

Frequently Asked Questions - Supplement

Background

This supplement provides answers to frequently asked questions (FAQs) associated with Notice of Funding Opportunity (NOFO) announcement EH21-2102 submitted after April 25, 2021. Questions are organized into five categories:

- Work Plan
- Submission
- Budget and Funding
- Reporting Requirements and Evaluation
- Review Process

Select any question in the Table of Contents to view the answer. If you cannot find the answer email LPPS@cdc.gov.

Table of Contents

Work Plan	3
1. For applicants applying for both Component A and B, do they submit two separate project narratives (two PDF files) – one for each component - containing the separate individual work plans (maximum 20 pages each) or one project narrative (one PDF file) – containing individual project narratives with the separate work plans for each component (maximum 40 pages)?	3
2. What is CDC’s stance regarding having one person fill two of the three positions. For example, could the Surveillance Epidemiologist also be the Program Manager?	3
Submission	3
3. Can I upload and submit revised SF424 and SF424A forms in grants.gov since the application deadline has been extended to May 14, 2021?	3
4. Can I resubmit my entire application since the due date has been extended to May 14, 2021?	3
5. In the FAQ document there is inconsistent guidance on how to submit SF424 and SF424A. Will we be disqualified for not uploading Component B documents in the correct places?	3
6. In the FAQ document it says we are to submit separate 424 and 424A forms for Component A and Component B. There is one of each form (424 and 424A) in the grants.gov package. The 424A allows us to complete separate columns for Component A and Component B as instructed in the FAQ document. How can I add a second 424 form to the grants.gov package?	4

Frequently Asked Questions - Supplement

- 7. In applying for Component A and Component B it is unclear how to create another SF424 and SF424A for Component B. Is it acceptable to upload as attachments Component B SF424 and SF424A and all other documents even though they may not be in the order that CDC would like? 4
- 8. As we are in grants.gov, there is a spot for Mandatory Other Attachment (which only allows 1 attachment file) and then there is another spot for Optional Other Attachment (where we can attach multiple attachments). In the NOFO, there is no indication of what should be uploaded as the Mandatory Attachment (however, we know that there are many mandatory attachments). Does it not matter what we list under Mandatory Attachment as long as we upload all the required attachments? 4
- 9. Should applicants applying for Components A and B upload all forms for Component B under the “Other Attachments Form” section? 5
- 10. On page 22 of the NOFO, it says applicants must complete the Risk Questionnaire along with supporting documentation and submit it with the application. However, the Risk Assessment Questionnaire is not one of the acceptable attachments listed in Section H. Other Information on page 47. Is it acceptable for us to have an attachment in the application for the Risk Questionnaire and supporting documentation even though it’s not listed in the NOFO as an acceptable attachment? 6
- Budget and Funding..... 6**
- 11. Could a recipient use the funds for indirect services? For example, could the recipient use the funds to pay for a child to be tested for lead at an outside clinic if the child does not have insurance for testing?..... 6
- Reporting Requirements and Evaluation 6**
- 12. Is it okay to submit the Data Management Plan along with the Evaluation Plan within six months of the award being issued or would the Data Management Plan need to be submitted with our application? 6
- Review Process..... 7**
- 13. The scoring of points for EH21-2102 - Component A (page 32) lists no points for background, and yet a background is expected in the Project Narrative (page 24). What points are awarded to background i.e., context of problem, magnitude/extent of problem and risk factors? 7
- 14. Can you clarify what it means that the grant deadline was extended to May 14, 2021 and that the grant was updated or deleted on grants.gov?..... 7

Frequently Asked Questions - Supplement

Work Plan

- 1. For applicants applying for both Component A and B, do they submit two separate project narratives (two PDF files) – one for each component - containing the separate individual work plans (maximum 20 pages each) or one project narrative (one PDF file) – containing individual project narratives with the separate work plans for each component (maximum 40 pages)?**

Two separate project narratives are required, one for Component A and one for Component B.

