

**State Public Health Actions to Prevent and Control Diabetes, Heart Disease,
Obesity and Associated Risk Factors and Promote School Health
CDC-RFA-DP13-1305**

Enhanced Component Checklist

- Application for Federal Assistance** [1 per application]-Did you download and complete the SF-424 application package associated with the funding opportunity from grants.gov?
- CDC Assurances and Certifications** [1 per application]-Did you sign and submit CDC Assurances and Certifications, name the file ‘Assurances and Certifications’, and upload as a PDF on www.grants.gov?
- Table of Contents** [separate per component]-Did you provide a detailed table of contents for the enhanced component that includes all of the documents being submitted in the application and headers in the project narrative section? Did you name the file “TableofContents.EnhancedComponent.nameofstate” and upload it as a PDF under “Other Attachment Forms”: on www.grants.gov?
- Letter of Intent** [enhanced component] Did you submit a letter of intent by March 19, 2013 for the enhanced component? It is strongly encouraged per submission information.
- Project Abstract Summary** [1 per application]-Did you include a project abstract summary that provides a self-contained, brief description of the proposed project to include the purpose and outcomes, and stays to the limit of 2 paragraphs? Did you indicate if you are applying for the basic and enhanced components or the basic component only? Did you enter the “Project Abstract Summary” into the textbox on www.grants.gov?
- Project Narrative** [separate per component] - Did you submit a separate project narrative, no longer than 18 pages, for the enhanced component? The project narrative must include all of the bolded headers outlined under section D. Application and Submission Information; #10 Project Narrative. Did you name the file “Project Narrative Enhanced Component.name of state” and upload it on www.grants.gov? Applicants should note that under program strategy for the enhanced component:
 - The applicant must provide a clear and concise description of their readiness to implement the required evidence-based strategies in each of the Domains.
 - Applicants should describe how their approach will facilitate the implementation of these strategies through increased partnerships and collaborations across their agency and with multiple settings and sectors.
 - Applicants should describe how they will address synergy across and within domains to achieve the required outcomes.
- MOUs/MOAs/LOSs for key collaborations** [separate per component, if different; required for enhanced] – Did you include these required documents for the enhanced

component and name the file: "MOUsMOAsLOSs.name of state" for upload to grants.gov?

- MOUs/MOAs between state health agency and corresponding education agency** [required for enhanced] - Did you include this required document for the enhanced component and name the file: "MOUsMOAsLOSs.stateED.name of state" for upload to grants.gov?
- Work Plan** [separate per component] - Maximum of 25 pages for the enhanced component. Did you provide a detailed one-year workplan that aligns with the program logic model on page 7? Did you provide a detailed work plan that covers the first year of the project period and a high level plan for subsequent years? A sample work plan template is available for use at www.cdc.gov/chronicdisease/about/statepubhealthactions-prevCD.htm. Applicants are not required to use the work plan template but are required to include all of the elements listed within the template. Did you utilize the workplan template or provide all of the elements listed within the template? Did you name the file: "Work Plan Enhanced Component.name of state" for upload to grants.gov? Applicants should ensure the workplan aligns with the strategies and performance measures listed in the domain tables on pages 15-21. Did you adhere to the instructions for selecting strategies and performance measures within the Domains as described below?
 - Domain 2: Applicants must propose work on at least one intervention for all 7 strategies listed on the Domain 2 Table.
 - Domain 3: Applicants must propose work on at least one intervention for each of the 2 strategies listed on the Domain 3 Table.
 - Domain 4: Applicants must propose work on at least one intervention for 2 or more of the strategies listed on the Domain 4 Table; selections must include strategy #1 (diabetes self-management education) or strategy #2 (lifestyle intervention programs for the prevention of type 2 diabetes) and may include both of these. If strategy #4 (managing chronic conditions of students) is selected, applicants must propose work in all of the interventions for that strategy.
- Project Management, Organizational Charts, and CV's** [separate per component] – Did you describe core project management to execute the award for the enhanced component, including the roles and responsibilities of project staff, as described in FOA? Did you name CV's and organizational chart files: "CVs.Resumes.name of state" or "Organizations Charts.name of state" with the component designated and upload to www.grants.gov?
- Evaluation and Performance Measurement** [separate per component] - Did you provide all of the components required in the Evaluation and Performance Measurement section on pages 37-38 of the FOA? Did you include a state-specific logic model describing the synergistic approach being proposed to work toward the outcomes specified on the overall CDC program logic model?
- Budget Narrative** [separate per component] - Did you provide an itemized budget narrative and justification for the enhanced component? Is the proposed budget reasonable and consistent with the purpose, outcomes and program strategy outlined in

