

Funding Opportunity Announcement (FOA)

**Increasing Access to HIV
Prevention, Care and Treatment
Services for Key Populations in
Mozambique under the
President's Emergency Plan for
AIDS Relief (PEPFAR)**

CDC-RFA-GH15-1564

Division of Global HIV/AIDS
Center for Global Health
Centers for Disease Control and Prevention



Contents

- Part I. Overview Information1
 - A. Federal Agency Name1
 - B. Funding Opportunity Title.....1
 - C. Announcement Type:.....1
 - D. Agency Funding Opportunity Number.....1
 - E. Catalog of Federal Domestic Assistance Number.....1
 - F. Dates1
 - G. Executive Summary.....1
- Part II. Full Text.....2
 - A. Funding Opportunity Description2
 - 1. Background:.....2
 - a. Statutory Authorities.....4
 - b. Healthy People 2020:5
 - c. PEPFAR Priorities and Strategies.....5
 - d. Other National Public Health Priorities and Strategies:.....6
 - e. Relevant Work:.....6
 - 2. CDC Project Description7
 - a. Approach:.....7
 - i. Problem Statement:..... 15
 - ii. Purpose 15
 - iii. Outcomes 15
 - iv. Funding Strategy 16
 - v. Strategies and Activities..... 16
 - b. Evaluation and Performance Measurement:..... 18
 - i. CDC Evaluation and Performance Measurement Strategy:..... 18
 - ii. Applicant Evaluation and Performance Measurement Plan:..... 24
 - c. Organizational Capacity of Awardees to Execute the Approach: 24
 - d. Work Plan:..... 24
 - e. CDC Monitoring and Accountability Approach 24
 - f. CDC Program Support to Awardees..... 25
 - B. Award Information..... 26
 - 1. Type of Award: 26
 - 2. Award Mechanism:..... 26
 - 3. Fiscal Year:..... 26
 - 4. Approximate Total Fiscal Year Funding:..... 27
 - 5. Approximate Total Project Period Funding: 27
 - 6. Total Project Period Length:..... 27
 - 7. Approximate Number of Awards: 27
 - 8. Approximate Average Award: 27
 - 9. Floor of Individual Award Range: 27
 - 10. Ceiling of Individual Award Range:..... 27

11. Anticipated Award Date:	27
12. Budget Period Length:	27
13. Funds Tracking:.....	27
14. Direct Assistance:	27
15. Indirect Costs:.....	27
C. Eligibility Information.....	28
1. Eligible Applicants:	28
2. Special Eligibility Requirements:	29
3. Justification for Less than Maximum Competition:	30
4. Other:	30
5. Cost Sharing or Matching:	30
6. Maintenance of Effort:	30
D. Application and Submission Information.....	30
1. Required Registrations:	30
2. Request Application Package:	31
3. Application Package	31
4. Submission Dates and Times:.....	32
5. CDC Assurances and Certifications:.....	32
6. Content and Form of Application Submission:.....	32
7. Letter of Intent (LOI):	32
8. Table of Contents:	32
9. Project Abstract Summary:	32
10. Project Narrative:	33
11. Work Plan:	34
12. Budget Narrative:	35
13. Tobacco and Nutrition Policies:.....	35
14. Intergovernmental Review:.....	36
15. Funding Restrictions:.....	36
16. Other Submission Requirements:	45
E. Application Review Information	46
1. Review and Selection Process:	46
a. Phase I Review:.....	46
b. Phase II Review:.....	46
c. Phase III Review:.....	49
2. Anticipated Announcement and Award Dates:.....	50
F. Award Administration Information.....	50
1. Award Notices:	50
2. Administrative and National Policy Requirements:	50
3. Reporting:.....	52
a. CDC Reporting Requirements:	52
b. Specific Reporting Requirements:.....	52
i. Awardee Evaluation and Performance Measurement Plan:	52

ii.	Annual Performance Report:	52
iii.	Performance Measure Reporting:	53
iv.	Monitoring Reporting and Evaluation:	53
v.	Federal Financial Reporting:	54
vi.	Final Performance and Financial Report:.....	54
4.	Federal Funding Accountability and Transparency Act of 2006:.....	54
5.	Programmatic Impact Reporting and Monitoring:.....	55
6.	Monitoring and Evaluation:.....	55
7.	Expenditure Analysis	56
8.	Audit, Books, and Records Clause:	56
9.	Reporting of Foreign Taxes.....	57
10.	Human Subjects Restrictions:.....	58
G.	Agency Contacts.....	59
H.	Other Information.....	59
I.	Glossary.....	61

Part I. Overview Information

Applicants must go to the synopsis page of this announcement at www.grants.gov and click on the “Send Me Change Notifications Emails” link to ensure they receive notifications of any changes to CDC-RFA-GH15-1564. Applicants also must provide an e-mail address to www.grants.gov to receive notifications of changes.

A. Federal Agency Name

Centers for Disease Control and Prevention

B. Funding Opportunity Title

Increasing Access to HIV Prevention, Care and Treatment Services for Key Populations in Mozambique under the President’s Emergency Plan for AIDS Relief (PEPFAR)

C. Announcement Type:

New-Type 1

This announcement is only for non-research international activities supported by CDC. If research is proposed, the application will not be considered. 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

CDC-RFA-GH15-1564

E. Catalog of Federal Domestic Assistance Number

93.067 Global AIDS program

F. Dates

1. Letter of Intent Deadline Date: N/A

Application Deadline Date: October 5, 2014, 11:59 p.m. U.S. Eastern Standard Time, on www.grants.gov

G. Executive Summary

1. Summary Paragraph

Recent data on HIV infection among Key Populations (KP) and other vulnerable populations (OVP) reaffirm the importance of HIV prevention and services for people living with HIV (PLHIV) among these groups in Mozambique. Recent research results found that HIV prevalence among commercial sex workers (CSW) is 3 times higher than the female population. The prevalence among men who have sex with men (MSM) 25 years old and older was higher than for the general male population in each of the study sites (33.8% in Maputo, 32.1% in Beira, and 10.3% in Nampula). More notably, 47.9% of MSM in Maputo had never been tested for HIV, and more than half (54.5%) of MSM in Nampula did not use a condom with their last partner. Data on HIV prevalence among injecting drug users (IDU) is still limited, nevertheless, data from study conducted in 2007 (I-RARE) in Maputo, Beira and Nampula cities revealed prevalence of HIV of 43% among IDU. HIV prevalence among prison population is twice as higher than the general male population in Mozambique (24%).

The current FOA aims to support HIV preventive interventions in Mozambique targeting KP and OVP in provinces of Mozambique characterized by high prevalence of HIV, rapid development and increasing number of multinational companies, transport corridor areas, high mobility and transient male workforce, increased tourism, and increased HIV risk from commercial sex work and transactional sex,

which together constitute some of the main factors driving the epidemic in Mozambique.

A successful FOA respondent will support the adoption of combination prevention approaches targeting behavioral, biomedical, and structural interventions to ensure effective reach and impact on target population. Interventions aim to increase knowledge of HIV and sexually transmitted infections (STIs) among KP and other priority populations, reduce sexual risk behavior, increase knowledge and access to preventive commodities among target population. Interventions will also promote HIV testing and counseling (HTC) and create demand for the uptake of HTC services by KP and OVC, increase access to HIV, STI and tuberculosis (TB) services in addition to other health care services, and support access to universal coverage of HIV treatment for all eligible PLHIV within KP and OVP.

Interventions shall be carried out as part of a comprehensive package of HIV prevention interventions among KP and other priority populations, with focus on evidence-based prevention interventions (established interventions, such as volunteer male medical circumcision (VMMC); and potential future interventions, such as pre-exposure prophylaxis; diagnosis and control of sexually transmitted infections must also be considered); and establishment of a robust cascade for reach-test-treat-retain among KP and OVP.

Direct linkage to clinical and prevention services in provinces with clinical platforms supported by CDC should be established, and this also reflects the geographic distribution of activities: while seven provinces meet this criterion, initial focus for the FOA should be in Inhambane, Nampula and Cabo Delgado. Activities focused on incarcerated populations are excepted from this geographic approach: for incarcerated populations the approach will be national.

In addition to close coordination with CDC-supported clinical services partners, a successful package will include strong collaboration with Mozambique health authorities and, for incarcerated populations, support from the Mozambique Ministry of Justice.

a. Eligible Applicants: Fully Competitive

b. FOA Type: Cooperative Agreement

c. Approximate Number of Awards: 1

d. Total Project Period Funding: None

e. Average One Year Award Amount: \$4,500,000

f. Number of Years of Award: 5 Years

g. Approximate Date When Awards will be Announced: February 2015

h. Cost Sharing and /or Matching Requirement: N/A

Part II. Full Text

A. Funding Opportunity Description

1. Background:

Mozambique has an estimated population of 22 million, a severe HIV epidemic with an estimated 1.4 million Mozambicans living with HIV and approximately 350 new infections occurring daily in Mozambique. The prevalence of HIV infection in adults aged 15-49 years is 11.5%, with significant geographic variation. The key factors driving the epidemic include multiple sexual partners, high levels of mobility and migration, cross-generational sex, transactional sex, low perception of risk, gender inequality and sexual violence, low levels of male circumcision, condom use, HIV prevention of mother-to-child treatment (PMTCT), and treatment coverage. While national estimates for the source of the

next 1,000 infections are available through a Modes of Transmission (MoT) report (draft, National AIDS Council, 2009), regional drivers are likely to vary widely based on these factors and there is significant heterogeneity across zones of high mobility, different high risk populations, and geographic areas of the country. A current (2014) update of MoT is in process. More recent data on HIV infection among key populations (KP) and other vulnerable populations (OVP) reaffirms the importance of HIV prevention among these groups. KP are persons who are affected by punitive laws, regulations and policies, are stigmatized and marginalized, and are disproportionately affected by HIV. This includes men who have sex with men (MSM), transgender persons (TG), sex workers (SW), and people who inject drugs (PWID). OVP in Mozambique may include incarcerated individuals, transport workers, miners, fishing communities, commercial farm and plantation workers, and day laborers, among others.

HIV prevalence among prison population is twice as higher than the general male population in Mozambique (24%). Recent results from Integrated Biological and Behavioral Survey (IBBS) found that HIV prevalence among SW is 3 times higher than the female population. Although not as high as for the SW, the prevalence among MSM 25 years old and older was higher than for the general male population in each of the study sites (33.8% - Maputo, 32.1% - Beira, and 10.3% -Nampula). More notably, 47.9% of MSM in Maputo had never been tested for HIV, and more than half (54.5%) of MSM in Nampula did not use a condom with their last partner.

The current FOA aims to support HIV preventive interventions in Mozambique targeting KP and OVP in provinces of Mozambique characterized by high prevalence of HIV, rapid development and increasing number of multinational companies, transport corridor areas, high mobility and transient male workforce, increased tourism, and increased HIV risk from commercial sex work and transactional sex, which together constitute some of the main factors driving the epidemic in Mozambique.

A successful FOA respondent will support the adoption of combination prevention approaches targeting behavioral, biomedical, and structural interventions to ensure effective reach and impact on target population.

The prevention package will include:

- Peer education and outreach
- Sexual and drug use assessment and risk reduction counseling
- Condom and condom-compatible lubricant access
- HIV testing and counseling (HTC)
- Sexually Transmitted Infections (STI) screening and treatment
- Referral to male circumcision
- Direct service delivery or referral to HIV care and treatment, including PMTCT
- Direct service delivery or referral to substance use treatment for MSM, TG, and SW who use drugs
- Prevention, diagnosis and treatment of tuberculosis
- Linkages to other health, social, and legal services
- Programmatic piloting and implementation science of new prevention advances within key populations

Interventions aim to increase knowledge of HIV and STIs among KP and other priority populations, reduce sexual risk behavior, increase knowledge and access to preventive commodities among target population. Interventions will also promote HIV testing and counseling (HTC) and create demand for the uptake of HTC services by KP and OVC, increase access to HIV, STI and TB services in addition to other health care services, and support access to universal coverage of HIV treatment for all eligible PLHIV

within KP and OVP. A key outcome of the project must be establishment and monitoring of a robust cascade for reach-test-treat-retain among KP and OVP.

Direct linkage to clinical and prevention services in provinces with clinical platforms supported by CDC should be established, and this also reflects the geographic distribution of activities: while seven provinces meet this criterion, initial focus for the FOA should be in Inhambane, Nampula and Cabo Delgado. Activities focused on incarcerated populations are excepted from this geographic approach: for incarcerated populations the approach will be national. FOA focuses on particular KP and some sub-groups in geographic areas considered critical for KP services in Mozambique including the industrial centers and port towns, with major extractive industry and mining operations underway and main transport corridors and deep water ports. Although certainly suffering a generalized epidemic, it is hypothesized that relatively low HIV prevalence (compared to HIV prevalence of 20% or greater in some provinces) serves to intensify the role of the concentrated hyper-epidemic among KP's in HIV transmission dynamics in these provinces.

In addition to close coordination with CDC-supported clinical services partners, a successful package will include strong collaboration with Mozambique health authorities and, for incarcerated populations, support from the Mozambique Ministry of Justice. Of key importance, the applicant must demonstrate capacity and intent to provide technical assistance to The Government of Mozambique (GoM), including the Ministry of Health (MISAU) and the National AIDS Council (CNCS). Currently, target populations in the National Council to Combat AIDS (CNCS) National Strategic Plan on HIV/AIDS 2010-2014 (PEN III) are exceedingly broad, and not fully aligned with the MOH HIV Acceleration Plan 2013-2015. Within the scope of this FOA, the successful applicant is expected to contribute technical assistance to improve establishment of coordinated programmatic goals within the Government of Mozambique and aligned with PEPFAR's prevention, treatment and care objectives in Mozambique. FOA content should be aligned with the Mozambique's "HIV Accelerated Response Plan 2013-2015" whereby interventions should equally contribute to the reduction of number of new adult HIV infections by 50% as well as increase percentage of eligible adults and children receiving ART to 80% as well as with the Mozambique. In this context, PEPFAR and the Ministry of Health (MOH) have supported the development of 12 KP model health facilities in four province, a platform to launch "test and treat" for SW and MSM specifically. The PEPFAR Blueprint – Creating an AIDS-free Generation is also a fundamental guide in this new FOA whereby collaboratively work with relevant sectors and institutions is expected, with the MOH, health facilities, Ministry of Justice (MOJ), local organizations and community networks during the implementation of the five year period. Strategic alliances with PEPFAR clinical partners providing supporting HIV treatment enrollment and patient tracking are fundamental building on CDC Mozambique current HIV preventive programs.

a. Statutory Authorities

This program is authorized under Public Law 108-25 (the United States Leadership Against HIV/AIDS, Tuberculosis and Malaria Act of 2003) [22 U.S.C. 7601, et seq.] and Public Law 110-293 (the Tom Lantos and Henry J. Hyde United States Global Leadership Against HIV/AIDS, Tuberculosis, and Malaria Reauthorization Act of 2008), and Public Law 113-56 (PEPFAR Stewardship and Oversight Act of 2013).

The President's Emergency Plan for AIDS Relief (PEPFAR) has called for immediate, comprehensive and evidence based action to turn the tide of global HIV/AIDS. The overarching purpose of this FOA is to fund activities to prevent or control disease or injury and improve health, or to improve a public health program or service. Recipients may not use funds for research. Certain activities that may require human subjects review due to institutional requirements but that are generally considered not to constitute research (e.g., formative assessments, surveys, disease surveillance, program

monitoring and evaluation, field evaluation of diagnostic tests, etc.) may be funded through this mechanism.

b. Healthy People 2020:

Healthy People 2020 provides national health objectives for improving the health of all persons by encouraging collaborations across sectors, guiding individuals 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>.

c. PEPFAR Priorities and Strategies

Under the leadership of the U.S. Global AIDS Coordinator, as part of the President's Emergency Plan, the U.S. Department of Health and Human Services' Centers for Disease Control and Prevention (HHS/CDC) works with host countries and other key partners to assess the needs of each country and design a customized program of assistance that fits within the host nation's strategic plan and partnership framework.

HHS/CDC focuses primarily on two or three major program areas in each country. Goals and priorities include the following:

- Achieving primary prevention of HIV infection through activities such as expanding confidential counseling and testing programs linked with evidence based behavioral change and building programs to reduce mother-to-child transmission;
- Improving the care and treatment of HIV/AIDS, sexually transmitted infections (STIs) and related opportunistic infections by improving STI management; enhancing laboratory diagnostic capacity and the care and treatment of opportunistic infections; interventions for intercurrent diseases impacting HIV infected patients including tuberculosis (TB); and initiating programs to provide anti-retroviral therapy (ART);
- Strengthening the capacity of countries to collect and use surveillance data and manage national HIV/AIDS programs by expanding HIV/STI/TB surveillance programs and strengthening laboratory support for surveillance, diagnosis, treatment, disease monitoring and HIV screening for blood safety; and
- Developing, validating and/or evaluating public health programs to inform, improve and target appropriate interventions, as related to the prevention, care and treatment of HIV/AIDS, TB and opportunistic infections.

In an effort to ensure maximum cost efficiencies and program effectiveness, HHS/CDC also supports coordination with and among partners and integration of activities that promote Global Health Initiative principles. As such, grantees may be requested to participate in programmatic activities that include the following activities:

- Implement a woman- and girl-centered approach;
- Increase impact through strategic coordination and integration;
- Strengthen and leverage key multilateral organizations, global health partnerships and private sector engagement;
- Encourage country ownership and invest in country-led plans;
- Build sustainability through investments in health systems;
- Improve metrics, monitoring and evaluation; and
- Promote research, development and innovation (research is not supported by this FOA).

