answer:** No, state health departments, federally recognized tribes and tribal organizations,

and certain territories are eligible to apply under this PA. Specific information about eligible applicants can be found in the PA.

**Question:** In the NBCCEDP component, where is the section that addresses assurances?

**Answer:** Guidance regarding documentation of programmatic assurances for the NBCCEDP can be found in section H.4.a.(8)(K). This section was simplified so that applicants need only include a statement that they have read and understand the requirements and that they will be held accountable for items listed in sections 8a - 8k.

**Question:** For Attachment D - Screening Projections Matrix, side B, does CDC want the number of women to be screened in FY 2001-2002 or 2002-2003?

**Answer:** There is a typo on Attachment D. CDC requests programs indicate the number of women to be screened for FY 2002-2003.

**Question:** In section H.4.(3).(a) CDC requests the number of eligible priority populations. This information is not available for some states. Will CDC send out some information that will assist programs in calculating this information?

**Answer:** Please use the Web site below for the listed publication to assist in determining eligible and priority populations. Current Population Survey Data from the Census Bureau (March Demographic Supplement) was used to estimate the uninsured population below 200% of Federal Poverty Level Income. The information for 2000 available from the March 2001 Supplement can be accessed at <http://www.bls.census.gov/cps/ads/2001/sdata.htm>. The title of the publication is “*Sources of health insurance in the U.S.: analysis of state-level data and implications for public health programs*” by Chattopadhyay SK, Hall HI, Wolf RB, Custer WS. *Public Health Manag Pract* 1999 May;5(3):35-46.

**Question:** For applicants currently funded, can requests for funds be in excess of previous awards?

**Answer:** Yes, applicants are encouraged to ask for as much funds as they need.

**Question:** For noncompetitive NBCCEDP applicants, how should they address accomplishments in meeting progress indicators?

**Answer:** CDC reports were sent to all currently funded NBCCEDP grantees with information on meeting program progress indicators. This information can be used to complete that section of the application.

**Question:** Section H.4. A8( k) refers to the CPT codes and schedule based upon the Medicaid rate, shouldn't this be Medicare rates?

**Answer:** Yes, applicants should use the Medicare rate when providing the requested information. This correction will be noted in the *Federal Register* amendment posted on or about May 23, 2002.

**Question:** Can the Screening and Diagnostic Worksheet be faxed to those who are not able to retrieve the document electronically?

**Answer:** Yes, please contact the contact person listed in the PA, or Tanya Hicks at (770) 488-4880.

**Question:** Will the NBCCEDP allow reimbursement for Computer-Aided Detection (CAD)?

**Answer:** Effective September 30, 2002, the existing CAD policy is rescinded and NBCCEDP reimbursement for CAD will no longer be permitted. This decision is based upon new information concerning the labeling of the ImageChecker device, and the probability that it will be used as an adjunct with all screening mammograms. Scientific evidence is currently insufficient to demonstrate that using the device reduces morbidity and mortality associated with the detection of breast cancer. Consequently, the NBCCEDP will not reimburse for this service.

**Question:** Will the NBCCEDP allow reimbursement for HPV testing?

**Answer:** Effective immediately, HPV testing is a reimbursable procedure if used in follow-up of an ASC-US result from the screening exam. Based upon the recommendations included in the new ASCCP *Guidelines for Management of Abnormal Cervical Cancer Screening*, an HPV test, the Hybrid Capture II (HC II) test from Digene has become a part of management of the ASC-US Pap test. {The CPT code for the Hybrid Capture II (High Risk Typing only) is 87621.} The new guidelines recommend it as a preferred method of follow-up although it is just one of three fully acceptable methods of management following a Pap test being reported as ASC-US. When ordering the test, providers are encouraged to order the "high risk" viral panel only, which will be most appropriate and reduce the expense of testing. Programs may reimburse for this test at or below the rate determined by CMS for Medicare beneficiaries.

It should be noted that currently, there is only one product approved by FDA for this indication--HC-II from Digene. It is recommended that consideration be given to co-collection of fluid for HPV testing in an appropriate medium (Digene

collection device) when the woman has a Pap test. This fluid can then be analyzed without the woman needing to return to the clinic for a separate appointment, if the Pap test result is ASC-US.

**Question:** Which Progress Indicators should be used?

**Answer:** Currently funded programs should have received the February 2002 version of the Progress Indicators from their Program Consultants. If programs can update the data themselves, they should use the updated data instead, making sure that the narrative makes clear the dates to which the data correspond.

**Question:** Are administrative costs listed as part of a contract included as part of the percentage allowed in administrative costs?

**Answer:** No.

**Question:** Do we need “unmet need analysis”?

**Answer:** Follow the instructions in the PA about how to describe the eligible population in your area and the way in which you have selected your priority populations.

**Question:** Will the System for Technical Assistance Reporting (STAR) report date be affected?

**Answer:** Yes, it is likely that the STAR due date will change. Adequate notification of the date change will be given.

**Question:** Will the dates change for the Minimum Data Elements (MDE) submission?

**Answer:** There is no current plan to change the dates for the MDE submissions.

**Question:** Is it acceptable to use a different format for the screening/dx worksheet?

**Answer:** Please use the form provided.

### **National Program of Cancer Registries (NPCR)**

**Question:** How is the cost extension reported on the Financial Status Report (FSR) for NPCR grantees?

**Answer:** The cost extension is documented in the notation for the budget period which will cover the period July 1, 2001 through September 29, 2002.

**Question:** When are FSRs due for currently funded NPCR grantees?

**Answer:** FSRs are due December 30, 2002.

**Question:** Is there a need to obtain new letters from the State Attorney General to document the state's compliance with Public Law 102-515?

**Answer:** No, the former letters will suffice if nothing has changed.

**Question:** For NPCR applicants, can a request be submitted to support linkage with the National Death Index?

**Answer:** Yes, applicants can request funds for that purpose. However, no additional CDC funds are anticipated to support this activity at this time.

**Question:** For NPCR applicants, is it necessary to have the letter regarding compliance with Section 399(c)(2)(D) of the Public Health Service Act be signed by the State Attorney General or highest ranking State Legal Officer?

**Answer:** Yes, the person who signs this document is required to be either the State Attorney General or highest ranking State Legal Officer.

**Question:** How often are audits conducted for NPCR recipients?

**Answer:** Generally there are a total of eight to ten audits per year divided among the 49 currently funded grantees. Therefore, states may be audited approximately once every five years.

**Question:** Will funds be available for advanced activities?

**Answer:** CDC does not anticipate receiving additional monies for funding advanced activities this year. However, applicants are encouraged to request the amount of funds they need.

**Question:** For NPCR applicants, will the annual report count against the page limit?

**Answer:** No