- 2. What is CDC's stance regarding having one person fill two of the three positions. For example, could the Surveillance Epidemiologist also be the Program Manager?**

The applicant must determine what positions are necessary to run their program and operationalize their work plan.

Submission

- 3. Can I upload and submit revised SF424 and SF424A forms in grants.gov since the application deadline has been extended to May 14, 2021?**

If you only submit a revised SF424 and SF424A, the submission will be considered incomplete because once an application has been submitted in grants.gov it cannot be revised. If the applicant chooses to revise the SF424 and the SF424A, you must submit the entire application again. The last application submitted will be accepted by the Office of Grants Services (OGS). The previous applications will not be considered and will be deleted.

- 4. Can I resubmit my entire application since the due date has been extended to May 14, 2021?**

Yes. You can upload a new application until May 14, 2021 at 11:59PM ET. Once grants.gov closes, the last application submitted will be accepted by (OGS). All previous applications will not be considered.

- 5. In the FAQ document, there is inconsistent guidance on how to submit SF424 and SF424A. Will we be disqualified for not uploading Component B documents in the correct places?**

No.

Frequently Asked Questions - Supplement

6. In the FAQ document, it says we are to submit separate 424 and 424A forms for Component A and Component B. There is one of each form (424 and 424A) in the grants.gov package. The 424A allows us to complete separate columns for Component A and Component B as instructed in the FAQ document. How can I add a second 424 form to the grants.gov package?

An applicant cannot add a second SF424. The applicant should use separate columns for each Component in the SF424A. The budget for Component A should be placed in Column 1 and the budget for Component B should be placed in Column 2. Both columns should be totaled together in the last column (Column 5) titled "Total".

7. In applying for Component A and Component B, it is unclear how to create another SF424 and SF424A for Component B. Is it acceptable to upload as attachments Component B SF424 and SF424A and all other documents even though they may not be in the order that CDC would like?

No. The applicant should use separate columns for each Component in the SF424A. The budget for Component A should be placed in Column 1 and the budget for Component B should be placed in Column 2. Both columns should be totaled together in the last column (Column 5) titled "Total".

8. In grants.gov there is a spot for Mandatory Other Attachment (which only allows 1 attachment file) and then there is another spot for Optional Other Attachment (where we can attach multiple attachments). In the NOFO, there is no indication of what should be uploaded as the Mandatory Attachment (however, we know that there are many mandatory attachments). Does it not matter what we list under Mandatory Attachment as long as we upload all the required attachments?

Page 47 of the NOFO, Section H. Other Information, provides a list of acceptable attachments the applicant can upload as a PDF as part of their application. The following documents should be uploaded in grants.gov under **Mandatory Other Attachment** and **Optional Other Attachment**:

Mandatory Other Attachment

1. Project Abstract
2. Project Narrative (The Project Narrative must include **all** of the following headings (including subheadings): Background, Approach, Applicant Evaluation and Performance Measurement Plan, Organizational Capacity of Applicants to Implement the Approach, and Work Plan. 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 period of performance as identified in the

Frequently Asked Questions - Supplement

CDC Project Description section. Failure to follow the guidance and format may negatively impact scoring of the application.)

3. Budget Narrative
4. CDC Assurances and Certifications
5. Report on Programmatic, Budgetary and Commitment Overlap
6. Table of Contents for Entire Submission
7. Risk Assessment Questionnaire plus supporting documentation

Optional Other Attachment

1. Resumes / CVs
2. Letters of Support
3. Organization Charts
4. Indirect Cost Rate, if applicable
5. Memorandum of Agreement (MOA)
6. Memorandum of Understanding (MOU)
7. Bona Fide Agent status documentation, if applicable
8. Staffing plans that clearly define staff roles and expertise as they relate to the activities and outcomes
9. Evaluation and Performance Measurement Plan plus other support documentation
10. Data Management Plan, if applicable, plus other support documentation
11. Additional support documentation for example, Work Plan, Sustainability Plan, etc.

