

DP21-2105 Questions and Responses

Last updated 4/22/2021. This document will be updated periodically.

Question: Could you please provide some clarity regarding which sections fall under the 15 page limit for the project narrative and which get the 4 additional pages?

Response: The NOFO, under Project Narrative on page 22 states the following: “Multi-component NOFOs may have a maximum of 15 pages for the “base” (subsections of the Project Description that the components share with each other, which may include target population, inclusion, collaboration, etc.); and up to 4 additional pages per component for Project Narrative subsections that are specific to each component.” Because applicants are only allowed to apply for either Component 1 or Component 2 (not both), applicants are expected to address all required elements of the Project Narrative within the 15-page limit.

Question: Should applicants use their federally negotiated indirect rate? For applicants without a federally negotiated indirect rate, is there a de minimus rate or are they be assessed in the same reasonable manner as other costs?

Response: Per the NOFO, Budget Narrative Section, if requesting indirect costs in the budget, a copy of the indirect cost-rate agreement is required. If the indirect costs are requested, include a copy of the current negotiated federal indirect cost rate agreement or a cost allocation plan approval letter for those Recipients under such a plan. Any non-Federal entity that has never received a negotiated indirect cost rate, may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely, as described in 45 CFR 75.403. Applicants must name this file “Indirect Cost Rate” and upload it at www.grants.gov.

Question: Could you confirm whether sharing public health policy recommendations and information responses are allowable as long as we don’t address pending legislation? I am aware of “The prohibition related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before any legislative body.” If you are a state public health department, are bill analyses allowed?

Response: Please refer to CDC’s official anti-lobbying guidance for grantees: [Anti-Lobbying Restrictions for CDC Grantees](#). Awardees, using CDC funds, may provide education on public health recommendations and evidence-based policies. Grantees may educate and inform policy makers, the public, and other stakeholders. However, impermissible lobbying is prohibited; this includes prohibited grass roots lobbying using CDC funds, e.g., efforts directed at inducing or encouraging members of the public to contact their elected representatives at the Federal, State, or local levels to urge support of, or opposition to, proposed or pending legislation and other similar legislative proposals. Page 45 of the NOFO further defines lobbying as follows:

“Direct lobbying includes any attempt to influence legislation, appropriations, regulations, administrative actions, executive orders (legislation or other orders), or other similar deliberations at

any level of government through communication that directly expresses a view on proposed or pending legislation or other orders, and which is directed to staff members or other employees of a legislative body, government officials, or employees who participate in formulating legislation or other orders. Grass roots lobbying includes efforts directed at inducing or encouraging members of the public to contact their elected representatives at the federal, state, or local levels to urge support of, or opposition to, proposed or pending legislative proposals.”

There are occasions where state and local governments may, as part of a CDC grant, work, participate in certain policymaking and administrative processes within the executive branch of that government. For example, a state governmental grantee may use CDC funds, as part of their normal executive-legislative relationship, if policy analysis is requested through a state policy liaison. This type of activity therefore may be allowable as part of one’s official job duties, within the parameters laid out above.

Question: Is there a floor and ceiling for Component 1 funding amount?

Response: The floor for both components is \$100,000 per year. The annual ceiling for Component 1 is \$200,000 and for Component 2 is \$400,000.

Question: Are there any page limits for the documents that are uploaded separately from the project narrative?

Response: No.

Question: For the outcome measures in the work plan, are you looking for process measures (e.g. hits to a website) or outcomes (e.g. increases in knowledge)?

Response: Applicants should develop a work plan that provides a detailed plan for the first year of the period of performance and a high-level plan for the subsequent years. Applicants should clearly describe how the sections in their work plans crosswalk to the strategies, activities, outcomes, and evaluation and performance measures presented in the logic model and the narrative sections of the NOFO. The second column, under period of performance outcomes, should include all process measures that demonstrate how the applicant will measure performance in achieving the period of performance outcomes. Period of performance outcomes are cross walked with the corresponding outcome measures from the Evaluation and Performance Measurement section of the NOFO (p. 9-11) . If a particular activity leads to multiple outcomes, it should be described under each outcome measure. Applicants may use their discretion to decide how to format the work plan and the proposed measures to track.

Question: Under “funding strategy,” it states that only one Component 1 award will be made within a state, and if multiple applicants are interested in applying they are encouraged to apply as a single application. Is there a way to know if anyone else in our state would be interested?

Response: Only one Component 1 award will be made per state or territory, but applicants will not be penalized if more than one application is submitted within the same state or territory. CDC encourages collaborative state or territory efforts, since only the top scoring application from each state or territory will be eligible for Component 1 funding.

Question: If a state has restrictions on where they are able travel, and a required conference is being hosted in a prohibited area, how would we handle that in our application?

Response: Applicants should make note of any travel restrictions in the travel section of the budget narrative to justify their anticipated travel budget needs. Applicants would not be penalized for these types of travel restrictions.

Question: Is there a specific number of Letters of Support that are requested, and in addition to the types of collaborators listed on page 7-8 of the NOFO, are there any additional required collaborations?

Response: All requirements are listed in the NOFO. The number of Letters of Support submitted is up to the discretion of the applicant.

Question: Regarding the evaluation plan, the nature of some of the short term and intermediate outcomes are a bit process-oriented (e.g. increase in number of stakeholders), and while it is normal to set performance targets, what would an increase look like when the baseline is zero?