This announcement is only for non-research activities supported by CDC. If research is proposed, the application will not be reviewed. For the definition of research, please see the CDC Web site at the following Internet address: <http://www.cdc.gov/od/science/integrity/docs/cdc-policy->

[distinguishing-public-health-research-nonresearch.pdf](#)

d. Other National Public Health Priorities and Strategies:

N/A

e. Relevant Work:

N/A

2. CDC Project Description				
a. Approach:				
Activities	Results/Outputs	Outcomes		
		<u>Short-Term Outcomes</u> (1-2 years)	<u>Intermediate Outcomes</u> (3-4 years)	<u>Long-Term Outcomes</u> (5th year)**
Increase Knowledge of HIV and STIs, reproductive health and other health issues among KP and other vulnerable populations through the implementation of a core set of community outreach preventive interventions				
Train Peer Educators (PE) to carry out community outreach preventive interventions and BCC strategies, ensuring consistent technical updates	Peer Educators trained	Increased skills and capacity of PE to prevent STI and HIV	Improved quality of PE outreach interventions	Established cadre to roll over to future projects or integrate into national systems
Adapt a comprehensive and inclusive training curriculum for the training of PE	Training curriculum developed and being implemented	Better informed and trained PE		Established materials to roll over to future projects or integrate into national systems
Adapt quality assurance standards for peer educator's interventions	Standards developed and integrated within program activities	Establishment of peer educator (PE) cadre adequate to address KP / OVP programmatic needs Quality assurance standards implemented by PE during each outreach encounter	Improved quality of PE outreach interventions	Established materials to roll over to future projects or integrate into national systems

Activities	Results/Outputs	Outcomes		
		<u>Short-Term Outcomes</u> (1-2 years)	<u>Intermediate Outcomes</u> (3-4 years)	<u>Long-Term Outcomes</u> (5 th year)**
Develop tailored and more target specific messages for HIV testing and counseling (HTC)/ITS/Family Planning (FP)/Reproductive health/VMMC and Gender-based violence (GBV), including PEP (Post-Exposure Prophylaxis) and referral services	KP / OVP Tailored Information, Education, and Communication (IEC) messages and referral messages developed	Improved quality of messages being communicated to KP/OVP Increased awareness of referral services	Improved knowledge and acceptance of preventive messages	Established materials to roll over to future projects or integrate into national systems
Produce and dissemination of education and behavior change communication material to support peer educators activities	Tailored materials for PE produced and disseminated	Increased PE and KP/OVP knowledge of HIV, STI as well as preventive methods	Increase the use of sexual prevention methods	Decrease the number of reported STIs
Carry out community outreach prevention intervention, including awareness raising on STI, HIV, sexual behavior risk reduction, individual risk reduction package through one-to-one and or group interventions	KP / other vulnerable populations (OVP) reached through outreach community interventions	Increased PE, KP and other vulnerable populations' knowledge of HIV, STI as well as preventive methods	Reduced individual risk reduction behavior, and increased use of prevention methods	Decrease the number of reported STIs
Promote correct and consistent use of male and female condoms, and condom compatible lubricants and distribution	Condom and lubricant use distributed to targeted populations	Increased KP / OVP awareness of the need to ensure correct and consist use of condoms to prevent from HIV STI and unplanned pregnancies	Increasing correct and consistent use of condoms by KP/OVP	Decrease the number of reported STIs

Activities	Results/Outputs	Outcomes		
		<u>Short-Term Outcomes</u> (1-2 years)	<u>Intermediate Outcomes</u> (3-4 years)	<u>Long-Term Outcomes</u> (5 th year)**
Acquire and distribution of lubricants and condoms (male/female)	IEC and preventive commodities distributed to targeted sites and populations	Increased access to preventive commodities	Increasing correct and consistent use of condoms and lubricants by KP/OVP	Reduced number of reported STI/HIV among targeted populations
Create demand, refer and support service uptake by KP / OVP for FP services, STI and HIV treatment ensuring linkages with health services and clinical partners	Referral system in place	Increased number of KP / OVP seeking health services	Early identification of STIs, reproductive health needs	Increased number of KP treated for STI and receiving HIV treatment
Develop quality standards for identification and selection of KP / OVP Peer Educators, training, retention, monitoring and evaluation	Quality standards for KP / OVP outreach work developed and implemented	Standardized implementation of PE training across organization	Enhanced quality of community outreach and prevention interventions	
Increase access to HIV testing by Key Populations and other vulnerable populations in target areas and link them to appropriate follow-up services.				
Train community lay counselors and specific peer educators / counselors (e.g. in prison settings) to reach conduct HTC-C KP and OVP	Lay counselors trained and providing services to KP / OVP	Increased number of KP / OVP counseled and tested for HIV in the community	Increased identification of cases at early stage of infection	Established cadre to roll over to future projects or integrate into national systems
Train health care providers to provide HTC to KP / OVP	Health providers trained and provide better quality services to KP / OVP	Increased number of KP / OVP counseled and tested for HIV in health facilities	Increased identification of cases at early stage of infection	Established materials to roll over to future projects or integrate into national systems

Activities	Results/Outputs	Outcomes		
		<u>Short-Term Outcomes (1-2 years)</u>	<u>Intermediate Outcomes (3-4 years)</u>	<u>Long-Term Outcomes (5th year)**</u>
Provide HTC and HTC-C and link KP and OVP (including in prison settings) tested for HIV care and treatment services	HTC-C available and being provided to KP/OVP	Increased number of KP / OVP tested for HIV and know their status Improved quality of community lay counselors intervention	Increased up-take of HIV care and treatment services by KP and OVP	Increase adoption of preventive behavior, including early entry into care and treatment
Refer and link KP / OVP tested for HIV to other health care services in health facilities	Number of KP / OVP referred to HIV care and treatment services	Increase up take of HIV and other health care services	Adoption of preventive behavior, including early entry into care and treatment by KP/OVP	Established system to roll over to future projects or integrate into national systems
Develop and establish harmonized KP / OVP specific messages for HTC tailored to both health facilities as well as for community	Tailored and targeted HTC messages developed for KP / OVP	Improved quality of counselling for HTC provided by health care providers as well as by community lay counselors	Increased adherence to prevention care and treatment services	Reduced number of reported STI/HIV among PWID
Carry out community outreach prevention and harm reduction interventions among people who inject drugs (PWID) including awareness raising on STI, HIV, sexual risk, mental health and other health consequences	PWID reached through outreach community interventions	Increased PWID knowledge and awareness of health risks and consequences of injecting drugs	Reduced individual risk behavior, and increased adoption of prevention methods	

Activities	Results/Outputs	Outcomes		
		<u>Short-Term Outcomes</u> (1-2 years)	<u>Intermediate Outcomes</u> (3-4 years)	<u>Long-Term Outcomes</u> (5 th year)**
Increased access to HIV prevention, care and treatment services as well as other health services				
Train health providers on STI diagnosis and treatment, KP / OVPs health-needs and stigma and discrimination	Total number of Health care providers trained	Improved quality of health services being provided to KP / OVP	Reduced stigma, discrimination and structural barriers	Increased quality of life for PLHIV
Provide universal treatment for HIV among KP / OVP in targeted HF and prison facilities	Number of KP HIV positive accessing treatment	Identification of KP and referral system within HF established	Increased number of KP / OVP accessing ARV treatment	Increased number of KP / OVP accessing ARV Treatment in prison and other settings
Coordinate with clinical partners to ensure access and adherence to ART treatment and other health care services in prison settings	ARV treatment available for prison population	Increased access to ART and other health care services in prison settings	Increased number of prison population in ARV treatment	Increased adherence and retention in treatment Improved HIV medical outcomes in prison settings
Refer KPs within the health facilities to STI, TB, family planning and other health services	Number of KP accessing STI, TB and other health services	Increased early diagnosis and treatment of STI and TB among KP	Decreased burden of STI among targeted KP including Syphilis and TB	
Integrate syphilis and other STI test and treatment into KP / OVP reach-test platform				
Refer CSW, and OVP to family planning and other health services	Number of KP accessing STI, TB and other health services	Increased up-take of reproductive health and FP services	Increased usage of reproductive health services and family planning methods	Reduced number of reported unwanted pregnancies

Activities	Results/Outputs	Outcomes		
		<u>Short-Term Outcomes</u> (1-2 years)	<u>Intermediate Outcomes</u> (3-4 years)	<u>Long-Term Outcomes</u> (5 th year)**
Increase access to and utilization of other health services and pilot provision of new prevention advances for KP / OVP	Positive Prevention (PP) and Psychosocial Support provided to KP	Developed standardized support packages to address needs of KP	Improved quality of PP and psychosocial support to KP	Increased adherence and retention of HIV+ KP to ARV treatment
Health System Strengthening within the health care system				
Work with MoH to implement Health Policies and or Guidelines for prevention, care and treatment to KP / OVP	Guidelines implemented in all selected sites	Sensitized cadre embedded into national systems	Improved quality of health care provision to KP	Reduced structural barrier for KP to access quality services
Consolidate KP / OVP-friendly services through the development of quality standards for health care service provision	Standards developed and implemented	Increasing use of quality standards for health care provision for KP/OVP across sites	Scale up of KP-Friendly Health Facilities	Increased KP access and reduced barriers to health care services
	Total number of trained health care providers	Increased Health Provider's knowledge of quality standards for health care service provision for KP	Standardized and improved quality of health care provision for KP	
Support implementation of a systemic and effective routine data collection and M&E system including STI and HIV service utilization among KP / OVP	Tools developed Data collection system in place at HFs Trainings provided to data collection and data use staff	Strengthened capacity of the MOH and the HF in generating and using data on KP/FSW	Systematized information on health care provided to KP available Improved quality of information on health care provision to KP	Timely use of data for program improvement

Activities	Results/Outputs	Outcomes		
		<u>Short-Term Outcomes</u> (1-2 years)	<u>Intermediate Outcomes</u> (3-4 years)	<u>Long-Term Outcomes</u> (5 th year)**
Support clinical-based sentinel surveillance system through National Institutes of Health in selected health facilities	Surveillance system in place	Increased knowledge of STI/HIV and sexual behavior among KP based on evidence and better understanding of the dynamics of the STI and HIV epidemics among KPs in Mozambique	Strengthened capacity of MOH and the HF in generating and using data on KP/FSW	Improved response to health needs, prevention, care and treatment services for key populations
Establish effective coordination systems with PEPFAR clinical partners, community and health facilities and with health authorities	Coordination systems in place	Set up clear Enhanced communication mechanism, including referral systems between community and health care facilities	Increased access and linkages to health care services	Increased number of KP reached within the test-treat and retain cascade
Support to Ministry of Health, Department of Mental Health to introduce methadone treatment to Mozambique for PWID	Policy and guidance for MAT developed	Increased use of policy and guidance for medication-assisted therapy (MAT) for PWID within national health system	Increased access to MAT by PWID	Increased health outcomes for PWID
Provide Technical Assistance and Increase the development of capacities of the local organizations				
Provide technical assistance to Ministry of Health, Provincial Health Directory, National Penitentiary Services within the Ministry of Justice at Central and Provincial level	Set up of functional coordination and technical support systems	Enhanced coordination, efficacy and functionality of the technical working groups at provincial and central levels	Consistent, evidence-based policy/guidance/operational standards and system	Increased country ownership sustainability of systems

Activities	Results/Outputs	Outcomes		
		<u>Short-Term Outcomes (1-2 years)</u>	<u>Intermediate Outcomes (3-4 years)</u>	<u>Long-Term Outcomes (5th year)**</u>
Provide capacity building of NGO's, including institutional strengthening, strategy/approach developments, monitoring and evaluation, internal governance and democracy	Civil Society Organizations empowered	Increased involvement of Civil Society organizations in HIV preventive interventions	Increased ownership by civil society and local organizations	Increased sustainability of preventive interventions at local level
Empower young women with knowledge on Human Rights, Reproductive and Sexual Health, Family Planning, communication and behavior change	Civil Society Organizations trained	Increased knowledge and capacity of Civil Society organizations to carry out interventions with targeted population groups	Increased up-take of services by KP	Reduced stigma and discrimination including social barrier
Carry out education activities to ensure access to health services and HIV prevention materials and commodities				

i. Problem Statement:

Rates of HIV among Key Populations are two to three folds higher than national prevalence rates (11.5% national HIV prevalence). Recent results from IBBS found that HIV prevalence among commercial sex workers (CSW) is 3 times higher than the female population. Although not as high as for the CSW, the prevalence among men who have sex with men (MSM) 25 years old and older was higher than for the general male population. HIV among Key Populations (KP) and other priority populations has become a serious concern for the public health sector. The risk of contracting and transmitting HIV among this high risk group is augmented due to risky sexual behaviors, high level of alcohol and drug abuse, frequency of consensual sexual intercourse among males, sexual coercion, lack of information and HIV and STIs, limited access testing services, lack of access to quality of health care by KP, limited information and access to HIV and other health care services, weak coordination structures between the different community actors and organizations with and health authorities, low levels of condom use (less than 40% of CSW and MSM reported in IBBS study), weak civil society organizations, high levels of stigma and discrimination coupled with other structural barriers, in addition to high levels of sexual abuse and gender based violence. Stigma and gender inequalities compounded by low levels of civil society capacity, political will, and legal protections for KP also contribute to limited progress in reducing new HIV infections among these populations.

ii. Purpose

The purpose of this FOA is to support the implementation of integrated HIV/AIDS prevention, care and treatment programs in the Republic of Mozambique. Current FOA aims to implementation of combination prevention interventions among KP (commercial sex workers and men who have sex with men, in addition to incarcerated population, Clients CSW and young women/girls), increase capacity of communities and the health sector to respond to needs and challenges of KP, increase demand creation for up-take of quality integrated health services, promote counseling and testing and referrals to HIV care and treatment services (Treatment as prevention for KP) as well as other health services, integrate syphilis test and treatment into KP reach-test platform, promote behavior change interventions, individual and group risk reduction interventions, training of peer educators (PE) and health providers, promotion and distribution of correct and consistent use of condoms (male and female) and condom compatible lubricants for CSW and their clients and MSM. Gender based violence is an integral component of all interventions. Support for male circumcision for HIV prevention, a mutual priority for CDC and the Republic of Mozambique, will be provided through this award in subsequent years. In line with the World AIDS Day targets announced by President Obama in 2011, this FOA will help Mozambique achieve the outlined goals of moving towards an AIDS-free generation.

iii. Outcomes

- Establishment of peer educator (PE) cadre adequate to address KP / OVP programmatic needs
- Increased skills and capacity of PE to provide STI and HIV prevention interventions
- Improved quality of PE outreach interventions
- Improved quality of messages being communicated to KP and OVP
- Increased PE knowledge of HIV, STI as well as preventive methods
- Increased KP / OVP knowledge of the need to ensure correct and consistent use of condoms to prevent from HIV, STI and unplanned pregnancies
- Increased access of KP / OVP to preventive commodities
- Increased number of KP / OVP seeking health services
- Increased number of KP / OVP counseled and tested for HIV

- Increased number of KP / OVP referred to and initiating HIV care and treatment services
- Improved quality of counselling for HTC provided by health care providers as well as by community lay counselors
- Improved quality of health services being provided to KP / OVP
- Increased number of KP / OVP in ARV Treatment
- Improve quality of care and treatment for KP / OVP living with HIV
- Increased adherence and retention of HIV+ KP / OVP to ARV treatment
- Improve quality of health care services for KP / OVP
- Standardized quality of health care services in defined KP / OVP-friendly health facilities
- Strengthened capacity of the MOH and the HF in generating data on KP/OVP along the reach-test-treat-retain cascade
- Increased knowledge of STI/HIV and sexual behavior among KP/OVP based on evidence and better understanding of the dynamics of the STI and HIV epidemics among KPs in Mozambique
- Increased number of KP reached through the reach-test-treat and retained within the cascade
- Improved quality of preventive interventions for KP / OVP
- Increased awareness raising, sensitization and up-take of health care services including VMMC services, where appropriate based on existing evidence, for KP / OVP
- Systematized information on health care provided to KP / OVP in KP friendly health facilities and improved quality of information on health care provision to KP to inform annual planning processes
- Increased involvement of Civil Society organizations in HIV preventive interventions for KP / OVP
- Increased knowledge and capacity of KP / OVP civil society organizations to carry out interventions with targeted population groups

iv. Funding Strategy

N/A

v. Strategies and Activities

- Hire and train Peer Educators (PE) to carry out community outreach preventive interventions and behavioral change communication (BCC) strategies, ensuring consistent technical updates
- Develop of a comprehensive and inclusive training curriculum for the training of PE
- Develop quality assurance standards for PE
- Produce KP/OVP Tailored IEC messages developed on HTC/ITS/FP/Reproductive health/VMMC and GBV, GBV including PEP (Post-Exposure Prophylaxis) and referral services for, among others
- Produce and dissemination of education and behavior change communication material to support peer educators activities
- Carry out community outreach prevention intervention, including awareness raising on STI, HIV, sexual behavior risk reduction, individual risk reduction package through one-to-one and or group interventions
- Promote correct and consistent use of male and female condoms, and condom compatible lubricants and distribution for KP / OVP
- Acquire and distribution of lubricants and condoms (male/female)
- Create demand, refer and support service uptake by KP / OVP for services, STI and HIV

treatment ensuring linkages with health services and clinical partners

- Develop quality standards for identification and selection of KP Peer Educators, training, retention, monitoring and evaluation
- Train community lay counselors to reach and conduct HTC for KP / OVP
- Train health care providers to provide KP / OVP – friendly services
- Provide HTC and HTC-C and link KP (including in prison settings) tested for HIV care and treatment services
- Refer and link KP / OVP tested for HIV to other health care services in health facilities
- Develop and establish harmonized KP / OVP specific messages for HTC tailored to both health facilities as well as for community
- Train health providers on STI diagnosis and treatment, KPs health-needs and stigma and discrimination
- Provide universal treatment for HIV among CSW and MSM in targeted HF
- Coordinate with clinical partners to ensure access and adherence to ART treatment and other health care services in prison settings
- Refer KP / OVP within the health facilities to STI, TB, family planning and other health services
- Integrate syphilis test and treatment into KP / OVP reach-test platform
- Provide psychosocial support to KP and other priority populations living with HIV through support groups & PE & Positive Prevention
- Work with MOH to implement Health Policies and or Guidelines for prevention, care and treatment to KP
- Consolidate KP-friendly services through the development of quality standards for health care service provision
- Support for the implementation of a systemic and effective routine data collection and M&E systems for on STI and HIV among KPs in health care facilities
- Support clinical-based sentinel surveillance system through National Institutes of Health in selected health facilities
- Establish effective coordination systems with PEPFAR clinical partners, health facilities and with health authorities
- Identify, select and train peer educators (prisons staff and incarcerated populations) on STI, HIV, TB, VMMC, Sexual and reproductive health (including related relevant health concerns) and on behavior change methodologies and delivery of behavior change activities
- Carry out preventive interventions, through implementation of individual risk reduction package, ensure linkages to care and treatment including STI and TB treatment, and promotion of “health and change fairs” and dissemination of harm reduction messages
- Advocate for Public Health policies/guide, etc. within the Prison settings
- Support for the development/implementation of effective M&E systems within the prison setting
- Provide technical updates/capacity building, program monitoring and supervision /annual review and planning
- Provide technical Assistance and capacity building of NGO’s, including institutional strengthening, strategy/approach developments, monitoring and evaluation, internal governance and democracy
- Carry out education activities to ensure access to health services and HIV prevention materials and commodities
- Ensure functional technical working groups at central and provincial levels