9. Should applicants applying for Components A and B upload all forms for Component B under the “Other Attachments Form” section?

No. The list of acceptable attachments on page 47 of the NOFO plus the Risk Assessment Questionnaire and supporting documentation and any additional support documentation for Component A and Component B should be uploaded separately as PDF(s) in grants.gov under the applicable section: **Mandatory Other Attachment** and **Optional Other Attachment**. See question 8 above.

Frequently Asked Questions - Supplement

- 10. On page 22 of the NOFO, it says applicants must complete the Risk Questionnaire along with supporting documentation and submit it with the application. However, the Risk Assessment Questionnaire is not one of the acceptable attachments listed on page 47 under Section H. Other Information. Is it acceptable for us to have an attachment in the application for the Risk Questionnaire and supporting documentation even though it's not listed in the NOFO as an acceptable attachment?**

The Risk Assessment Questionnaire plus supporting documentation should be uploaded as a PDF in grants.gov under **Mandatory Other Attachment**. If the document was previously uploaded in grants.gov under **Optional Other Attachment**, it is acceptable.

Budget and Funding

- 11. Could a recipient use the funds for indirect services? For example, could the recipient use the funds to pay for a child to be tested for lead at an outside clinic if the child does not have insurance for testing?**

No. The recipient may not use funds to test for lead at an outside clinic. Testing for lead at an outside clinic is considered a direct clinic service and the use of these funds in this capacity is unallowable.

Reporting Requirements and Evaluation

- 12. Is it okay to submit the Data Management Plan along with the Evaluation Plan within six months of the award being issued or would the Data Management Plan need to be submitted with our application?**

As stated on page 33 of NOFO, applicants must describe how evaluation and performance measurement will be incorporated into planning, implementation, and reporting of project activities; used for continuous program quality improvement; and contribute to developing the evidence base for effectiveness of strategies and interventions. Applicants must also provide a preliminary Data Management Plan (DMP) or acknowledge concurrence and compliance with CDC's Childhood Blood Lead Surveillance DMP. See in the NOFO under **Evaluation and Performance Measurement, Applicant Evaluation and Performance Measurement Plan and Data Management Plan** for requirements of the DMP. Applicants should use the DMP template at <https://www.reginfo.gov/public/do/DownloadDocument?objectID=101621901>.

Frequently Asked Questions - Supplement

Review Process

- 13. The scoring of points for EH21-2102 - Component A (page 32) lists no points for background, and yet a background is expected in the Project Narrative (page 24). What points are awarded to background i.e., context of problem, magnitude/extent of problem and risk factors?**

The background section is not scored. A review panel will evaluate complete, eligible applications in accordance with the criteria below. See the NOFO, Review and Selection Process: Applications will be reviewed in three phases, for more details on the scoring criteria.

Component A

1. Approach: **Maximum Points: 50**
2. Evaluation and Performance Measurement: **Maximum Points: 25**
3. Applicant's Organizational Capacity to Implement the Approach: **Maximum Points: 25**
4. Budget: **Maximum Points: 0**

Component B

1. Approach: **Maximum Points: 40**
2. Evaluation and Performance Measurement: **Maximum Points: 30**
3. Applicant's Organizational Capacity to Implement the Approach: **Maximum Points: 30**
4. Budget: **Maximum Points: 0**

- 14. Can you clarify what it means that the grant deadline was extended to May 14, 2021 and that the grant was updated or deleted on grants.gov?**

The Childhood Lead Poisoning Prevention and Surveillance of Blood Lead Levels in Children NOFO was amended. It was not deleted. The new changes include the following:

- The statutory authority was changed from 42 U.S.C. Section 247b-1 to 247b(k)(2), which expands eligibility to include public entities such as territories.
- The application due date was changed from 04/25/2021 to 05/14/2021 to allow eligible applicants to apply.
- All changes are reflected under applicable sections in the NOFO, which can be found here: <https://www.grants.gov/web/grants/view-opportunity.html?oppld=329557>.