the project narrative? Does the budget include the headers identified on page 38 of the FOA? Did you name this file "Budget.EnhancedComponent.nameofstate" and upload as a PDF file to www.grants.gov under "Add Optional Budget Narrative"? Applicants should base the total budget amount on the funding ranges listed on pages 31-33 of the FOA. Applicants should note that under budget narrative for the enhanced component:

- Applicants should provide a proposed dollar amount per Domain in the budget narrative and in the sample workplan template located at: www.cdc.gov/chronicdisease/about/statepubhealthactions-prevCD.htm. Did you provide this?
- Applicants will be expected to attend all applicable meetings for the basic component and may also be asked to participate in topic specific meetings and trainings (in person and/or virtually) as requested by CDC that pertain to the strategies that they are implementing as part of this component. CDC will provide guidance for these meetings in subsequent continuation applications as necessary.
- Indirect Costs** [1 Indirect Cost Rate Agreement per application] - If you requested indirect costs in the budget, did you provide a copy of the indirect cost rate agreement? If the indirect cost rate is a provisional rate, the agreement should be less than 12 months of age. Did you name this file "Indirect Cost Rate" and upload to www.grants.gov?
- Did you check to ensure all of the required elements described on pages 33-38 of the FOA are included? The application for the Enhanced Component should stand alone and be able to be reviewed separately from the Basic Component application.

Evaluation Criteria for Enhanced Component

Applicants for Enhanced Component funding will be evaluated against the criteria below. Does your application describe/provide/propose the following?

➤ **Approach**

- Purpose and Outcomes - The extent to which the applicant:
 - Describes how it will address the problem statement, required project period outcomes, and its approach to addressing the required program strategies by domain to achieve the outcomes, including identification of target populations and inclusion of populations who may otherwise be missed by the program.
 - Describes how it will address synergy across and within domains to achieve the required outcomes.
- Collaboration – The extent to which the applicant:
 - Describes how it will collaborate with CDC funded programs as well as programs external to CDC in implementing the enhanced program strategies.
 - Includes required MOAs/MOUs/LOSs as described in Special Eligibility Criteria on pages 28-29.

- Workplan – The extent to which the applicant describes a detailed one-year work plan as outlined in the sample work plan template located at www.cdc.gov/chronicdisease/about/statepubhealthactions-prevCD.htm that:
 - Aligns with the program logic model on page 7.
 - Specifies the strategies and performance measures from the enhanced component tables on pages 15-21.
 - Specifies the scope, settings, and populations of focus for work under each strategy selected.
 - Lists appropriate activities that will be done to accomplish the work and achieve the performance measures for each strategy selected.
 - Provides a general summary for activities for Years 2-5. Includes plans for identifying and accessing data for any short-term performance measures where data is currently unavailable (i.e., those measures on the work plan template that are missing information on data source, baseline, and target).
 - Aligns with the strategies and performance measures listed in the domain tables (pages 15-21) and adheres to the instructions for selecting strategies and performance measures within the Domains as described below:
 - Domain 2: Applicants must propose work on at least one intervention for all 7 strategies listed on the Domain 2 Table. Applicants should provide a data source, baseline, and target for each short-term measure and as many of the intermediate and long-term measures as feasible for the strategies/interventions selected.
 - Domain 3: Applicants must propose work on at least one intervention for each of the 2 strategies listed on the Domain 3 Table. Applicants should provide a data source, baseline, and target for each short-term measure and as many of the intermediate and long-term measures as feasible for the strategies/interventions selected.
 - Domain 4: Applicants must propose work on at least one intervention for 2 or more of the strategies listed on the Domain 4 Table; selections must include strategy #1 (diabetes self-management education) or strategy #2 (lifestyle intervention programs for the prevention of type 2 diabetes) and may include both of these. If strategy #4 (managing chronic conditions of students) is selected, applicants must propose work in all of the interventions for that strategy. Applicants should provide a data source, baseline, and target for each short-term measure and as many of the intermediate and long-term measures as feasible for the strategies/interventions selected.