<ul style="list-style-type: none"> • Improve uptake / utilization of services among KP / OVP along the prevention and reach-test-treat-retain cascade, including VMMC, post-exposure prophylaxis (PEP) and innovative prevention interventions, HTC, enrollment and continuation in HIV care and treatment
1. Collaborations:
a. With CDC funded programs:
Applicants are expected to work with other CDC-funded programs , clinical partners that have a role in achieving the FOA outcomes.
b. With organizations external to CDC:
Applicants are expected to work with other PEPFAR USG agencies, Ministries of Health or National program, Ministry of Justice, National and civil society as well as local organizations that have a role in achieving the FOA goals and objectives.
2. Target Populations:
KP are persons who are affected by punitive laws, regulations and policies, are stigmatized and marginalized, and are disproportionately affected by HIV. This includes men who have sex with men (MSM), transgender persons (TG), sex workers (SW), and people who inject drugs (PWID). OVP in Mozambique may include incarcerated individuals, transport workers, miners, fishing communities, commercial farm and plantation workers, and day laborers, among others.
Inclusion:
N/A
b. Evaluation and Performance Measurement:
i. CDC Evaluation and Performance Measurement Strategy:
<p>Monitoring and evaluation data are needed to assess the effectiveness of interventions, inform and improve program design, report results, identify successful and unsuccessful approaches, and plan and budget for expansion of activities as needed. Monitoring and Evaluation of programs and interventions should be through the use of standardized indicators for each core intervention component to monitor accessibility, availability, quality, coverage and impact.</p> <p>Routine monitoring and evaluation of programs should use PEPFAR standard Annual and Semi-Annual Program Results metrics or other indicators and PEPFAR evaluations to ascertain whether changes in outcomes can definitively be linked to the program of interest.</p> <p>Standardized PEPFAR M&E approaches and indicators for KP and OVP are outlined in the draft Monitoring, Evaluation, & Reporting (MER) Strategy and Operational Guidance. Applicants reporting on PEPFAR MER indicators are expected, at a minimum, to visit sites on a quarterly basis and either use PEPFAR funds to provide critical support or technical assistance – more details about the reporting requirements are included in the MER operational guidance.</p> <p>Outputs (Monitoring) and Outcomes (Monitoring & Evaluation): For each of the key interventions, it is imperative that a series of indicators that assess and monitor the following components of the program should be considered for key populations: availability and access; quality; coverage; potential impact.</p> <p>Data collected through routine program monitoring address the availability and access of services, and to some extent, can address the quality and coverage of the program. In contrast, outcome and impact level indicators are, for the most part, collected through evaluation, surveillance and survey data that are not part of the routine M&E system. PEPFAR supports</p>

investing in further epidemiologic surveillance, surveys, size estimations, and other special studies (e.g. ethnographic and qualitative studies to assess barriers to access for key populations) to ensure that needed data is available to inform policy and program decision-makers.

Indicators that to monitor these various components of key populations program include the following:

1. Number of people who inject drugs (PWID) on medication assisted therapy
 - a. By sex: male/female
2. Number of key populations reached in individual and/or small group level HIV preventive interventions that are based on evidence and/or meet the minimum standards required
 - a. By key populations: sex workers (SW); People who inject drugs (PWID): Male, Female; Men who have sex with men (MSM)/Transgender (TG): (Subset of MSM/TG: those who are sex workers); Other Vulnerable Populations
3. Number and proportion of days in the reporting period that stock outs of condoms occurred at prevention sites
 - a. By condom type: male/female
4. Percent of at-risk populations reporting that condoms are available when needed
5. Number and percent of key populations-friendly service delivery sites
6. Percent of female and male sex workers reporting the use of condom with their most recent client
7. Percent of men reporting the use of a condom the last time they had anal sex with a male partner
8. Percent of people who inject drugs who reported using sterile injecting equipment the last time they injected

In addition, types of prevention interventions provided to each type of key populations should be tracked for the indicator “Number of key populations reached in individual and/or small group level HIV preventive interventions that are based on evidence and/or meet the minimum standards required” based on the recommendations listed in Table 1. This will enable PEPFAR programs to assess the comprehensiveness of the prevention interventions that are being delivered for each of the three key populations listed below.

Measuring Coverage:

Both program and population coverage should be monitored. The programs need to conduct size estimation among the KPs using appropriate methodology and use the estimated size to measure population coverage. Research conducted among MSM has shown that for making an impact in HIV epidemics among MSM will require achieving adequate coverage of packages of prevention interventions. Based on existing data, it may be necessary to reach more than half of at-risk MSM to have substantial impact. To achieve such coverage, policy reforms, including decriminalization of male-male sex, are needed to create enabling environments in which men can safely access care and prevention services (Sullivan et al., 2012). Similarly, research conducted to measure coverage of access to sterile syringes among PWID (Vickerman et al., 2006) has shown that threshold coverage of more than 20% is needed to affect substantial decreases in HIV prevalence.

M&E Special Considerations by setting and population:

As stigma is pervasive, any data analysis report or dissemination of findings must be carefully aggregated to protect any potential identification of any individual. Further, even with

aggregated data, careful forethought must be given to the potential harm that release of data which could be used to further stigmatize KPs. Given these significant challenges, careful planning must be done, with KPs including HIV positive KPs, in order to ensure protection while striving to improve the quality of services through more intensive data tracking and referrals from prevention to care and treatment services. It may be that only KP specific programs and services may be able to collect and disaggregate data across the continuum of services while mainstream programs for general populations PLHIV (i.e., clinical care and ART programs) in hostile environments cannot allow for M&E systems to safely track the disaggregation of clinical services by key populations (i.e. due to fear of stigma and discrimination due to disclosure of KP in public health facilities). The first priority must be to do no harm.

Monitoring & Evaluating Linkages:

Despite the mounting evidence of the disproportionate burden of HIV among key populations, most efforts in routine program monitoring of KP has been focused on HIV prevention, and it pays little attention to the tracking of KP who are referred or linked to services such as HTC, community-based care and support, and clinical services. It is known that the negative effects of stigma and discrimination, along with the risk for arrest and prosecution, are obstacles to implementing effective programs for KP. It also puts them at increased risk for HIV infection and limits the availability of appropriate HIV prevention, care and treatment services for these populations. Therefore, while tracking the performance of prevention services for KPs is a vital component of KP program monitoring, it is equally as important to monitor HIV care services among these populations, including the uptake of HIV testing, linkages to HIV care after a positive HIV test, retention to pre-ART care until ART eligibility, linkage to ART, and retention in lifelong ART for each of the key population groups.

Indicators that are proposed in this operational guidance to monitor linkages of clinical services for key populations include the following:

1. Number of individuals who received HIV Testing and Counseling (HTC) services and received their test results
 - a) By Key populations and Test Results: SW (positive, negative); PWID (positive, negative); MSM /TG(positive, negative)
2. Number of adults and children living with HIV who receive care and support services outside facilities
 - a) By Key Populations: SW, PWID, MSM/TG
3. Number of adults and children with advanced HIV infection newly enrolled on ART
 - a) By Key Populations: SW, PWID, MSM/TG
4. Number of adults and children with advanced HIV infection receiving ART [CURRENT]
 - a) By Key Populations: SW, PWID, MSM/TG
5. Percent of adults and children known to be alive and on treatment 12 months after initiation of antiretroviral therapy
 - a) By Key Populations: SW, PWID, MSM/TG

Monitoring & Evaluating System and Capacity Strengthening:

Capacity strengthening in key populations programming is a way to improve access to and utilization of community-based and formal health services that are of high quality and key population-friendly. It is also aimed at increasing community engagement so that there is meaningful and effective involvement in education, health promotion and health literacy for these populations. In addition, community-based organizations (CBOs) plays an essential role in providing HIV prevention to key populations as stigma and discrimination make it difficult for KP

in many countries to disclose their behavior to health care providers and others and to seek services in a timely way from programs or clinical facilities. Therefore, the sustainability of financial and other resources for community interventions implemented by community based organizations and networks are critical in ensuring that these services for key populations are not interrupted or discontinued.

Indicators that are proposed in this operational guidance to monitor systems strengthening and capacity building for key population programs include the following:

1. Number and percent of civil society organizations (CSOs) serving key populations that have received organizational capacity technical assistance from the USG and as a result have been able to leverage funding from other sources
 - a. By source of funding: government (local, provincial, national); bilateral donors, The Global Fund to Fight AIDS, TB, and Malaria (GFATM), others
2. Number and percent of key populations-friendly service delivery sites

Are appropriate anti-stigma and discrimination policies in place for the delivery of quality HIV/AIDS services for key populations? (through PEPFAR policy tracking table)

Table 1: Comprehensive package of prevention services available by key population

MSM and TG	Outreach Empowerment	Targeted IEC	HTC	Condoms and Lubricant	STI Screening, Prevention and Treatment	ART	Screening and vaccination for viral hepatitis	Reproductive Health (FP, PMTCT)	TB Prevention, Diagnosis, and Treatment	Medication-assisted therapy (MAT)	Needle and syringe program
FSW											
PWID											

Indicator and Disaggregation	Indicator Type	Data Collection Method	Related Program Area
Number of People who inject drugs (PWID) on medication assisted therapy (MAT) for at least 6 months	Output	Routine Program	
By Sex: Male/Female			
Number of key populations reached in individual and/or small group level HIV preventive interventions that are based on evidence and/or meet the minimum standards required.			
By Key populations: sex workers (SW) People who inject drugs (PWID): Male, Female Men who have sex with men (MSM)/Transgender (TG): (Subset of MSM/TG: those who are sex workers) Other Vulnerable Populations	Output	Routine Program	

Indicator and Disaggregation		Indicator Type	Data Collection Method	Related Program Area
Number of individuals who received HIV Testing and Counseling (HTC) services and received their test results		Output	Routine Program	PMTCT Clinical Care TB/HIV ART PHDP VMMC
	By Sex: Male/Female			
	By Age: <1, 1-5, 5-10, 10-15, 15-20, 20+			
	By Test result: Positive, Negative			
	By Key populations and Test Results: SW (positive, negative); PWID (positive, negative); MSM /TG(positive, negative)			
	By HTC setting: TBD			
Number of adults and children living with HIV who receive care and support services outside facilities		Output	Routine Program	Care
	By Sex: Male/Female			
	By Age: TBD per Care TWG			
	By Key Populations: SW, PWID, MSM/TG			
Number of HIV positive adults and children receiving a minimum of one clinical service *		Output	Routine Program	Care
	By Sex: Male/Female			
	By Age: TBD per Care TWG			
	By Key Populations: SW, PWID, MSM/TG			
Number of adults and children with advanced HIV infection newly enrolled on ART		Output	Routine Program	Treatment PMTCT
	By Sex: Male/Female			
	By Age: TBD per Treatment TWG			
	By Key Populations: SW, PWID, MSM/TG			
	PMTCT TWG suggested disaggregation: By breastfeeding.			
Number of adults and children with advanced HIV infection receiving ART [CURRENT]		Output	Routine Program	Treatment PMTCT
	By Sex: Male/Female			
	By Age: TBD per Treatment TWG			
	By Key Populations: SW, PWID, MSM/TG			
	By Pregnancy status			
Percent of adults and children known to be alive and on treatment 12 months after initiation of antiretroviral therapy		Output	Routine Program	Treatment PMTCT
	By Sex: Male/Female			
	By Age: TBD per Treatment TWG			
	By Key Populations: SW, PWID, MSM/TG			
	By Pregnancy status; breastfeeding			
Number and proportion of days in the reporting period that stock outs of condoms occurred at prevention sites		Output	Routine Program	Gen Pop HSS CB
	By condom type: male, female			
Percent of at-risk populations reporting that condoms are available when needed		Output	Behavioral surveillance;	

Indicator and Disaggregation		Indicator Type	Data Collection Method	Related Program Area
	By Key Populations: SW, PWID, MSM/TG		special study	
Number and percent of CSOs serving key populations that have received organizational capacity technical assistance from the USG and as a result have been able to leverage funding from other sources		Outcome	Routine Program; Administrative and financial data	HSS CB
	By source of funding: government (local, provincial, national); bilateral donors, GFATM, others			
Percent of female and male sex workers reporting the use of condom with their most recent client		Outcome	Behavioral surveillance survey	
Percent of men reporting the use of a condom the last time they had anal sex with a male partner		Outcome	Behavioral surveillance survey	
Percent of people who inject drugs who reported using sterile injecting equipment the last time they injected		Outcome	Behavioral surveillance survey	
Are appropriate anti-stigma and discrimination policies in place for the delivery of quality HIV/AIDS services for key populations?		Input	Policy tracking table	HSS CB
Number and percent of key populations-friendly service delivery sites		Output	Routine Program	HSS CB

Additional programmatic indicators include but are not limited to:

- Further disaggregation of all indicators in the table above to specifically report on services and activities targeted for incarcerated populations
- Total number of health providers, lay counselor and peer educators trained
- Training and IEC material produced (training curriculum, tailored IEC messages, specific messages tailored for HIV counseling services)
- Quality assurance standards for outreach and health care facilities developed and in use
- Number of KP / OVP referred and accessing FP services
- Routine data collection system on health care provision for KPs in health care facilities in place.
- Clinical-based sentinel surveillance system through National Institutes of Health in selected health facilities
- Health Policies, guidelines for health care provision to KP and other vulnerable populations in place
- Total number of NGO and or civil society organizations and or local organizations engaged

These indicators will be incorporated into the evaluation approach for this project. Evaluation will take place at the mid-point and at the close of the project. Key evaluation questions will be based around achievement of targets; retention and linkages along the reach-test-treat-retain cascade; quality of data and adherence to administrative processes; and performance observed during site visits. For example:

- Were targets achieved?
- Was there optimal retention along the reach-test-treat-retain cascade?
- Were reports and data submitted on time, with high quality?
- Was execution of activities aligned with the award language and work plan?
- Were KP and OVP groups appropriately engaged, with access facilitated by establishment of adequate trust for a productive project?
- Has coordination with other key stakeholders been appropriate? Including MOH at national and

provincial levels.

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.

c. Organizational Capacity of Awardees to Execute the Approach:

Applicant must be able to manage program performance, evaluation, performance monitoring, financial reporting, and must have capacity to manage the required funds in accordance with the HHS Grants Policy Statement, which can be found at:

<http://www.hhs.gov/asfr/ogapa/aboutog/hhsgps107.pdf>

d. Work Plan:

Applicant must include a work plan that demonstrates how the outcomes, strategies, activities, timelines, and staffing will take place over the course of the award. Applicants must submit a detailed work plan for the first year of the project and a high level plan for the subsequent years.

e. CDC Monitoring and Accountability Approach

Monitoring activities include routine and ongoing communication between CDC and awardees, site visits, and awardee reporting (including work plans, performance, and financial reporting). HHS grants policy specifies the following HHS expectations for post-award monitoring for grants and cooperative agreements:

- Tracking awardees progress in achieving the desired outcomes.
- Insuring the adequacy of awardee systems that underlie and generate data reports.
- Creating an environment that fosters integrity in program performance and results.

Monitoring may also include the following activities:

- Ensuring that work plans are feasible based on the budget and consistent with the intent of the award.
- Ensuring that awardees are performing at a sufficient level to achieve objectives within stated timelines.
- Working with awardees on adjusting the work plan based on achievement of objectives and changing budgets.
- Monitoring performance measures (both programmatic and financial) to assure satisfactory performance levels.

- Other activities deemed necessary to monitor the award, if applicable.

These may include monitoring and reporting activities as outlined in HHS grants policy that assists grants management staff (e.g., grants management officers and specialists, and project officers) in the identification, notification, and management of high-risk grantees.

f. CDC Program Support to Awardees

In a cooperative agreement, CDC staff is substantially involved in the program activities, above and beyond routine grant monitoring. CDC activities for this program are as follows:

1. Organize an orientation meeting with the grantee for a briefing on applicable U.S. Government, HHS/CDC, and President's Emergency Plan for AIDS Relief (PEPFAR) expectations, regulations and key management requirements, as well as report formats and contents. The orientation could include meetings with staff from HHS agencies and the Office of the U.S. Global AIDS Coordinator (OGAC).
2. Review and make recommendations as necessary to the process used by the grantee to select key personnel and/or post-award subcontractors and/or subgrantees to be involved in the activities performed under this agreement, as part of the President's Emergency Plan for Relief (PEPFAR) Country Operational Plan (COP) review and approval process, managed by the OGAC.
3. Review and approve grantee's annual work plan and detailed budget, as part of the Emergency Plan for AIDS Relief Country Operational Plan review-and-approval process, managed by the Office of the U.S. Global AIDS Coordinator.
4. Review and approve the grantee's monitoring and evaluation plan, including for compliance with the strategic information guidance established by the OGAC.
5. Meet on a regular basis with the grantee to assess expenditures in relation to approved work plan and modify plans as necessary.
6. Meet on a quarterly basis with the grantee to assess quarterly technical and financial progress reports and modify plans as necessary.
7. Meet on an annual basis with the grantee to review annual progress report for each U.S. Government Fiscal Year, and to review annual work plans and budgets for the subsequent year, as part of the PEPFAR review and approval process for COPs, managed by OGAC.
8. Provide technical assistance, as mutually agreed upon, and revise annually during validation of the first and subsequent annual work plans. This could include expert technical assistance and targeted training activities in specialized areas, such as strategic information, project management, and confidential counseling and testing.
9. Provide in-country administrative support to help the grantee meet U.S. Government financial and reporting requirements approved by the Office of Management and Budget (OMB) under 0920-0428.