Response: The logic model specifies increases in numbers in a few instances, however the applicant may use discretion in how success is determined for most outcomes. CDC understands that building a new program in alcohol epidemiology or prevention could take some time, and the Year 1 indicators of success may be different than the full 5-year period of performance outcomes.

Question: Does the DUNS number for sub-awardees need to be included in the application?

Response: No. The primary applicant will need to provide a DUNS number. Upon award it is the responsibility of awardees to adhere to the terms and conditions of the cooperative agreement, including ensuring that sub-awardees have a DUNS number.

Question: Will CDC be supplying SAS licenses if funded under Component 1?

Response: It is possible for CDC to provide grantees with a SAS license, upon request, after the award is issued. Grantees would not need to include this as an expense in the proposed budget if they expect to request this.

Question: Is training an allowable activity to use funds under Component 1?

Response: Yes, if the training is relevant to the award.

Question: Is funding for additional survey questions which measure excessive alcohol use an allowable activity under Component 1?

Response: Yes. The Paperwork Reduction Act may apply, and grantees may be asked to prepare a data management plan, depending on how the survey questions are fielded and how the data are collected.

Question: We have offices and project locations in multiple states. The proposed PI lives and works in the jurisdiction where we plan to perform the work and we have a physical address in that jurisdiction, but, on all business documentation, we are required to use the address of the corporate headquarters that is in a different jurisdiction. Will our application be deemed responsive?

Response: Component 1 applicants are required to be located and operate in the state or territory where the work will be performed. This requires indicating a physical address in that operational jurisdiction that will be used to carry out the work described in the application. To be deemed responsive, the applicant should list an address in the state or territory where the work will be performed in the “Operational Jurisdiction” file that is uploaded with the application. An applicant with offices or addresses in multiple states or territories may use a different address for other purposes in other parts of the application (e.g., if the headquarters office that handles finances is located elsewhere).

As noted on page 17, of the NOFO: “Applicants must be physically located and operate in the state or territory for which work is proposed. Applicants must specifically identify the state or territory in which they will work. Applicants with locations in multiple states or territories must select one state or territory, the state or territory in which that applicant is located. Applicants must provide a statement that identifies the state or territory in which the applicant will do the proposed work, evidence of operation in that state in the form of a mailing address, and must title this file “Operational Jurisdiction” and upload it as a PDF file at www.grants.gov. Applicants proposing to work in states or territories other than where the applicant is physically located and operates will be considered non-responsive and will not receive further review.”

Question: I know the grant starts 9/30/21. Does that mean the grant year ends 9/29/22 and subsequent years also end on 9/29?

Response: Yes. There are five budget periods or budget years in the period of performance, including the following:

1. 9/30/2021 – 9/29/2022
2. 9/30/2022 – 9/29/2023
3. 9/30/2023 – 9/29/2024
4. 9/30/2024 – 9/29/2025
5. 9/30/2025 – 9/29/2026.

Question: Is the previous funding cycle ending this year? Are recipients of the previous award eligible to reapply?

Response: DP16-1608 is ending on 9/29/2021. The 5 recipients are eligible to reapply.

Question: Is there any preference given to state government entities that may apply for this funding vs. non-profit organizations?

Response: The award is open competition. Applicants will be judged based on the criteria laid out in the NOFO. The organizational capacity section is described on pages 11-12.

Question: Is the form 424 required?

Response: Yes, see page 19 of the NOFO; applicants must download the SF-424, "Application for Federal Assistance," package associated with this funding opportunity at www.grants.gov and submit it with their application.

Question: Did the March 24, 2021 update to the application package shown in grants.gov change the NOFO?

Response: The NOFO remains unchanged since February 18, 2021. Any updates were limited to the forms in the application package. If you retrieved a package before March 24, 2021, you will have to retrieve an updated application package with the new versions of the updated forms.

Question: Does the Data Management Plan (DMP) count against the page limit of the project narrative?

Response: Applicants are required to submit a DMP that is complete as possible and describe their plans for updating the DMP. According to page 10 of the NOFO it states "The DMP may be submitted as a checklist, paragraph, or other format." If an applicant chooses a format that doesn't fit in the narrative, it may be included as an appendix; however it would still be expected that the applicant reference the DMP in the body of the narrative.

Question: Are data management plans (DMPs) and logic models allowable attachments even though they are not listed on page 39-40 of the NOFO?

Response: Yes, these are acceptable attachments that can be uploaded as "miscellaneous".

Question: Can you please confirm that the font size is 12 point for everything, including exhibits and figures?

Response: According to page 24 of the NOFO, the project narrative text should be single spaced, 12 point font, 1-inch margins, and number all pages. This includes all required elements of the project narrative, including the work plan, but does not apply to attachments. Exhibits and figures are not considered text, therefore, other readable font sizes are acceptable.

Question: How do we upload CDC Assurances and Certifications?

Response: See page 20 of the NOFO. You need to renew certifications and assurances annually on the SAM website. There are no forms to upload to grants.gov. Please contact SAM for assistance if needed.

Question: Is the staffing plan a required attachment if we address the staffing plan in our narrative?

Response: Yes, as noted on page 40 of the NOFO, staffing plan is a required attachment. It would still be expected that the applicant reference the staffing plan in the body of the narrative. Page 11 of the NOFO states: "Applicant should provide a staffing plan, including an organizational chart, CVs, position descriptions and project management structure that demonstrate sufficient capacity to meet the goals of the proposed project and that clearly defines staff roles and reporting structure." Because CVs and Organizational Charts are also required attachments, these do not need to be attached twice, but rather should be attached separately.