➤ **Organizational Capacity**

- Organizational Capacity Statement – The extent to which the applicant:
 - Describes its capacity to carry out the enhanced component strategies, including coordination with other federally and privately funded programs within the state in order to leverage resources and maximize reach and impact.
 - Describes its ability to address health equity.
 - Describes how it will minimize duplication of effort.

- Demonstrates readiness to work on selected strategies, as evidenced by:
 - Established partnerships with groups/organizations relevant to the strategy selected.
 - Prior experience working on and demonstrating outcomes in the selected strategies.
 - Proven ability to collect data at a population level and use data to demonstrate impact.
 - Prior experience implementing coordinated interventions across 2 or more categorical programs.
 - Experience with planning and implementing programs at a state-level, statewide, or at a systems level.
 - Sufficient leadership within the state department of health for program planning and development including the identification, hiring, or reassignment and supervision of staff, contractors, and/or consultants sufficient in number and subject matter expertise to plan and implement strategies across the Domains.
 - Ability to develop and implement program evaluation.
- Domain specific readiness – The extent to which the applicant evidences:
 - Domain 2:
 - Established relationships with the State Department of Education as evidenced by a MOU/MOA between agencies, and shared positions.
 - Demonstrated capacity and success working with local education agencies (school districts) and school.
 - Established relationships with hospitals (for breastfeeding friendly policies).
 - Demonstrated experience in policy/environmental change.
 - Established partnerships with key stakeholders for nutrition and physical activity, policy/environmental change initiatives (e.g., state department of transportation, state ECE agency, and Head Start).
 - Domain 3:
 - Access to health systems data, including, for example, payer data (e.g., Medicaid), hospital discharge data, and health plan performance data.
 - Demonstrated experience in health systems quality improvement processes.
 - Domain 4:
 - Existing lifestyle intervention programs for primary prevention of type 2 diabetes that have achieved CDC recognition or pending recognition.
 - Demonstrated capacity and success in working with local education agencies (LEAs) and school districts.
- Project Management – The extent to which the applicant:
 - Describes core project management to execute the enhanced component including the roles and responsibilities of project staff.
 - Describes who will have day-to-day responsibility for key tasks such as: leadership of the project; monitoring of the project’s on-going progress; preparation of reports; program evaluation; and communication with partners and CDC.

- Describes any contractual organization(s) that will have a significant role(s) in implementing program strategies and achieving project outcomes.
- Describes how any consultants and/or partners organizations will contribute to achieving project outcomes.
- **Evaluation:** The extent to which the applicant:
 - Describes how key program partners will be engaged in the evaluation and performance measurement planning processes.
 - Describes the type of evaluations to be conducted (i.e. process and/or outcome).
 - Describes key evaluation questions to be answered.
 - Describes potentially available data sources.
 - Describes how evaluation findings will be used for continuous program and quality improvement.
 - Describes how evaluation and performance measurement will contribute to our understanding of the advantages and challenges of working collaboratively across categorical programs to achieve overall health outcomes and disease- and risk factor-specific outcomes.
 - Includes a state-specific logic model describing the synergistic approach being proposed to work toward the outcomes specified on the overall CDC program logic model.