10. Collaborate with the grantee on designing and implementing the activities listed above, including, but not limited to: the provision of technical assistance to develop program activities, data management and analysis, quality assurance, the presentation and possibly publication of program results and findings, and the management and tracking of finances.
11. Provide technical assistance or advice on any data collections on 10 or more people that are planned or conducted by the awardee. All such data collections-- where CDC staff will be or are approving, directing, conducting, managing, or owning data-- must undergo OMB project determinations by CDC and may require OMB PRA clearance prior to the start of the project.
12. Provide consultation and scientific and technical assistance based on appropriate HHS/CDC and OGAC documents to promote the use of best practices known at the time.
13. Assist the grantee in developing and implementing quality-assurance criteria and procedures.
14. Facilitate in-country planning and review meetings for technical assistance activities.
15. Provide technical oversight for all activities under this award.
16. Conduct service delivery site visits through the Site Monitoring System (SMS) to monitor and evaluate site capacity to provide high-quality HIV/AIDS services in all program areas by assessing and scoring key program area elements of site performance and work with the grantee on identified gaps and continuous quality improvement.
17. Provide ethical reviews, as necessary, for evaluation activities, including from HHS/CDC headquarters. Evaluations can be process, outcome or impact.
 - A. Process Evaluation: measures how the intervention was delivered, what worked/did not, differences between the intended population and the population served, and access to the intervention.
 - B. Outcome Evaluation: determines effects of intervention in target population(s) (e.g., change in knowledge, attitudes, behavior, capacity, etc.).
 - C. Impact Evaluation: measures net effects of program and prove of causality
18. Supply the awardee with protocols for related evaluations.

B. Award Information

1. Type of Award:

Cooperative Agreement: CDC’s substantial involvement in this program is indicated in the “CDC program Support to Awardees” section of this document.

2. Award Mechanism:

U2G-Global HIV/AIDS Non-Research Cooperative Agreements

3. Fiscal Year:

2015

4. Approximate Total Fiscal Year Funding:
\$4,500,000
5. Approximate Total Project Period Funding:
None
6. Total Project Period Length:
5 Years
7. Approximate Number of Awards:
1
8. Approximate Average Award:
\$4,500,000
9. Floor of Individual Award Range:
None
10. Ceiling of Individual Award Range:
\$4,500,000 (This amount is subject to the availability of funds).
11. Anticipated Award Date:
April 1, 2015
12. Budget Period Length:
12 months
<p>Throughout the project period, CDC will continue the award based on the availability of funds, the evidence of satisfactory progress by the awardee (as documented in required reports), and the determination that continued funding is in the best interest of the federal government. The total number of years for which federal support has been approved (project period) will be shown in the "Notice of Award." This information does not constitute a commitment by the federal government to fund the entire period. The total project period comprises the initial competitive segment and any subsequent non-competitive continuation award(s).</p> <p><i>Note: Applicants must only apply for the first budget period funding, taking into consideration the floor of the individual award range and the ceiling of the individual award range. The proposed budget for the first budget period must not exceed the ceiling of the individual award range. If a funding amount greater than the ceiling of the individual award range is requested, the application will be considered non-responsive and will not be entered into the review process.</i></p>
13. Funds Tracking:
Applicant is required to track fund by P-accounts/sub accounts for each project/cooperative agreement awarded.
14. Direct Assistance:
Direct assistance is not available through this FOA
15. Indirect Costs:
Indirect costs will not be reimbursed under grants to foreign organizations, international organizations, and foreign components of grants to domestic organizations (does not affect indirect cost reimbursement to the domestic entity for domestic activities). The CDC will not reimburse indirect costs unless the recipient has an indirect cost rate covering the applicable activities and period.

C. Eligibility Information

1. Eligible Applicants:

Eligible applicants that can apply for this FOA are listed below:

Government Organizations:

- National Ministries of Health
- State and local governments or their Bona Fide Agents (this includes the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, American Samoa, Guam, the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau)¹.
- American Indian/Alaska Native tribal governments (federally recognized or state-recognized)
- Political subdivisions of States (in consultation with States)

Non-government Organizations:

- American Indian/Alaska native tribally designated organizations
- Alaska Native health corporations
- Tribal epidemiology centers
- Urban Indian health organizations
- Nonprofit with 501C3 IRS status (other than institution of higher education)
- Nonprofit without 501C3 IRS status (other than institution of higher education)
- Research institutions (that will perform activities deemed as non-research)

Colleges and Universities

Community-based organizations

Faith-based organizations

For-profit organizations (other than small business)

Hospitals

Small, minority, and women-owned businesses

All Other eligible organizations

PEPFAR Local Partner definition:

To be considered eligible as a local partner under this Funding Opportunity Announcement, the applicant must submit supporting documentation demonstrating how their organization meets one of the three criteria listed below under the “PEPFAR Local Partner definition.” The supporting documentation must be included in the Appendices of the application and must be labeled as “Eligibility Documentation for PEPFAR Local Partner Definition.” Applicants that do not provide and/or label the supporting documentation required to meet the PEPFAR Local Partner definition above will not be

¹ A Bona Fide Agent is an agency/organization identified by the state as eligible to submit an application under the state eligibility in lieu of a state application. If applying as a bona fide agent of a state or local government, a legal, binding agreement from the state or local government as documentation of the status is required.

considered eligible for review.

Under PEPFAR, a “local partner” may be an individual or sole proprietorship, an entity, or a joint venture or other arrangement. However, to be considered a local partner in a given country served by PEPFAR, the partner must meet the criteria under paragraph (1), (2), or (3) below:

- (1) an individual must be a citizen or lawfully admitted permanent resident of and have his/her principal place of business in the country served by the PEPFAR program with which the individual is or may become involved, and a sole proprietorship must be owned by such an individual; or
- (2) an entity (e.g., a corporation or partnership):
 - a) must be incorporated or legally organized under the laws of, and have its principal place of business in, the country served by the PEPFAR program with which the entity is or may become involved;
 - b) must be at least 75% for FY2015 beneficially owned by individuals who are citizens or lawfully admitted permanent residents of that same country, per sub-paragraph (2)(a), or by other corporations, partnerships or other arrangements that are local partners under this paragraph or paragraph (3);
 - c) at least 75% for FY 2015 of the entity’s staff (senior, mid-level, support) must be citizens or lawfully admitted permanent residents of that same country, per sub-paragraph (2)(a), and at least 75% for FY2015 of the entity’s senior staff (i.e., managerial and professional personnel) must be citizens or lawfully admitted permanent residents of such country; and
 - d) where an entity has a Board of Directors, at least 51% of the members of the Board must also be citizens or lawfully admitted permanent residents of such country; or
- (3) a joint venture, unincorporated association, consortium, or other arrangement in which at least 75% for FY2015 of the funding under the PEPFAR award is or will be provided to members who are local partners under the criteria in paragraphs (1) or (2) above, and a local partner is designated as the managing member of the organization. Partner government ministries (e.g., Ministry of Health), sub-units of government ministries, and parastatal organizations in the country served by the PEPFAR program are considered local partners. A parastatal organization is defined as a fully or partially government-owned or government-funded organization. Such enterprises may function through a board of directors, similar to private corporations. However, ultimate control over the organization rests with the government.

Note: To be considered a local partner, the applicant must submit supporting documentation demonstrating their organization meets at least one of the three criteria listed above.

2. Special Eligibility Requirements:

All applications will be initially reviewed for completeness by the Procurement and Grants Office (PGO) staff. Applications that do not include a budget narrative and project narrative will be determined non-responsive. Complete applications will be jointly reviewed for responsiveness by HHS/CDC Division of Global HIV/AIDS and PGO. Non-responsive applications will not advance through the review process. Applicants will be notified the application did not meet eligibility and/or published submission requirements.

Non-Responsive Criteria

The list below contains criteria for determining responsiveness to this FOA:

- Late submissions will be determined non-responsive. Please see section D, “Application and Submission Information,” Part 4, “Submission Dates and Times” for the application deadline date. Please also see Section 16, “Other Submission Requirements” for information on technical difficulties and paper submission. All requests to submit a paper application must be received at least three calendar days prior to the application deadline.
- The applicant’s proposed budget for year one must not exceed the ceiling of the individual award range listed in Section B, “Award Information.” If a funding amount greater than the ceiling of the individual award range is requested for year one, the application will be considered non-responsive and will not be entered into the review process.

Page Limitations

- Applicants must abide by the page number limitation listed in Section D, #10 Project Narrative. Any pages submitted beyond the number of pages listed for the project narrative will not be reviewed.
- If the total amount of appendices includes more than 90 pages, any pages after page 90 of the appendix will not be considered for review. For this purpose, all appendices must have page numbers and must be clearly identified in the Table of Contents as appendices.

3. Justification for Less than Maximum Competition:

N/A

4. Other:

N/A

5. Cost Sharing or Matching:

Cost sharing or matching funds are not required for this program. Although there is no statutory match requirement for this FOA, leveraging other resources and related ongoing efforts to promote sustainability is strongly encouraged.

6. Maintenance of Effort:

Maintenance of Effort is not required for this program.

D. Application and Submission Information

Additional materials that may be helpful to applicants:

<http://www.cdc.gov/od/pgo/funding/docs/FinancialReferenceGuide.pdf>.

1. Required Registrations:

An organization must be registered at the three following locations before it can submit an application for funding at www.grants.gov.

- Data Universal Numbering System:** All applicant organizations must obtain a Data Universal Numbering System (DUNS) number. A DUNS number is a unique nine-digit identification number provided by Dun & Bradstreet (D&B). It will be used as the Universal Identifier when applying for federal awards or cooperative agreements.

The applicant organization may request a DUNS number by telephone at 1-866-705-5711 (toll free) or internet at <http://fedgov.dnb.com/webform/displayHomePage.do>. The DUNS number will be provided at no charge.

If funds are awarded to an applicant organization that includes sub-awardees, those sub-awardees must provide their DUNS numbers before accepting any funds.

- b. **System for Award Management (SAM):** The SAM is the primary registrant database for the federal government and the repository into which an entity must submit information required to conduct business as an awardee. All applicant organizations must register with SAM, and will be assigned a SAM number. All information relevant to the SAM number must be current at all times during which the applicant has an application under consideration for funding by CDC. If an award is made, the SAM information must be maintained until a final financial report is submitted or the final payment is received, whichever is later. The SAM registration process can require 10 or more business days, and registration must be renewed annually. Additional information about registration procedures may be found at www.SAM.gov.
- c. **Grants.gov:** The first step in submitting an application online is registering your organization at www.grants.gov, the official HHS E-grant Web site. Registration information is located at the “Get Registered” option at www.grants.gov.

All applicant organizations must register at www.grants.gov. The one-time registration process usually takes not more than five days to complete. Applicants should start the registration process as early as possible.

Step	System	Requirements	Duration	Follow Up
1	Data Universal Number System (DUNS)	<ol style="list-style-type: none"> 1. Click on http://fedgov.dnb.com/webform 2. Select Begin DUNS search/request process 3. Select your country or territory and follow the instruction to obtain your DUNS 9-digit # 4. Request appropriate staff member(s) to obtain DUNS number, verify & update information under DUNS number 	1-2 Business Days	To confirm that you have been issued a new DUNS number check online at (http://fedgov.dnb.com/webform) or call 1-866-705-5711
2	System for Award Management (SAM) formerly Central Contractor Registration (CCR)	<ol style="list-style-type: none"> 1. Retrieve organizations DUNS number 2. Go to www.sam.gov and designate an E-Biz POC (note CCR username will not work in SAM and you will need to have an active SAM account before you can register on grants.gov) 	3-5 Business Days but up to 2 weeks and must be renewed once a year	For SAM Customer Service Contact www.fsd.gov/US Calls: 866-606-8220
3	Grants.gov	<ol style="list-style-type: none"> 1. Set up an individual account in Grants.gov using organization new DUNS number to become an authorized organization representative (AOR) 2. Once the account is set up the E-BIZ POC will be notified via email 3. Log into grants.gov using the password the E-BIZ POC received and create new password 4. This authorizes the AOR to submit applications on behalf of the organization 	Same day but can take 8 weeks to be fully registered and approved in the system (note, applicants MUST obtain a DUNS number and SAM account before applying on grants.gov)	Register early! Log into grants.gov and check AOR status until it shows you have been approved

2. Request Application Package:

Download the application package from www.grants.gov

3. Application Package

Applicants must download the SF-424 application package associated with this funding opportunity from www.grants.gov. If Internet access is not available, or if the online forms cannot be accessed, applicants may call the CDC PGO staff at 770-488-2700 or e-mail PGO PGOTIM@cdc.gov for assistance. Persons with hearing loss may access CDC telecommunications at TTY 1-888-32-6348.

4. Submission Dates and Times:

If the application is not submitted by the deadline published in the FOA, it will not be processed. PGO personnel will notify the applicant that their application did not meet the deadline. The applicant must receive pre-approval to submit a paper application (see Other Submission Requirements section for additional details). If the applicant is authorized to submit a paper application, it must be received by the deadline provided by PGO.

If Grants.gov cannot receive applications due to an emergency or other unanticipated event (and circumstances preclude advance notification of an extension), then applications must be submitted by the first business day on which government operations resume.

a. **Letter of Intent (LOI) Deadline Date:** (must be postmarked by): N/A

b. **Application Deadline Date:** October 5, 2014 11:59 p.m. U.S. Eastern Standard Time, at www.grants.gov. Late submissions will be considered non-responsive.

If Grants.gov cannot receive applications due to an emergency or other unanticipated event (and circumstances preclude advance notification of an extension), then applications must be submitted by the first business day on which government operations resume.

5. CDC Assurances and Certifications:

All applicants are required to sign and submit CDC Assurances and Certifications documents that can be found on the CDC Web site: <http://www.cdc.gov/od/pgo/funding/grants/foamain.shtm>

Applicants may follow either of the following processes:

- Applicants must name this file "Assurances and Certifications" and upload as a PDF on www.grants.gov.
- Complete the applicable assurances and certifications and submit them directly to CDC on an annual basis at <http://www.cdc.gov/od/pgo/funding/grants/foamain.shtm>

Assurances and certifications submitted directly to CDC will be kept on file for 1 year and will apply to all applications submitted to CDC within one year of the submission date.

6. Content and Form of Application Submission:

Applicants are required to submit all of the documents outlined below as their application package on www.grants.gov.

7. Letter of Intent (LOI):

A letter of intent is not applicable to this funding opportunity announcement.

8. Table of Contents:

Provide a detailed table of contents for the entire submission package that includes all of the documents in the application and headings in the "Project Narrative" section. Name the file "Table of Contents" and upload it as a PDF file under "Other Attachment Forms" at www.grants.gov. There is no page limit. The table of contents is not included in the project narrative page limit

9. Project Abstract Summary:

(Maximum of 1 page)

A project abstract is included on the mandatory documents list and must be submitted at www.grants.gov. The project abstract must be a self-contained, brief summary of the proposed project including the purpose and outcomes. This summary must not include any proprietary or confidential information. Applicants must enter the summary in the "Project Abstract Summary" text box at www.grants.gov.

10. Project Narrative:

(Maximum of 18 pages, single spaced, Calibri 12 point, 1-inch margins, number all pages, content beyond 18 pages will not be reviewed).

The Project Narrative must include all of the bolded headings shown in this section. The Project Narrative must be succinct, self-explanatory, and in the order outlined in this section. It must address outcomes and activities to be conducted over the entire project period as identified in the CDC Project Description section.

Applicants must submit a Project Narrative with the application forms. Applicants must name this file “Project Narrative” and upload it at www.grants.gov.

- a. **Background:** Applicants should provide a description of relevant background information that includes the context of the problem (see CDC Background).
- b. **Approach**
Problem Statement: 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. (See CDC Project Description).

Purpose: Applicants must describe specifically how their application will address the problem as described in the CDC Project Description.

Outcomes: Applicants must clearly identify the outcomes they expect to achieve by the end of the project period. Outcomes are the results that the program intends to achieve. All outcomes should indicate the intended direction of change (i.e., increase, decrease, maintain). See the program logic model in the Approach section of the CDC Project Description. In addition to the project period outcomes required by CDC, applicants should include any additional outcomes they anticipate.

Strategy and Activities: The applicant must provide a clear and concise description of the strategies and activities they will use to achieve the project period outcomes. Whenever possible, applicants should use evidence-based program strategies as identified by the Community Guide² (or similar reviews) and reference it explicitly as a source. Applicants may propose additional strategies and activities to achieve the outcomes. Applicants should select existing evidence-based strategies that meet their needs, or describe the rationale for developing and evaluating new strategies or practice-based innovations. (See CDC Project description: Strategies and Activities section).

1. **Collaborations:** Applicants must describe how they will collaborate with CDC funded programs as well as with organizations external of CDC.

Applicants must file letters of support, as appropriate, name the file “Letters of Support”, and upload it as a PDF file at www.grants.gov. A maximum of five letters of support may be provided.

² <http://www.thecommunityguide.org/index.html>

2. **Target Populations:** Applicants must describe the specific target population(s) to be addressed in their jurisdiction to allocate limited resources, target those at greatest health risk, and achieve the greatest health impact. Applicants should use data, including social determinants data, to identify communities within their jurisdictions or community served that are disproportionately affected by the public health problem, and plan activities to reduce or eliminate these disparities. Disparities by race, ethnicity, gender identity, sexual orientation, geography, socioeconomic status, disability status, primary language, health literacy, and other relevant dimensions (e.g., tribal communities) should be considered.

Inclusion: N/A

c. **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 Evaluation and Performance Measurement Strategy section of the CDC Project Description of this FOA. Data collected must be used for ongoing monitoring of the award to evaluate its effectiveness, and for continuous program improvement.

The plan must:

- Describe how key program partners will be engaged in the evaluation and performance measurement planning processes.
- Describe the type of evaluations to be conducted (i.e. process and/or outcome).
- Describe key evaluation questions to be answered.
- Describe other information, as determined by the CDC program (e.g., performance measures to be developed by the applicant) 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 and quality improvement.
- Describe how evaluation and performance measurement will contribute to development of that evidence base, where program strategies are being employed that lack a strong evidence base of effectiveness.

Awardees will be required to submit a more detailed evaluation and performance measurement plan within the first six months of the project, as outlined in the reporting section of the FOA.

d. **Organizational Capacity of Awardees to Execute the Approach:**

Applicant must address the organizational capacity requirements as described in the CDC Project Description. If CDC requires CVs/Resumes or Organizational Charts then insert: Applicants must submit CVs/Resumes of CV of key leadership and managerial staff, as well as detailed job descriptions of key positions to be created necessary for program development and implementation. Applicants must also submit Organizational Charts. These items must be submitted as part of the appendix, clearly named "CVs/Resumes," "Job Descriptions," and "Organizational Charts," and uploaded as PDF files at www.grants.gov.

11. Work Plan:

(Included in the Project Narrative- 18 page limit)

Applicants must prepare a work plan consistent with the CDC Project Description Work Plan section. The work plan integrates and delineates more specifically how the awardee plans to carry out achieving the project period outcomes, strategies, and activities, evaluation and performance measurement, including

key milestones.

12. Budget Narrative:

Applicants must submit an itemized, line-item budget and narrative with staffing breakdown (i.e., name, position title, annual salary, percentage of time and effort, and amount requested) and justification for all requested costs for the first budget period. Budgets must be consistent with the purpose, objectives of the Emergency Plan, and the program activities listed in this announcement. When developing the budget narrative, applicants should consider whether the proposed budget is reasonable and consistent with the purpose, outcomes and program strategy outlined in the project narrative. The budget must include:

- Salaries and wages
- Fringe benefits
- Consultant costs
- Equipment
- Supplies
- Travel
- Alterations and Renovations
- Other categories
- Contractual costs
- Total Direct costs
- Total Indirect costs

The detailed budget should identify costs associated with potential data collection activities from persons, personal records, or for laboratory specimen collection and testing that may result in a public report. For each of the potential data collection activities, also state the costs for any preparatory activities (e.g., protocol development, training, equipment, reagents, and site preparation).

When developing the budget narrative, applicants should consider whether the proposed budget is reasonable and consistent with the purpose, outcomes and program strategy outlined in the project narrative. All budget justification pages must be numbered.

For guidance on completing a detailed budget, see Budget Preparation Guidelines at: <http://www.cdc.gov/od/pgo/funding/budgetguide.htm>.

Applicants should name this “Budget Narrative” and upload as a PDF file to www.grants.gov.

If requesting indirect costs in the budget, a copy of the indirect cost rate agreement is required. If the indirect cost rate is a provisional rate, the agreement must have been made less than 12 months earlier. Applicants should name this file “Indirect Cost Rate” and upload to www.grants.gov.

If a funding amount greater than the ceiling of the individual award range is requested, the application will be considered non-responsive and will not be entered into the review process. The applicant will be notified that the application did not meet the eligibility requirements.

13. Tobacco and Nutrition Policies:

Awardees are encouraged to implement tobacco and nutrition policies.

Unless otherwise explicitly permitted under the terms of a specific CDC award, no funds associated with this FOA can be used to implement the optional policies, and no applicants will be evaluated or scored on whether they choose to participate in implementing these optional policies.

The CDC supports implementing evidence-based programs and policies to reduce tobacco use and secondhand smoke exposure, and to promote healthy nutrition. CDC encourages all awardees to implement the following optional recommended evidence-based tobacco and nutrition policies within their own organizations. This builds upon the current federal commitment to reduce exposure to secondhand smoke, which includes The Pro-Children Act, 20 U.S.C. 7181-7184, that prohibits smoking in certain facilities that receive Federal funds in which education, library, day care, health care, or early childhood development services are provided to children.

Tobacco Policies:

1. Tobacco-free indoors – no use of any tobacco products (including smokeless tobacco) or electronic cigarettes in any indoor facilities under the control of the awardee
2. Tobacco-free indoors and in adjacent outdoor areas – no use of any tobacco products or electronic cigarettes in any indoor facilities, within 50 feet of doorways and air intake ducts, and in courtyards under the control of the awardee
3. Tobacco-free campus – no use of any tobacco products or electronic cigarettes in any indoor facilities and anywhere on grounds or in outdoor space under the control of the awardee

Nutrition Policies:

1. Healthy food service guidelines should at a minimum, align with Health and Human Services and General Services Administration Health and Sustainability Guidelines for Federal Concessions and Vending Operations for cafeterias, snack bars, and vending machines in any facility under the control of the awardee and in accordance with contractual obligations for these services (http://www.gsa.gov/graphics/pbs/Guidelines_for_Federal_Concessions_and_Vending_Operations.pdf)
2. The following are resources for healthy eating and tobacco free workplaces:
<http://www.cdc.gov/nccdphp/dnpao/hwi/toolkits/tobacco/index.htm>
<http://www.thecommunityguide.org/tobacco/index.html>
<http://www.cdc.gov/chronicdisease/resources/guidelines/food-service-guidelines.htm>

14. Intergovernmental Review:

Executive Order 12372 does not apply to this program.

15. Funding Restrictions:

Restrictions that must be considered while planning the programs and writing the budget are:

- Awardees may not use funds for research.
- Awardees may not use funds for clinical care except as allowed by law.
- Awardees may only use funds for reasonable program purposes, including personnel, travel, supplies, and services (such as contractual).
- Generally, awardees may not use HHS/CDC/ATSDR funding for the purchase of furniture or equipment. Any such proposed spending must be clearly identified in the budget in accordance with CDC's budget guidelines.
- Pre-award costs may be allowable for successful applicants under this FOA prior to award.
- Other than for normal and recognized executive-legislative relationships, no funds may be used for:
 - Publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body
 - The salary or expenses of any grant or contract recipient, or agent acting for such recipient, 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

- See Additional Requirement (AR) 12 for detailed guidance on this prohibition and additional guidance on lobbying for CDC awardees.
- The direct and primary recipient in a cooperative agreement program must perform a substantial role in carrying out project outcomes and not merely serve as a conduit for an award to another party or provider who is ineligible.
- The applicant may contract with other organizations under this program; however the applicant must perform a substantial portion of the activities (including program management and operations, and delivery of prevention services for which funds are required.)
- All plans for data collection from persons or personal records and for laboratory specimen collection and testing that are expected to result in public reports will require protocols for technical review and review of institutional human subjects protection considerations by CDC. Funds for implementing these activities will be restricted until all necessary institutional protocol approvals have been obtained. Funds for preparatory activities (e.g., protocol development, training, equipment, reagents, and site preparation) may be provided prior to protocol approval. To facilitate the early availability of funding, the budget and narrative should clarify which activities are preparatory.
- Human subjects data collection funding restrictions which require submission of protocols will be submitted within six months of notification of such requirement, but no later than the end of the first budget year. Requests for exceptions to these deadlines will need to be submitted in writing to the Grants Management Officer. All protocol approvals should be obtained no later than the end of the second budget period after the award or Continuation has been made, provided that the Grantee submits their protocol no later than the deadline.
- Needle Exchange – No funds made available under this award may be used for needle exchange programs.
- The recipient must use funds provided under the agreement for costs incurred in carrying out the purposes of the award which are reasonable, allocable, and allowable in accordance with applicable cost principles. Unallowable costs will be determined in accordance with the applicable cost principles.
 - “Reasonable” means the costs do not exceed those that would ordinarily be incurred by a prudent person in the conduct of normal business.
 - “Allocable” means the costs are necessary to the award.
 - “Allowable” means the costs are reasonable and allocable, and conform to any limitations set forth in the award.
- The recipient is encouraged to obtain the Grants Management Officer’s written determination in advance whenever the recipient is uncertain as to whether a cost will be allowable.
- The costs that are generally allowable in grants to domestic organizations are allowable to foreign institutions and international organizations, with the following exception: With the exception of the American University, Beirut and the World Health Organization, Indirect Costs will not be paid (either directly or through sub-award) to organizations located outside the territorial limits of the United States or to international organizations regardless of their location.
- All requests for funds contained in the budget, shall be stated in U.S. dollars. Once an award is made, CDC will not compensate foreign grantees for currency exchange fluctuations through the issuance of supplemental awards.
- Public Financial Management Assessment Clause: The Parties acknowledge that HHS/CDC has assessed the recipient’s systems required to manage the activities supported with US Government funds under this Agreement and that this Agreement is expressly conditioned upon that assessment, as well as any measures, mitigation or means by which the recipient has or will address the vulnerabilities or weaknesses, if any, found in that assessment. The recipient agrees

to take the necessary action(s) to address the recommendations or requirements of the assessment as agreed separately in writing with HHS/CDC in accordance with an action plan to be jointly developed to address such recommendations or as otherwise contained in this agreement.

- It is the policy of HHS/CDC to seek to ensure that none of its funds are used, directly or indirectly, to provide support to individuals or entities designated for United Nations Security Council sanctions. In accordance with this policy, the applicant agrees to use reasonable efforts to ensure that none of the funds provided under this grant are used to provide support of individuals or entities designated for UN Security Council sanctions (compendium of Security Council Targeted Sanctions Lists at: http://www.un.org/sc/committees/list_compend.shtml). This provision must be included in all sub-agreements, including contracts and sub-awards, issued under this award.
- **Prohibition on Assistance to Drug Traffickers**
 - HHS/CDC reserves the right to terminate assistance to, or take other appropriate measures with respect to, any participant approved by HHS/CDC who is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking as defined in 22 CFR Part 140.
 - The Applicant agrees not to disburse, or sign documents committing the Applicant to disburse funds to a sub-recipient designated by HHS/CDC ("Designated Sub-recipient") until advised by HHS/CDC that: (1) any United States Government review of the Designated Sub-recipient and its key individuals has been completed; (2) any related certifications have been obtained; and (3) the assistance to the Designated Sub-recipient has been approved.
 - The Applicant shall insert the following clause, or its substance, in its agreement with the Designated Sub-recipient:
 - The Applicant reserves the right to terminate this Agreement or take other appropriate measures if the [Sub-recipient] or a key individual of the [Sub-recipient] is found to have been convicted of a narcotic offense or to have been engaged in drug trafficking as defined in 22 CFR Part 140.
- **Conference Costs and Fees**

U.S. Government funds under this award must not be used to finance the travel, per diem, hotel expenses, meals, conference fees or other conference costs for any member of a foreign government's delegation to an international conference sponsored by a multilateral organization, as defined below, unless approved by the CDC in writing.

 - Definitions:
 - A foreign government delegation is appointed by the national government (including ministries and agencies but excluding local, state and provincial entities) to act on behalf of the appointing authority at the international conference. A conference participant is a delegate for the purposes of this provision, only when there is an appointment or designation that the individual is authorized to officially represent the government or agency. A delegate may be a private citizen.
 - An international conference is a meeting where there is an agenda, an organizational structure, and delegations from countries other than the conference location, in which country delegations participate through discussion, votes, etc.
 - A multilateral organization is an organization established by international agreement and whose governing body is composed principally of foreign governments or other multilateral organizations.
- **Using PEPFAR funds for Implementing Partners (IPs) and Partner Government Officials**

IPs are required to notify their Project Officer immediately upon abstract acceptance. Once accepted, IPs are required to submit a written justification to their Project Officer stating the rationale for seeking support to attend the conference. IPs with accepted oral posters or oral

abstracts for presentations that give clear attribution to PEPFAR may be authorized to use PEPFAR funds for travel providing that funds are available for travel. Funds for travel must be drawn from an existing agreement with the IP and not from PEPFAR country program management and operations budget. IPs must obtain prior approval from their respective Project Officer for participation and on availability and use of funds.

PEPFAR partner government officials who wish to attend any large conference using PEPFAR funds must submit requests to the Project Officer, who will work with this PEPFAR Coordination office in-country, or to the designated PEPFAR Point of Contact in countries without Coordinators. Final decisions will be made in collaboration with the PEPFAR Deputy Principals and responses will be circulated to Post.

- **Attribution to PEPFAR**

- All PEPFAR-related accepted abstracts presented by implementing partners during any conference (regardless of conference/meeting size) must be attributed to PEPFAR. All posters must include the PEPFAR logo as well as the following language: “This research has been supported by the President’s Emergency Plan for AIDS Relief (PEPFAR) through HHS/CDC under the terms of CDC-RFA-GH15-1564.”

- **Abortion and Involuntary Sterilization Restrictions**

- Funds made available under this award must not be used to pay for the performance of involuntary sterilization as a method of family planning or to coerce or provide any financial incentive to any individual to practice sterilization.
- Prohibition on Abortion-Related Activities:
 - No funds made available under this award will be used to finance, support, or be attributed to the following activities: (i) procurement or distribution of equipment intended to be used for the purpose of inducing abortions as a method of family planning; (ii) special fees or incentives to any person to coerce or motivate them to have abortions; (iii) payments to persons to perform abortions or to solicit persons to undergo abortions; (iv) information, education, training, or communication programs that seek to promote abortion as a method of family planning; and (v) lobbying for or against abortion. The term “motivate”, as it relates to family planning assistance, must not be construed to prohibit the provision, consistent with local law, of information or counseling about all pregnancy options.
 - No funds made available under this award will be used to pay for any biomedical research which relates, in whole or in part, to methods of, or the performance of, abortions or involuntary sterilizations as a means of family planning. Epidemiologic or descriptive research to assess the incidence, extent or consequences of abortions is not precluded

- **Prostitution and Sex Trafficking**

- A standard term and condition of award will be included in the final notice of award; all applicants will be subject to a term and condition that none of the funds made available under this award may be used to promote or advocate the legalization or practice of prostitution or sex trafficking. In addition, non-U.S. nongovernmental organizations will also be subject to an additional term and condition requiring the organization’s opposition to the practices of prostitution and sex trafficking.

- **Trafficking in Persons Provision**

- No contractor or subrecipient under this Agreement that is a private entity may, during the period of time that the award is in effect:
 - engage in trafficking in persons, as defined in the Protocol to Prevent, Suppress, and Punish Trafficking in Persons, especially Women and Children, supplementing the

- UN Convention against Transnational Organized Crime;
 - procure any sex act on account of which anything of value is given to or received by any person; or
 - use forced labor in the performance of this award.
- If HHS/CDC determines that there is a reasonable basis to believe that any private party contractor or subrecipient has violated paragraph 1 of this section or that an employee of the contractor or subrecipient has violated such a prohibition where that the employee's conduct is associated with the performance of this award or may be imputed to the contractor or subrecipient, HHS/CDC may, without penalty, (i) require the Grantee to terminate immediately the contract or subaward in question or (ii) unilaterally terminate this Agreement in accordance with the termination provision.
- For purposes of this provision, "employee" means an individual who is engaged in the performance in any part of the Project as a direct employee, consultant, or volunteer of any private party contractor or subrecipient.
- The Applicant must include in all subagreements, including subawards and contracts, a provision prohibiting the conduct described in subsection a by private party subrecipients, contractors, or any of their employees
- **Requirements for Voluntary Family Planning Projects**
 - A family planning project must comply with the requirements of this paragraph.
 - A project is a discrete activity through which a governmental or nongovernmental organization or Public International Organization (PIO) provides family planning services to people and for which funds obligated under this award, or goods or services financed with such funds, are provided under this award, except funds solely for the participation of personnel in short-term, widely attended training conferences or programs.
 - (3) Service providers and referral agents in the project must not implement or be subject to quotas or other numerical targets of total number of births, number of family planning acceptors, or acceptors of a particular method of family planning. Quantitative estimates or indicators of the number of births, acceptors, and acceptors of a particular method that are used for the purpose of budgeting, planning, or reporting with respect to the project are not quotas or targets under this paragraph, unless service providers or referral agents in the project are required to achieve the estimates or indicators.
 - (4) The project must not include the payment of incentives, bribes, gratuities or financial rewards to (i) any individual in exchange for becoming a family planning acceptor, or (ii) any personnel performing functions under the project for achieving a numerical quota or target of total number of births, number of family planning acceptors, or acceptors of a particular method of contraception. This restriction applies to salaries or payments paid or made to personnel performing functions under the project if the amount of the salary or payment increases or decreases based on a predetermined number of births, number of family planning acceptors, or number of acceptors of a particular method of contraception that the personnel affect or achieve.
 - (5) A person must not be denied any right or benefit, including the right of access to participate in any program of general welfare or health care, based on the person's decision not to accept family planning services offered by the project.
 - The project must provide family planning acceptors comprehensible information about the health benefits and risks of the method chosen, including those conditions that might render the use of the method inadvisable and those adverse side effects known to be consequent to the use of the method. This requirement may be satisfied by providing information in accordance with the medical practices and standards and health conditions in the country where the project is conducted through counseling, brochures, posters, or

package inserts.

- The recipient must notify CDC when it learns about an alleged violation in the requirements for voluntary family planning projects described in paragraphs (3), (4), or (5), above.
- The recipient must investigate and take appropriate corrective action, if necessary, when it learns about an alleged violation and must notify CDC about violations in a project affecting a number of people over a period of time that indicate there is a systemic problem in the project.
- The recipient must provide CDC such additional information about violations as CDC may request.

- **Investment Promotion**

- No funds or other support provided hereunder may be used to provide a financial incentive to a business enterprise currently located in the United States for the purpose of inducing such an enterprise to relocate outside the United States if such incentive or inducement is likely to reduce the number of employees of such business enterprise in the United States because United States production is being replaced by such enterprise outside the United States.
- In the event the Applicant requires clarification from HHS/CDC as to whether the activity would be consistent with the limitation set forth above, the Applicant must notify HHS/CDC and provide a detailed description of the proposed activity. The Applicant must not proceed with the activity until advised by HHS/CDC that it may do so.
- The Applicant must ensure that its employees and subcontractors and sub-recipients providing investment promotion services hereunder are made aware of the restrictions set forth in this clause and must include this clause in all subcontracts and other sub-agreements entered into hereunder.

- **Worker's Rights**

- No funds or other support provided hereunder may be used for any activity that contributes to the violation of internationally recognized workers' rights of workers in the recipient country.
- In the event the Applicant is requested or wishes to provide assistance in areas that involve workers' rights or the Applicant requires clarification from HHS/CDC as to whether the activity would be consistent with the limitation set forth above, the Applicant must notify HHS/CDC and provide a detailed description of the proposed activity. The Applicant must not proceed with the activity until advised by HHS/CDC that it may do so.
- The Applicant must ensure that all employees and subcontractors and sub-recipients providing employment-related services hereunder are made aware of the restrictions set forth in this clause and must include this clause in all subcontracts and other sub-agreements entered into hereunder.
- The term "internationally recognized worker rights" includes-- the right of association; the right to organize and bargain collectively; a prohibition on the use of any form of forced or compulsory labor; a minimum age for the employment of children, and a prohibition on the worst forms of child labor; and acceptable conditions of work with respect to minimum wages, hours of work, and occupational safety and health.
- The term "worst forms of child labor" means-- all forms of slavery or practices similar to slavery, such as the sale or trafficking of children, debt bondage and serfdom, or forced or compulsory labor, including forced or compulsory recruitment of children for use in armed conflict; the use, procuring, or offering of a child for prostitution, for the production of pornography or for pornographic purposes; the use, procuring, or offering of a child for illicit activities in particular for the production and trafficking of drugs; and work which, by

its nature or the circumstances in which it is carried out, is likely to harm the health, safety, or morals of children, as determined by the laws, regulations, or competent authority of the country.

- **Contract Insurance Requirement**

To the extent that a host government partner enters into contracts expressly approved by the U.S. government, the host country government partner shall ensure that its contractors or subcontractors (a) provide, before commencing performance under any contracts or subcontracts funded under this agreement, such workers' compensation insurance or security as required by HHS/CDC and (b) continue to maintain such insurance until performance is completed. The host country government partner shall insert, in all contracts and subcontracts under this agreement, a clause similar to this clause (including this sentence) imposing upon those contractors and subcontractors the obligation to obtain workers' compensation insurance or security as required by HHS/CDC.

- No funds or other support provided under the award may be used for support to any military or paramilitary force or activity, or for support to any police, prison authority, or other security or law enforcement forces without the prior written consent of HHS/CDC.

- **Conscience Clause**

An organization, including a faith-based organization, that is otherwise eligible to receive funds under this agreement for HIV/AIDS prevention, treatment, or care—

- Shall not be required, as a condition of receiving such assistance—
- To endorse or utilize a multisectoral or comprehensive approach to combating HIV/AIDS; or
- To endorse, utilize, make a referral to, become integrated with, or otherwise participate in any program or activity to which the organization has a religious or moral objection; and
- Shall not be discriminated against in the solicitation or issuance of grants, contracts, or cooperative agreements for refusing to meet any requirement described above.

- **Medically Accurate Information About Condoms**

Information provided about the use of condoms as part of projects or activities funded under the award must be medically accurate and must include the public health benefits and failure rates of such use.

- **Financing of Terrorism**

Consistent with numerous United Nations Security Council resolutions, including UNSCR 1267 (1999) ([http://www.undemocracy.com/S-RES-1269\(1999\).pdf](http://www.undemocracy.com/S-RES-1269(1999).pdf)), UNSCR 1368 (2001) ([http://www.undemocracy.com/S-RES-1368\(2001\).pdf](http://www.undemocracy.com/S-RES-1368(2001).pdf)), UNSCR 1373 (2001) ([http://www.undemocracy.com/S-RES-1373\(2001\).pdf](http://www.undemocracy.com/S-RES-1373(2001).pdf)), and UNSCR 1989 (2011), both HHS/CDC and the Applicant are firmly committed to the international fight against terrorism, and in particular, against the financing of terrorism. It is the policy of HHS/CDC to seek to ensure that none of its funds are used, directly or indirectly, to provide support to individuals or entities associated with terrorism. In accordance with this policy, the Applicant agrees to use reasonable efforts to ensure that none of the HHS/CDC funds provided under this Agreement are used to provide support to individuals or entities associated with terrorism, including those identified on the U.S. Department of Treasury Office of Foreign Assets Control Specially Designated Nationals List. This provision must be included in all subagreements, including contracts and subawards, issued under this award.

- **Source and Nationality and Other Procurement Restrictions**

- Disbursements will be used exclusively to finance the costs of goods and services required for this Agreement [in accordance with 22 CFR 228, and] having their source and nationality in countries [included in Geographic Code [937 or 935]] OR [identified in subsection 6 below], except as HHS/CDC may otherwise agree in writing and as follows:

- Ocean transportation costs must be financed under the Agreement only on vessels under flag registry of [countries included in Code 935] OR [the following countries: LIST. Also see subsection 7 below on use of U.S.-flag vessels.
- Any motor vehicles financed under the Agreement will be of United States manufacture, except as HHS/CDC may otherwise agree in writing.
- The nationality of the contractor providing ocean and air shipping services will be deemed to be the ocean vessel's or aircraft's country of registry at the time of shipment.
- Provisions concerning restricted and ineligible goods and services may be provided in subsequent written communications between the parties. Special procurement rules apply to agricultural commodities, pharmaceuticals, pesticides, and fertilizer, none of which may be procured without advance written consent of HHS/CDC.
- Transportation by air of property or persons financed under this agreement will be on carriers holding United States certification, to the extent service by such carriers is available under the Fly America Act. This requirement may be further described by HHS/CDC in subsequent written communications between the parties.
- Eligibility Date. No goods or services may be financed under the Agreement which are procured pursuant to orders or contracts firmly placed or entered into prior to the date of this Agreement, except as the Parties may otherwise agree in writing.
- Eligible countries for procurement: HHS/CDC to identify for specific agreement.
- Transportation
 - In addition to the requirements in subsection 1 above, costs of ocean or air transportation and related delivery services may not be financed under this Agreement, if the costs are for transportation under an ocean vessel or air charter which has not received prior HHS/CDC approval.
 - Unless HHS/CDC determines that privately owned U.S. -flag commercial ocean vessels are not available at fair and reasonable rates for such vessels, or otherwise agrees in writing:
 - At least fifty percent (50%) of the gross tonnage of all goods (computed separately for dry bulk carriers, dry cargo liners and tankers) financed by HHS/CDC which may be transported on ocean vessels will be transported on privately owned U.S.-flag commercial vessels; and
 - At least fifty percent (50%) of the gross freight revenue generated by all shipments financed by HHS/CDC and transported to the territory of the Grantee on dry cargo liners shall be paid to or for the benefit of privately owned U.S.-flag commercial vessels. Compliance with the requirements of (1) and (2) of this subsection must be achieved with respect to both any cargo transported from U.S. ports and any cargo transported from non-U.S. ports, computed separately.
- **Environmental Impact Statement**

HHS/CDC and the Applicant agree to implement the Project in conformance with the regulatory and legal requirements of the Partner Country's environmental legislation and HHS/CDC's environmental policies.

 - The Applicant is required to create and follow an environmental mitigation plan and report (EMPR) for each thematic area covered by this agreement. The EMPR shall include the following:
 - Coversheet;
 - Narrative with project specific information, including level of effort;
 - Annexes:
 - Environmental Screening Form (Table 1);

- Identification of Mitigation Plan (Table 2);
 - Environmental Monitoring and Tracking Table (Table 3);
 - Photos and Maps, as appropriate.
- The EMPR will capture potential environmental impacts and also inform whether a supplemental Initial Environmental Examination (IEE) is required and should be completed and submitted to HHS/CDC.
- **Branding**
All PEPFAR-funded programs or activities must adhere to PEPFAR branding guidance, which includes guidance on the use of the PEPFAR logo and/or written attribution to PEPFAR. PEPFAR branding guidance can be found at <http://www.pepfar.gov/reports/guidance/branding/index.htm>
- **The 8% Rule**
The President's Emergency Plan for AIDS Relief (PEPFAR) seeks to promote sustainability for programs through the development, use, and strengthening of local partnerships. The diversification of partners also ensures additional robust capacity at the local and national levels.

To achieve this goal, the Office of the Global AIDS Coordinator (OGAC) establishes an annual funding guideline for grants and cooperative agreement planning. Within each annual PEPFAR country budget, OGAC establishes a limit for the total amount of U.S. Government funding for HIV/AIDS activities provided to a single partner organization under all grant and cooperative agreements for that country. For U.S. Government fiscal year (FY) 2015, the limit is no more than 8 percent of the country's FY 2015 PEPFAR program funding (excluding U.S. Government management and staffing costs), or \$2 million, whichever is greater. The total amount of funding to a partner organization includes any PEPFAR funding provided to the partner, whether directly as prime partner or indirectly as sub-grantee. In addition, subject to the exclusion for umbrella awards and drug/commodity costs discussed below, all funds provided to a prime partner, even if passed through to sub-partners, are applicable to the limit. PEPFAR funds provided to an organization under contracts are not applied to the 8 percent/\$2 million single partner ceiling. Single-partner funding limits will be determined by PEPFAR after the submission of the COP(s). Exclusions from the 8 percent/\$2 million single-partner ceiling are made for (a) umbrella awards, (b) commodity/drug costs, and (c) Government Ministries and parastatal organizations. A parastatal organization is defined as a fully or partially state-owned corporation or government agency. For umbrella awards, grants officers will determine whether an award is an umbrella for purposes of exception from the cap on an award-by-award basis. Grants or cooperative agreements in which the primary objective is for the organization to make sub-awards and at least 75 percent of the grant is used for sub-awards, with the remainder of the grant used for administrative expenses and technical assistance to sub-grantees, will be considered umbrella awards and, therefore, exempted from the cap. Agreements that merely include sub-grants as an activity in implementation of the award but do not meet these criteria will not be considered umbrella awards, and the full amount of the award will count against the cap. All commodity/drug costs will be excluded from partners' funding for the purpose of the cap. The remaining portion of awards, including all overhead/management costs, will be counted against the cap.

Applicants should be aware that evaluation of proposals will include an assessment of grant/cooperative agreement award amounts applicable to the applicant by U.S. Government fiscal year in the relevant country. An applicant whose grants or cooperative agreements have already met or exceeded the maximum, annual single-partner limit may submit an application in response to this FOA. However, applicants whose total PEPFAR funding for this country in a U.S. Government fiscal year exceeds the 8 percent/\$2 million single partner ceiling at the time of award decision will be ineligible to receive an award under this FOA unless the U.S. Global AIDS

Coordinator approves an exception to the cap. Applicants must provide in their proposals the dollar value by U.S. Government fiscal year of current grants and cooperative agreements (including sub-grants and sub-agreements) financed by the Emergency Plan, which are for programs in the country(ies) covered by this FOA. For example, the proposal should state that the applicant has \$_____ in FY 2015 grants and cooperative agreements (for as many fiscal years as applicable) in Mozambique. For additional information concerning this FOA, please contact the Grants Management Officer for this FOA.

16. Other Submission Requirements:

- a. Electronic Submission:** Applications must be submitted electronically at www.grants.gov. The application package can be downloaded from www.grants.gov. Applicants can complete the application package off-line, and then submit the application by uploading it at www.grants.gov website. All application attachments must be submitted using a PDF file format. Directions for creating PDF files can be found at www.grants.gov. File formats other than PDF may not be readable by PGO TIMS staff.

Applications must be submitted electronically by using the forms and instructions posted for this funding opportunity on www.grants.gov.

If Internet access is not available or if the forms cannot be accessed on-line, applicants may contact the PGO TIMS staff at 770-488-2700 or by e-mail at pgotim@cdc.gov, Monday through Friday, 7:30 am–4:30 pm Eastern Standard Time (EST), except federal government holidays. Electronic applications will be considered successful if they are available to PGO TIMS staff for processing from www.grants.gov on the deadline date.

Do not use “special characters (i.e. %, &, * etc.) on the cover page of your application (form SF 424 – Application for Federal Assistance) as special characters are not recognized by the electronic system. Use of special characters may result in your application being rejected. When copy/paste is used on application documents, the grantee should ensure that text only is pasted. When extra, blank spaces at the end of the original are pasted into the new document it causes the system to reject the document.

- a. Tracking Number:** Applications submitted through www.grants.gov, are time/date stamped electronically and assigned a tracking number. The Authorized Organization Representative (AOR) will receive an email notice of receipt when www.grants.gov receives the application. The tracking number serves to document that the application has been submitted and initiates the electronic validation process before the application is made available to CDC.
- c. Validation Process:** Application submission is not concluded until successful completion of the validation process. After submission of the application package, applicants will receive a “submission receipt” email generated by www.grants.gov. A second email message to applicants will then be generated by www.grants.gov that will either validate or reject the submitted application package. This validation process may take as long as two (2) business days. Applicants are strongly encouraged to check the status of their application to ensure submission of their package is complete and no submission errors have occurred. Applicants also are strongly encouraged to allocate ample time for filing to guarantee that their application can be submitted and validated by the deadline published in the FOA. Non-validated applications will not be accepted after the published application deadline date.

If you do not receive a “validation” e-mail within two business days of application submission, please contact www.grants.gov. For instructions on how to track your application, refer to the e-mail message generated at the time of application submission or the Application User Guide, Version 3.0, page 57.

- d. Technical Difficulties:** If the applicant encounters technical difficulties with www.grants.gov, the applicant should contact www.grants.gov Customer Service. The www.grants.gov Contact Center is available 24 hours a day, 7 days a week, with the exception of Federal Holidays. You can reach the www.grants.gov Contact Center at 1-800-518-4726 or by email at support@www.grants.gov. Submissions sent by email, fax, CD’s or thumb drives of applications will not be accepted. Please note that www.grants.gov is managed by HHS.

If Grants.gov is inoperable and cannot receive applications due to an emergency or other unanticipated event that results in the suspension of government operations (and circumstances preclude advance notification of an extension), then applications must be submitted by the first business day on which government operations resume.

- e. Paper Submission:** If technical difficulties are encountered at www.grants.gov, applicants should call the www.grants.gov Contact Center at 1-800-518-4726 or e-mail them at support@www.grants.gov for assistance. After consulting with the Contact Center, if the technical difficulties remain unresolved and electronic submission is not possible, applicants may e-mail or call CDC GMO/GMS, before the deadline, and request permission to submit a paper application. Such requests are handled on a case-by-case basis.

An applicant’s request for permission to submit a paper application must include the following three items:

1. Include the www.grants.gov case number assigned to the inquiry;
2. Describe the difficulties that prevent electronic submission and the efforts taken with the www.grants.gov Contact Center to submit electronically; and
3. Be received via e-mail to the GMS listed below at least three calendar days before the application deadline. Paper applications submitted without prior approval will not be considered. If a paper application is authorized, PGO will advise the applicant of specific instructions for submitting the application (e.g., original and two hard copies of the application by U.S. mail or express delivery service).

E. Application Review Information

1. Review and Selection Process:

Applications will be reviewed in three phases

a. Phase I Review:

All applications will be reviewed initially for completeness by the CDC’s Procurement and Grants Office (PGO) staff and will be reviewed jointly for eligibility by the CDC Division of Global HIV/AIDS and PGO. Incomplete applications and applications that are non-responsive to the eligibility criteria will not advance to Phase II review. Applicants will be notified that the application did not meet eligibility and/or published submission requirements.

b. Phase II Review:

An objective review panel will evaluate complete, eligible applications in accordance with the “Criteria” section of the FOA.

Ability to Carry Out the Proposal (20 points):

Does the applicant demonstrate the local experience in Mozambique and institutional capacity (both management and technical) to achieve the goals of the FOA with documented good governance practices? (5 points)

Does the applicant have the ability to coordinate and collaborate with existing Emergency Plan partners and other donors, including the Global Fund and other U.S. Government Departments and agencies involved in implementing the President's Emergency Plan, including the U.S. Agency for International Development? (10 points)

Is there evidence of current or past efforts to enhance HIV prevention, care and treatment in country? Where applicable, does the applicant have the capacity to reach rural and other underserved populations in Mozambique? Where applicable, does the organization have the ability to target audiences that frequently fall outside the reach of the traditional media, and in local languages? To what extent does the applicant provide letters of support? (5 points)

Technical and Programmatic Approach (20 points):

Does the application include an overall strategy, including measurable time lines, clear monitoring and evaluation procedures, and specific activities for meeting the proposed outcomes? (5 points)

Does the applicant display knowledge of the strategy, principles and goals of the President's Emergency Plan, and are the proposed activities consistent with and pertinent to that strategy and those principles and goals? (5 points)

Does the applicant describe activities that are evidence based, realistic, achievable, measurable and culturally appropriate to achieve the goals of the President's Emergency Plan? (5 points)

Does the application propose to build on and complement the current national response with evidence-based strategies designed to meet the goals of the President's Emergency Plan? Does the application include reasonable estimates of output targets? (For example, the numbers of sites to be supported, number of clients the program will reach.) To what extent does the applicant propose to work with other organizations? (5 points)

The reviewers will assess the feasibility of the applicant's plan to meet the outcomes, congruency of application with the logic model, whether the proposed use of funds is efficient, and the extent to which the specific methods described are appropriate for the local culture.

Understanding of the Problem (10 points):

Does the applicant demonstrate a clear and concise understanding of the current national HIV/AIDS response and the cultural and political context relevant to the programmatic areas targeted? (5 points)

Does the applicant display an understanding of the Five-Year Strategy and goals of the President's Emergency Plan? To what extent does the applicant justify the need for this FOA within the target community? (5 points)

Capacity Building (15 points):

Does the applicant have a proven track record of building the capacity of indigenous organizations

and individuals? Does the applicant have relevant experience in using participatory methods, and approaches, in project planning and implementation? Does the applicant describe an adequate and measurable plan to progressively strengthen the capacity of local organizations and target beneficiaries to respond to the epidemic? If not a local indigenous organization, does the applicant articulate a clear exit strategy which will maximize the sustainability of project results in the intervention communities? Does the capacity building plan clearly describe how it will contribute to a) improved quality and geographic coverage of service delivery to achieve the "3,12,12"³ targets of the President's Emergency Plan, and b) (if not a local indigenous organization) an evolving role of the prime beneficiary with transfer of critical technical and management competence to local organizations/sites in support of a decentralized response? (15 points)

Monitoring and Evaluation (15 points):

Does the applicant demonstrate the local experience and capability to implement performance monitoring and rigorous evaluation of the project? Does the evaluation and performance measurement plan appropriately address the components specified in this announcement (i.e. key evaluation questions, types of evaluations to be conducted, performance measures (i.e., indicators), how often performance measures must be reported, how evaluation and performance measurement will track how target populations are affected by FOA strategies, how evaluation findings and performance measures will be used and yield findings to demonstrate the value of the FOA, and how results will be disseminated. Does the applicant describe a performance monitoring system used to routinely review data and adjust program activities accordingly? Is the evaluation and performance plan consistent with the principles of the "Three Ones"⁴? Are performance measures (i.e. indicators) developed for each program milestone, and incorporated into the financial and programmatic reports? Are the indicators consistent with the President's Emergency Plan Indicator Guide and other HHS/CDC requirements? Does the applicant demonstrate a system able to generate financial and program reports to show disbursement of funds, and progress towards achieving the numerical objectives of the President's Emergency Plan and HHS/CDC priorities? (15 points)

Personnel (10 points):

Does the organization employ staff fluent in local languages who will work on this project? Are the staff roles clearly defined? As described, will the staff be sufficient to meet the goals of the proposed project? If not an indigenous organization, does the staff plan adequately involve local individuals and organizations? Is staff involved in this project qualified to perform the tasks described? Curricula vitae provided should include information that they are qualified in the following: management of HIV/AIDS prevention, care and treatment activities; and the development of capacity building among and collaboration between Governmental and non-governmental

³ The President's Emergency Plan for AIDS Relief (PEPFAR) has called for immediate, comprehensive and evidence based action to turn the tide of global HIV/AIDS. As called for by the PEPFAR Reauthorization Act of 2008, initiative goals over the period of 2009 through 2013 are to treat at least three million HIV infected people with effective combination anti-retroviral therapy (ART); care for twelve million HIV infected and affected persons, including five million orphans and vulnerable children; and prevent twelve million infections worldwide.

⁴ The Emergency Plan supports the multi-sectoral national responses in host nations, adapting U.S. support to the individual needs and challenges of each nation where the Emergency Plan is at work. Countries and communities are at different stages of HIV/AIDS response and have unique drivers of HIV, distinctive social and cultural patterns (particularly with regard to the status of women), and different political and economic conditions. Effective interventions must be informed by local circumstances and coordinated with local efforts. In April 2004, OGAC, working with UNAIDS, the World Bank, and the U.K. Department for International Development (DfID), organized and co-chaired a major international conference in Washington for major donors and national partners to consider and adopt key principles for supporting coordinated country-driven action against HIV/AIDS. These principles became known as the "Three Ones": - **one national plan, one national coordinating authority, and one national monitoring and evaluation system** in each of the host countries in which organizations work. Rather than mandating that all contributors do the same things in the same ways, the Three Ones facilitate complementary and efficient action in support of host nations.

partners.

Administration and Management (10 points):

Does the applicant provide a clear plan for the administration and management of the proposed activities, and to manage the resources of the program, prepare reports, monitor and evaluate activities, audit expenditures and produce collect and analyze performance data? Is the management structure for the project sufficient to ensure speedy implementation of the project? If appropriate, does the applicant have a proven track record in managing large budgets; running transparent and competitive procurement processes; supervising consultants and contractors; using subgrants or other systems of sharing resources with community based organizations, faith based organizations or smaller non-governmental organizations; and where appropriate providing technical assistance in health system strengthening activities such as laboratory or pharmacy management? (10 points).

The grantee must demonstrate an ability to submit quarterly reports in a timely manner to the HHS/CDC office.

Budget (Reviewed Not Scored)

Is the itemized budget for conducting the project, along with justification, reasonable and consistent with stated objectives and planned program activities? Is the budget itemized, well justified and consistent with the goals of the President's Emergency Plan for AIDS Relief? If applicable, are there reasonable costs per client reached for both year one and later years of the project?

Not more than thirty 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:

Applications will be funded in order by score and rank determined by the review panel unless funding preferences or other considerations stated in this FOA apply. Final selection and approval of activities will be prioritized in collaboration with CDC.

In addition, the following factors may affect the funding decision:

Funding Preferences (30 points):

In addition to direct consideration of findings from the Objective Review Panel, funding under this award will be subject to several preferences based on programmatic needs and in-country strategic priorities. Applicants meeting the criteria set forth in these funding preferences will receive additional points beyond the possible total of 100 as follows:

Funding Preference 1: Preference to local and indigenous organizations (10 points)

Deliverable 1: Letter from the PI clearly demonstrating how the organization meets one of the published criteria of a PEPFAR local partner, as listed above in section C.1

Label for Deliverable 1: Funding Preference as Local Indigenous Organization

Funding Preference 2: Preference to organizations that demonstrate experience conducting similar work in Mozambique(20 points)

Deliverable 2: At least 1 annual report describing similar work in Mozambique and the outcomes of that work

Label for Deliverable 2: Funding Preference for demonstrated experience

Each funding preference deliverable must be submitted as part of the appendix, clearly named using the label for the deliverable above, and uploaded as a PDF file at www.grants.gov. Funding preference points will not be awarded to applicants who do not provide the required deliverable for the applicable funding preference. Funding preference points will not be awarded to applicants who fail to label the supporting documentation as required to certify the deliverable for the funding preference.

CDC will provide justification for any decision to fund out of rank order.

2. Anticipated Announcement and Award Dates:

The anticipated announcement date is February 2015. The award date will be April 1, 2015.

F. Award Administration Information

1. Award Notices:

Awardees will receive an electronic copy of the Notice of Award (NoA) from the CDC PGO. The NoA shall be the only binding, authorizing document between the awardee and CDC. The NoA will be signed by an authorized GMO and emailed to the awardee program director.

Any application awarded in response to this FOA 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.

2. Administrative and National Policy Requirements:

Awardees must comply with the administrative requirements outlined in 45 Code of Federal Regulations (CFR) Part 74 or Part 92, as appropriate. To view brief descriptions of relevant provisions visit the CDC website at: http://www.cdc.gov/od/pgo/funding/grants/additional_req.shtm

The following administrative requirements apply to this project:

Generally applicable administrative requirements (ARs):

- AR-9: Paperwork Reduction Act
- AR-10: Smoke-Free Workplace
- AR-11: Healthy People 2020
- AR-12: Lobbying Restrictions
- AR-13: Prohibition on Use of CDC Funds for Certain Gun Control Activities
- AR-14: Accounting System Requirements
- AR-16: Security Clearance Requirement
- AR-21: Small, Minority, And Women-owned Business
- AR-24: Health Insurance Portability and Accountability Act
- AR-25: Release and Sharing of Data
- AR-26: National Historic Preservation Act of 1966
- AR-29: Compliance with EO13513, "Federal Leadership on Reducing Text Messaging while Driving," October 1, 2009
- AR-30: Compliance with Section 508 of the Rehabilitation Act of 1973
- AR-32: Executive Order 131410: Promoting Quality and Efficient Health Care in Federal Government (If applicable applicants should be aware of the program's current business needs and how they align with nationally adopted Public Health Information Network (PHIN) standards, services, practices, and policies when implementing, acquiring, and updating public health

information systems.)

- AR-33: Plain Writing Act of 2010
- AR-34: Patient Protection and Affordable Care Act (e.g. a tobacco-free campus policy and a lactation policy consistent with S4207)

ARs applicable to HIV/AIDS Awards:

- AR-4: HIV/AIDS Confidentiality Provisions
- AR-5: HIV Program Review Panel
- AR-6: Patient Care

Organization Specific ARs:

- AR-8: Public Health System Reporting (Community-based non-governmental organizations)
- AR-15: Proof of Non-profit Status (Non-profit organizations)
- AR 23: Compliance with 45 C.F.R. Part 87 (Faith-based organizations)

Potentially Applicable Public Policy Requirements

- False or Misleading Information
- Taxes: Certification of Filing and Payment of Taxes
- Fly America Act/ U.S. Flag Air Carriers
- National Environmental Policy Act

Pilot Program for Enhancement of Employee Whistleblower Protections: All applicants will have a condition of award that applies to 48 CFR section 3.908 requiring grantees to inform their employees in writing of employee whistleblower rights and protections under 41. U.S.C 4712 in the predominant native language of the workforce.

If applicable, award recipients will be required to submit an electronic version of the final, peer-reviewed manuscript of any work developed under this award upon acceptance for publication. Additional information will be provided in the award terms.

For more information on the Code of Federal Regulations, visit the National Archives and Records Administration at: <http://www.access.gpo.gov/nara/cfr/cfr-table-search.html>

3. Reporting:

a. CDC Reporting Requirements:

Reporting allows for continuous program monitoring and identifies successes and challenges that awardees encounter throughout the project period. Also, reporting is a requirement for awardees who want to apply for yearly continuation of funding. Reporting helps 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 program improvement throughout the project period and to determine applicability of evidence-based approaches to different populations, settings, and contexts; and
- Enables the assessment of the overall effectiveness and impact of the FOA.

As described in the following text, awardees must submit an annual performance report, ongoing performance measures data, administrative reports, and a final performance and financial report. A detailed explanation of any additional reporting requirements will be provided in the Notice of Award to successful applicants.

b. Specific Reporting Requirements:

i. Awardee Evaluation and Performance Measurement Plan:

Awardees must provide a more detailed evaluation and performance measurement plan within the first six months of the project. This more detailed plan should be developed by awardees as part of first-year project activities, with support from CDC. This more detailed plan should build on the elements stated in the initial plan, and should be no more than 25 pages. At a minimum, and in addition to the elements of the initial plan, this plan must:

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

When developing evaluation and performance measurement plans, applicants are encouraged to use the Introduction to Program Evaluation for Public Health Programs: A Self-Study Guide, available at: <http://www.cdc.gov/eval/guide/index.htm>

ii. Annual Performance Report:

(due no later than 120 days before the end of the budget period and serves as a continuation application).

This report must not exceed 35 pages excluding work plan and administrative reporting. Attachments are not permitted, but web links are allowed. The awardee must submit the Annual Performance Report via www.grants.gov no later than 120 days before the end of the

budget period. In addition, the awardee must submit an annual Federal Financial Report within 90 days after the end of the calendar quarter in which the budget year ends.

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 (maximum of 25 pages)** – Awardees should update work plan each budget period
- **Successes**
 - ✓ Awardees must report progress on completing activities outlined in the work plan
 - ✓ 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 should describe any challenges that hinder achievement of both annual and project period outcomes, performance measures, or their ability to complete the activities in the work plan
 - ✓ 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 should describe how CDC could assist them in overcoming any challenges to achieve both annual and project period outcomes and performance measures, and complete activities outlined in the work plan
- **Administrative Reporting (not subject to page limits)**
 - ✓ 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 Section
 - ✓ Indirect Cost Rate Agreement
 - ✓ Pipeline Analysis – Expenditures versus budget as identified in work plan, description of challenges, and explanation of unexpected pipeline (high or low).
- **Measures of Effectiveness**
 - ✓ Include progress against the numerical goals of the President’s Emergency Plan for AIDS Relief for Mozambique and HHS/CDC guidance

iii. Performance Measure Reporting:

CDC programs must require awardees to submit performance measures annually at a minimum, and may require reporting more frequently. Performance measure reporting should be limited to the collection of data. When funding is awarded initially, CDC programs should specify reporting frequency, required data fields, and format.

iv. Monitoring Reporting and Evaluation:

CDC programs must ensure that grantee’s Evaluation and Performance Measurement Plan is aligned with the strategic information guidance established by OGAC and other HHS/CDC requirements, including PEPFAR’s Monitoring Reporting and Evaluation (MER) strategy and CDC’s Data for Partner Monitoring Program (DFPM).

v. Federal Financial Reporting:

The annual FFR form (SF-425) is required and must be submitted through eRA Commons⁵ within 90 days after the end of the calendar quarter in which the budget year ends. The report should include only those funds authorized and disbursed during the timeframe covered by the report. The final report must indicate the exact balance of unobligated funds, and may not reflect any unliquidated obligations. The final FFR expenditure data and the Payment Management System's (PMS) cash transaction data must correspond; no discrepancies between the data sets are permitted. Failure to submit the required information by the due date may affect adversely the future funding of the project. If the information cannot be provided by the due date, awardees are required to submit a letter of explanation and include the date by which the information will be provided.

vi. Final Performance and Financial Report:

At the end of the project period, awardees must submit a final report to include a final financial and performance report. This report is due 90 days after the end of the project period. The page limit for this report is not to exceed 40 pages.

At a minimum, this report must include the following:

- Performance Measures (including outcomes) – Applicants must report final performance data for all performance measures for the project period.
- Evaluation results – Applicants must report final evaluation results for the project period
- Impact of Results – Applicants must describe the effects or results of the work completed over the project period, including success stories.
- Additional forms as described in the Notice of Award, including Equipment Inventory Report and Final Invention Statement.
- FFR (SF-425)

Awardees should e-mail the report to the CDC PO and the GMS listed in the "Agency Contacts" section of the FOA.

4. Federal Funding Accountability and Transparency Act of 2006:

Federal Funding Accountability And Transparency Act Of 2006 (FFATA), Public Law 109-282, the Federal Funding Accountability and Transparency Act of 2006 as amended (FFATA), requires full disclosure of all entities and organizations receiving Federal funds including awards, contracts, loans, other assistance, and payments through a single publicly accessible Web site, www.USASpending.gov.

Compliance with this law is primarily the responsibility of the Federal agency. However, two elements of the law require information to be collected and reported by applicants: 1) information on executive compensation when not already reported through the SAM, and 2) similar information on all sub-awards/subcontracts/consortiums over \$25,000.

For the full text of the requirements under the FFATA and HHS guidelines, go to:

- http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=109_cong_bills&docid=f:s2590enr.txt.pdf,
- https://www.frs.gov/documents/ffata_legislation_110_252.pdf
- http://www.hhs.gov/asfr/ogapa/aboutog/Grants%20Management%20Information/ffata_guidelines.html.

⁵ <https://commons.era.nih.gov/commons/>

5. Programmatic Impact Reporting and Monitoring:

- A. The recipient is responsible for managing and monitoring each project, program, subaward, function or activity supported through this Agreement. Recipients must monitor subawards to ensure that subrecipients have met the programmatic impact requirements as set forth in the subrecipient’s agreement.

- B. The recipient must submit the original and two copies of annual and quarterly Performance reports and quarterly pipeline analysis report. Annual reports must be due 90 calendar days after the award year and quarterly reports must be due 30 days after the reporting period. The final performance reports are due 90 calendar days after the expiration or termination of this Agreement.

- C. Performance reports must generally contain, for each award, brief information on each of the following:
 - A comparison of actual accomplishments with the goals and objectives previously established for the period, including metrics outlined in the monitoring and evaluation plan (section on M&E), any findings of an external entity, or both. Whenever appropriate and the output of programs or projects can be readily quantified, such quantitative data must be included in the reports and be related to cost data for computation of unit costs. Also included should be a brief description of the methods used to assure and assess the quality of the quantitative data, including any remediation taken to improve findings of poor data quality.
 - Reasons why established goals for the performance period were not met, if appropriate.
 - Other pertinent information including, when appropriate, statutory or Congressional reporting requirements, analysis and explanation of cost overruns or high unit costs reported in financial reports.
 - The recipient must immediately notify the awarding agency of developments that have a significant impact on the award-supported activities. Also, recipients must give notification immediately in the case of problems, delays, or adverse conditions which materially impair the ability to meet the objectives of the award. This notification must include a statement of the action taken or contemplated, and any assistance needed to resolve the situation.
 - The Pipeline Analysis report must contain expenditures versus budget as identified in work plan, description of challenges, and explanation of unexpected pipeline (high or low).

The recipient is required to submit in a timely manner quarterly, semi-annual and annual program results for all relevant programmatic indicators in accordance with U.S. government guidance.

6. Monitoring and Evaluation:

- A. The recipient must submit a monitoring and evaluation plan for approval, and carry out monitoring and evaluation activities in accordance with the approved monitoring and evaluation plan. HHS/CDC will review and approve the recipient’s monitoring and evaluation plan to ensure that it is appropriate for the activities to be undertaken as part of the agreement, for compliance with the monitoring and evaluation guidance established by HHS/CDC or other guidance otherwise applicable to this Agreement.

- B. HHS/CDC or its designee will also undertake monitoring and evaluation of the defined activities within the agreement. The recipient must ensure reasonable access by HHS/CDC or its designee to all necessary sites, documentation, individuals and information to monitor, evaluate and verify the appropriate implementation the Activities and use of HHS/CDC funding under this Agreement, must

require a provision to this effect in all sub-awards or contracts financed by funds under this Agreement. Where applicable, this includes support for, and response to, activities associated with the Site Monitoring System and implementation of Data and Service Quality Assessments.

7. Expenditure Analysis

Recipients of PEPFAR funds are required to report annually on program expenditures. Specifically, annual completion of PEPFAR Program Expenditures (Form DS-4213, approved by OMB 1405-0208, or the relevant OMB-approved format) will be required in conjunction with the PEPFAR Annual Progress Report at the completion of the USG fiscal year.

8. Audit, Books, and Records Clause:

- A. Reports and Information. The recipient must furnish HHS/CDC accounting records and such other information and reports relating to the Agreement as HHS/CDC may reasonably request.
- B. The Recipient Agreement Books and Records. The recipient must maintain accounting books, records, documents and other evidence relating to the Agreement, adequate to show, without limitation, all costs incurred by the recipient, the receipt and use of goods and services acquired by the recipient, agreed-upon cost sharing requirements, the nature and extent of solicitations of prospective suppliers of goods and services acquired by the recipient, the basis of award of recipient contracts and orders, and the overall progress of the Agreement toward completion ("Agreement books and records"). The recipient must maintain Agreement books and records in accordance with generally accepted accounting principles prevailing in the United States, or at the recipient's option, with approval by HHS/CDC, other accounting principles, such as those (1) prescribed by the International Accounting Standards Committee (an affiliate of the International Federation of Accountants), or (2) prevailing in the country of the recipient. Agreement books and records must be maintained for at least three years after the date of last disbursement by HHS/CDC or for such longer period, if any, required to resolve any litigation, claims or audit findings.
- C. Partner Government Audit. If \$300,000 or more of US Government funds are expended by the recipient in its fiscal year under the Agreement, the recipient must have financial audits made of the expenditures in accordance with the following terms, except as the Parties may otherwise agree in writing:
 - i. The recipient must use its Supreme Audit Institution (SAI), if the SAI is approved by HHS/CDC, or select an independent auditor to perform the audit in accordance with the guidelines issued by HHS/CDC.
 - ii. The audit must determine whether the receipt and expenditure of the funds provided under the Agreement are presented in accordance with generally accepted accounting principles agreed to in Section 2 above and whether the recipient has complied with the terms of the Agreement. Each audit must be submitted to HHS/CDC no later than nine months after the close of the recipient's year under audit.
- D. Sub-recipient Audits. The recipient, except as the Parties may otherwise agree in writing, must ensure that "covered" sub-recipients, as defined below, are audited, and submit to HHS/CDC, no later than the end of the recipient's year under audit, in form and substance satisfactory to HHS/CDC, a plan for the audit of the expenditures of "covered" sub-recipients, as defined below, that receive funds under this Agreement pursuant to a direct contract or agreement with the recipient.
 - i. "Covered" sub-recipient is one who expends \$300,000 or more in its fiscal year in "US Government awards" (i.e. as recipients of US Government cost reimbursable contracts, grants or cooperative agreements).
 - ii. The plan must describe the methodology to be used by the recipient to satisfy its audit

responsibilities for covered sub-recipients. The recipient may satisfy such audit responsibilities by relying on independent audits of the sub-recipients; expanding the scope of the independent financial audit of the recipient to encompass testing of sub-recipients' accounts; or a combination of these procedures.

- iii. The plan must identify the funds made available to sub-recipients that will be covered by audits conducted in accordance with audit provisions that satisfy the recipient's audit responsibilities.
- iv. The recipient must ensure that covered sub-recipients under direct contracts or agreements with the recipient take appropriate and timely corrective actions; consider whether sub-recipients' audits necessitate adjustment of its own records; and require each such sub-recipient to permit independent auditors to have access to records and financial statements as necessary.

- E. **Audit Reports.** The recipient must furnish or cause to be furnished to HHS/CDC an audit report for each audit arranged for by the recipient in accordance with this Section within 30 days after completion of the audit and no later than nine months after the end of the period under audit.
- F. **Cost of Audits.** Subject to HHS/CDC approval in writing, costs of audits performed in accordance with the terms of this Section may be budgeted for, and charged to, the Agreement so long as such costs are allowable, allocable, and reasonable as defined in the Cost Allowability section of this Agreement.
- G. **Audit by HHS/CDC.** HHS/CDC retains the right to perform the audits required under this Agreement on behalf of the recipient conduct a financial review, or otherwise ensure accountability of organizations expending US Government funds regardless of the audit requirement.
- H. **Opportunity to Audit or Inspect.** The recipient must afford authorized representatives of HHS/CDC the opportunity at all reasonable times to audit or inspect activities financed under the Agreement, the utilization of goods and services financed by HHS/CDC, and books, records and other documents relating to the Agreement.
- I. **Sub-recipient Books and Records.** The recipient will incorporate paragraphs (1), (2), (4), (5), (6), (7) and (8) of this provision into all sub-agreements with non-U.S. organizations which meet the \$300,000 threshold of paragraph (3) of this provision. Sub-agreements with non-U.S. organizations, which do not meet the \$300,000 threshold, must, at a minimum, incorporate paragraphs (7) and (8) of this provision. Sub-agreements with U.S. organizations must state that the U.S. organization is subject to the audit requirements contained in OMB Circular A-133.

9. Reporting of Foreign Taxes

- A. **Valued Added Tax (VAT) and Customs Duties –** Customs and import duties, consular fees, customs surtax, valued added taxes, and other related charges are hereby authorized as an allowable cost for costs incurred for non-host governmental entities operating where no applicable tax exemption exists. This waiver does not apply to countries where a bilateral agreement (or similar legal document) is already in place providing applicable tax exemptions and it is not applicable to Ministries of Health. Successful applicants will receive information on VAT requirements via their Notice of Award.
- B. The U.S. Department of State requires that agencies collect and report information on the amount of taxes assessed, reimbursed and not reimbursed by a foreign government against commodities financed with funds appropriated by the U.S. Department of State, Foreign Operations and Related

Programs Appropriations Act (SFOAA) (“United States foreign assistance funds”). Outlined below are the specifics of this requirement:

- 1) Annual Report: The grantee must submit a report on or before November 16 for each foreign country on the amount of foreign taxes charged, as of September 30 of the same year, by a foreign government on commodity purchase transactions valued at 500 USD or more financed with United States foreign assistance funds under this grant during the prior United States fiscal year (October 1 – September 30), and the amount reimbursed and unreimbursed by the foreign government. [Reports are required even if the grantee did not pay any taxes during the reporting period.]
- 2) Quarterly Report: The grantee must quarterly submit a report on the amount of foreign taxes charged by a foreign government on commodity purchase transactions valued at 500 USD or more financed with United States foreign assistance funds under this grant. This report shall be submitted no later than two weeks following the end of each quarter: April 15, July 15, October 15 and January 15.
- 3) Terms: For purposes of this clause:
“Commodity” means any material, article, supplies, goods, or equipment;
“Foreign government” includes any foreign government entity;
“Foreign taxes” means value-added taxes and custom duties assessed by a foreign government on a commodity. It does not include foreign sales taxes.
- 4) Where: Submit the reports to the Director and Deputy Director of the CDC office in the country(ies) in which you are carrying out the activities associated with this cooperative agreement. In countries where there is no CDC office, send reports to VATreporting@cdc.gov.
- 5) Contents of Reports: The reports must contain:
 - a. grantee name;
 - b. contact name with phone, fax, and e-mail;
 - c. agreement number(s) if reporting by agreement(s);
 - d. reporting period;
 - e. amount of foreign taxes assessed by each foreign government;
 - f. amount of any foreign taxes reimbursed by each foreign government;
 - g. amount of foreign taxes unreimbursed by each foreign government.
- 6) Subagreements. The grantee must include this reporting requirement in all applicable subgrants and other subagreements.

10. Human Subjects Restrictions:

Data collection protocols required for release of human subjects funding restrictions must be submitted to the DGHA Science Office within 6 months of notification of such restrictions, but no later than the end of the first budget year. Requests for exceptions to these deadlines will need to be submitted in writing to the Grants Management Officer.

All protocol approvals should be obtained no later than the end of the subsequent budget period after the award or continuation has been made, provided that the Grantee has not been granted an exception to the deadlines specified above.

G. Agency Contacts

CDC encourages inquiries concerning this announcement.

For **programmatic technical assistance**, contact:

Daniel Shodell, Project Officer
Department of Health and Human Services
Centers for Disease Control and Prevention
JAT Complex, 267 Zedequais Manganhela Ave. 7th Floor
Maputo
Telephone: 258 84-300-3483; 00285 21314747
Email: Gnr8@cdc.gov

For financial, awards management, or budget assistance, contact:

Randolph Williams, Grants Management Officer
Department of Health and Human Services
CDC Procurement and Grants Office
2920 Brandywine Road, MS K75
Atlanta, GA 30341
Telephone: 770-488-8382
Email: gur2@cdc.gov

For assistance with submission difficulties related to www.grants.gov, contact:

www.grants.gov Contact Center: 1-800-518-4726.
Hours of Operation: 24 hours a day, 7 days a week. Closed on Federal holidays.

For all other submission questions, contact:

Technical Information Management Section
Department of Health and Human Services
CDC Procurement and Grants Office
2920 Brandywine Road, MS E-14
Atlanta, GA 30341
Telephone: 770-488-2700
Email: pgotim@cdc.gov

CDC Telecommunications for individuals with hearing loss is available at: TTY 1.888.232.6348

H. Other Information

Following is a list of acceptable attachments that applicants must upload as PDF files part of their application at www.grants.gov. Applicants may not attach documents other than those listed; if other documents are attached, that document will not be reviewed.

- Project Abstract (required form)
- CDC Assurances and Certifications (required form)
- Table of Contents for Entire Submission (no page limit)
- Project Narrative/Work Plan (maximum 18 pages)
- Budget Narrative (no page limit)
- SF424 (required form)
- SF424A (required form)

Applicants may submit additional information in an Appendix. The appendices will not be counted toward the project narrative page limit. **The total amount of appendices must not exceed 90 pages.** Any pages after page 90 of the appendix will not be considered for review. The following documents must be included in the application appendices:

- **Resumes/CVs of current key staff** who will work on the activity, including, but not limited to: Principal Investigator, Business Official, Project Manager
 - **Please refer to Section D, #10, part d, “Organizational Capacity of Awardees to Execute the Approach” for specific job descriptions required in this FOA, as applicable**
- **Job Descriptions** of proposed key positions to be created for the activity, including, but not limited to: Principal Investigator, Business Official, Project Manager
 - **Please refer to Section D, #10, part d, “Organizational Capacity of Awardees to Execute the Approach” for specific job descriptions required in this FOA, as applicable**
- **Letters of support:** See Collaborations section and Funding Preference section, as applicable
- **Memorandums of Understanding/Agreements (MOU/MOA):** See Collaborations section and Funding Preference section, as applicable
- **Organizational Chart**
- **Negotiated Indirect Cost Rate Agreement**, if applicable
- **Non-profit organization IRS status forms**, if applicable
- **Funding Preference deliverables:** See Funding Preference section in Section E, as applicable
 - **If applying for the funding preference for local partner**, the applicant must submit documentation to self-certify how the applicant meets the PEPFAR local partner definition listed in Section C, Eligibility Information in this FOA. The applicant must label the supporting documentation as “Eligibility Documentation for **PEPFAR Local Partner Definition**” and must clearly identify which criteria under paragraph 1, 2, or 3 their organization meets, and provide sufficient documentation to certify how their organization meets that criterion. Funding preference points will not be awarded to applicants who do not provide and/or label the supporting documentation required to meet the PEPFAR Local Partner definition.

Any additional information submitted via www.grants.gov must be uploaded in a PDF file format, and should be clearly labeled (i.e.: Letters of support should be named “letters of support”).

Amendments, Questions and Answers (Q&As)

Applicants must submit their Q&As, if any, to the Project Officer listed under the Agency Contacts Section of this announcement no later than 15 days after the publication date in www.grants.gov. All Q&As will be published on the DGHA Website <http://www.cdc.gov/globalaids/global-hiv-aids-at-cdc/FOA.html>.

All changes, updates, and amendments to the FOA will be posted to www.grants.gov following the approval of CDC.

For additional information on reporting requirements, visit the CDC website at: http://www.cdc.gov/od/pgo/funding/grants/additional_req.shtm.

Other CDC funding opportunity announcements can be found on Grants.gov website, at the following internet address: <http://www.grants.gov>.

I. Glossary

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. To view brief descriptions of relevant provisions visit the CDC website at:
http://www.cdc.gov/od/pgo/funding/grants/additional_req.shtm.

Authority: Legal authorizations that outline the legal basis for the components of each individual FOA. An Office of Global Council (OGC) representative may assist in choosing the authorities appropriate to any given program.

Award: Financial assistance that provides support or stimulation to accomplish a public purpose. Awards include grants and other agreements (e.g., cooperative agreements) in the form of money, or property in lieu of money, by the Federal Government to an eligible recipient.

Budget Period/Year: the duration of each individual funding period within the project period. Traditionally, budget period length is 12 months or 1 year.

Carryover: Unobligated Federal funds remaining at the end of any budget period that, with the approval of the GMO or under an automatic authority, may be carried forward to another budget period to cover allowable costs of that budget period (whether as an offset or additional authorization). Obligated, but unliquidated, funds are not considered carryover.

Catalog of Federal Domestic Assistance (CFDA): A catalog published twice a year which describes domestic assistance programs administered by the federal government. This government-wide compendium of Federal programs lists projects, services, and activities which provide assistance or benefits to the American public.
<https://www.cfda.gov/index?s=agency&mode=form&id=0bebbc3b3261e255dc82002b83094717&tab=programs&tabmode=list&subtab=list&subtabmode=list>

CDC Assurances and Certifications: Standard government-wide grant application forms.

CFDA Number: The CFDA number is a unique number assigned to each program/FOA throughout its lifecycle that enables data and funding tracking and transparency.

Competing Continuation Award: An award of financial assistance which adds funds to a grant and extends one or more budget periods beyond the currently established project period.

Continuous Quality Improvement: A system that seeks to improve the provision of services with an emphasis on future results.

Contracts: An award instrument establishing a binding legal procurement relationship between CDC and a recipient obligating the latter to furnish a product.

Cooperative Agreement: An award of financial assistance that is used to enter into the same kind of relationship as a grant; and is distinguished from a grant in that it provides for substantial involvement between the Federal agency and the awardee in carrying out the activity contemplated by the award.

Cost Sharing or Matching: 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.

Direct Assistance: assistance given to an applicant such as federal personnel or supplies. See http://www.cdc.gov/stltpublichealth/GrantsFunding/direct_assistance.html.

Federal Funding Accountability And Transparency Act Of 2006 (FFATA): 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.

Fiscal Year: The year that budget dollars are allocated to fund program activities. The fiscal year starts October 1st and goes through September 30th.

Grant: A legal instrument used by the Federal government to enter into a relationship, the principal purpose of which is to transfer anything of value to a recipient to carry out a public purpose of support or stimulation authorized by statute. The financial assistance may be in the form of money, or property in lieu of money. The term does not include: a Federal procurement subject to the Federal Acquisition Regulation; technical assistance (which provides services instead of money); or assistance in the form of revenue sharing, loans, loan guarantees, interest subsidies, insurance, or direct payments of any kind to individuals. The main difference between a grant and a cooperative agreement is that there is no anticipated substantial programmatic involvement by the Federal Government under an award.

Grants.gov: A "storefront" web portal for use in electronic collection of data (forms and reports) for Federal grant-making agencies through the www.grants.gov site, www.grants.gov.

Health Disparities: are differences in health outcomes and their determinants between segments of the population, as defined by social, demographic, environmental, and geographic attributes.

Healthy People 2020: Provides national health objectives for improving the health of all Americans by encouraging collaborations across sectors, guiding individuals toward making informed health decisions, and measuring the impact of prevention activities.

Inclusion: Inclusion refers to both the meaningful involvement of community members in all stages of the program process, and maximum involvement of the target population in the benefits of the intervention. An inclusive process assures that the views, perspectives, and needs of affected communities, care providers, and key partners are actively included.

Indirect Costs: Those costs that are incurred for common or joint objectives and therefore cannot be identified readily and specifically with a particular sponsored project, program, or activity but are nevertheless necessary to the operations of the organization. For example, the costs of operating and maintaining facilities, depreciation, and administrative salaries are generally treated as indirect costs.

International public health work: For purposes of this template, is defined as work conducted internationally for the benefit of a foreign entity or jurisdiction.

Lobbying: Direct lobbying includes any attempt to influence legislation, appropriations, regulations, administrative actions or Executive Orders ("legislation or other orders"), or other similar deliberations at all levels of government through communications that directly express a view on proposed or pending legislation or other orders and which are directed to members of staff, or other employees of a legislative body or to

government officials or employees who participate in the formulation of 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.

Maintenance of Effort: A requirement contained in authorizing legislation, regulation stating that to receive Federal grant funds a recipient must agree to contribute and maintain a specified level of financial effort for the award from its own resources or other non-Federal sources. This requirement is typically given in terms of meeting a previous base-year dollar amount.

Memorandum of Understanding (MOU)/Memorandum of Agreement (MOA): is a document describing a bilateral or multilateral agreement between parties. It expresses a convergence of will between the parties, indicating an intended common line of action. It is often used in cases where parties either do not imply a legal commitment or in situations where the parties cannot create a legally enforceable agreement.

New FOA: Any FOA that is not a continuation or supplemental award.

Non-Governmental Organization: A non-governmental organization (NGO) is any non-profit, voluntary citizens' group which is organized on a local, national or international level.

Notice of Award: The only binding, authorizing document between the recipient and CDC confirming issue of award funding. The NoA will be signed by an authorized Grants Management Officer, and provided to the recipient fiscal officer identified in the application.

Objective Review: A process that involves the thorough and consistent examination of applications based on an unbiased evaluation of scientific or technical merit or other relevant aspects of the proposal. The review is intended to provide advice to the individuals responsible for making award decisions.

OGC: Office of the General Counsel (OGC) is the legal team for the Department of Health and Human Services (HHS), providing representation and legal advice on a wide range of national issues. OGC supports the development and implementation of HHS's programs by providing legal services to the Secretary of HHS and the organization's various agencies and divisions.

Outcome: The observable benefits or changes for populations and/or public health capabilities that will result from a particular program strategy.

Performance Measures: Performance measurement is the ongoing monitoring and reporting of program accomplishments, particularly progress toward pre-established goals. It is typically conducted by program or agency management. Performance measures may address the type or level of program activities conducted (process), the direct products and services delivered by a program (outputs), or the results of those products and services (outcomes). A "program" may be any activity, project, function, or policy that has an identifiable purpose or set of objectives.

Plain Writing Act of 2010: The Plain Writing Act requires federal agencies to communicate with the public in plain language to make information and communication more accessible and understandable by intended users, especially people with limited health literacy skills or limited English proficiency. www.plainlanguage.gov

Procurement and Grants Office (PGO): PGO is the only entity within CDC which can obligate federal funds. PGO provides non-programmatic management for all CDC financial assistance activities (grants and cooperative

agreements) and manages and awards all CDC contracts.

Program Strategies: Public health interventions or public health capabilities.

Program Official: The person responsible for developing the FOA – whether a project officer, program manager, branch chief, division leadership, policy official, center leadership, or similar staff member.

Project Period Outcome: An outcome that will result by the end of the FOA period of funding.

SAM: The System for Award Management (SAM) is the primary vendor database for the U.S. Federal Government. SAM validates applicant information and electronically shares the secure and encrypted data with the Federal agencies' finance offices to facilitate paperless payments through Electronic Funds Transfer (EFT). The SAM stores organizational information, allowing www.grants.gov to verify your identity and to pre-fill organizational information on grant applications.

Statute: An act of a legislature that declares, proscribes, or commands something; a specific law, expressed in writing. A statute is a written law passed by a legislature on the state or federal level. Statutes set forth general propositions of law that courts apply to specific situations.

Statutory Authority: A legal statute that provides the authority to establish a Federal financial assistance program or award.

Technical Assistance: The providing of advice, assistance, and training pertaining to the development, implementation, maintenance, and/or evaluation of programs.

Work Plan: The summary of annual strategies and activities, personnel and/or partners who will complete them, and the timeline for completion. The work plan will outline the details of all necessary activities that will be supported through the approved budget.