CDC RFA PS20-2003

FAQ

Q1. On page 24 of the notice of funding announcement, it says "Unrestricted" in the Eligibility Category section. However, under Additional Information on Eligibility, it says "Eligibility is limited to the above listed entities…" but I don't see any entities specified. Is this program open to all applicants?

> **A1**. **It is important for applicants to note that this is an open announcement, meaning eligibility is unrestricted. Applicants can apply for one or multiple program tracks, however, separate applications and work plans must be completed for each program track. Individual applications containing information for multiple tracks will not be eligible for review, because, each track will be reviewed separately.**

Q2. If an academic institution is eligible to apply, is there a limit to the number of applications you will accept to each of the three tracks? In other words, do we need to coordinate an internal selection process to identify the proposal(s) that are allowed to go through? If so, how many applications will you accept to each track?

> **A2. Eligibility for this NOFO is unrestricted and open to all applicants; a single applicant can apply for each of the three tracks. There will not be a limit the number of applications accepted per track, however a single applicant can only submit one application per track. CDC recognizes that a single academic institution may have multiple campuses, departments or institutes, each with their own particular expertise and interest in this NOFO. Each of the applications must be submitted using a distinct or unique DUNS number.**

Q3. How will technical support be provided for LMS users and online and blended learning trainees?

> **A3. The NOFO identifies Track A with responsibility for development and maintenance of the web-based learning management system. They will be expected to provide technical support for the online registration process, online courses or online portion of blended learning activities.**

Q4. I'd like to ask if the DIS Work Force Assessment and the baseline capacity Disease Intervention Services Assessment are two separate assessments with an expectation for both to be implemented in year one?

> **A4. The intention in the notice of funding announcement is to implement one DIS workforce assessment within the first year of the project. The assessment will gauge**

baseline capacity of disease intervention services, aligned with the DIS Job Task Analysis, identifying knowledge and skills gaps to inform curriculum development. Track B is responsible for lead authorship of the assessment tool, and Track C is responsible for implementation of the assessment with state and local health departments within their designated region. In essence, both references to the "DIS Workforce Assessment"-Track B.3.c. on page 10 and "assess DIS knowledge and skill gaps"-Track C.2.a. on page 11 are referencing one in the same.

Q5. Please confirm who will provide existing Partner Services TOT to Track C Centers in order to maintain Partner Services Training coverage until the new DIS Training Program is developed?

A5. That will be CDC's responsibility.

Q6. If you could clarify please on Page 30 it says that the work plan is included in the 20-page application limit. And on Page 52 it says to attach the work plan in a separate document. Can you clarify, whether the work plan is not included in the page fund and even if it is to be a submitted as a separate attachment?

A6. While the standard NOFO template language (page 32) calls for the work plan to be included as part of the project narrative's page limit, this NOFO contains an allowance to submit the work plan as a separate PDF document, uploaded with the rest of the application into www.grants.gov. Applicants must prepare a work plan consistent with the CDC Project Description Work Plan section (page 21). CDC has provided a work plan template in an excel file format on the PS20-2003 DITC NOFO Resource Website, at https://www.cdc.gov/std/funding/ditc/. This detailed CDC work plan template or an alternate work plan which covers all of the information outlined on the CDC template, should be saved as "[Organizational Name]_PS20-2003_DITC_NOFO_Workplan_yy-mm-dd", and uploaded as a PDF file at www.grants.gov (page52).

Q7. So if we choose to submit the work plan as an attachment using the template you provided, then it will not be included in the 20-page narrative limit correct?

A7. Correct

Q8. How will training content between Tracks A & B be coordinated? Will be they different, complimentary or the same?

A8. The intention is that once the specific recipients are identified there will be coordinating calls between CDC, Tracks A, B, and C, in order to discuss what will be included under fundamental courses, specialized, and supervisory courses. For those areas where there may be blended courses that include both online and instructor-led learning, Tracks A and B will coordinate together in developing the comprehensive course content. Given that Track A is going to be focusing primarily on knowledge, there may be some areas where Track A will handle the knowledge-based background information online and Track B will have complimentary skill development coursework. There may be other more distinct areas where Track B will need to focus on skill-based interview and field investigation. So, the answer the question is BOTH complimentary AND different, AND most definitely coordinated.

Q9. What existing Partner Services Training name of curriculum will CDC be delivering to Track C Centers during the first year?

A9. Once CDC awards recipients through this NOFO, we will have discussions to go into the details on those specific courses that CDC would need their collaboration or assistance in executing - to continue to provide the baseline DIS training during the fundamental course development.

Q10. The slide (#22) suggests that applicants can submit a 20-page evaluation and performance measurement plan (EPM plan), but the NOFO says that the EPM plan should be included in the 20-page project narrative page limit. Is the EPM Plan a separate document or part of the 20-page NOFO project narrative limit?

A10. The EPM Plan is required as part of the application project narrative (section C) outlined on pages 30-32 of the announcement. The maximum page limit for the entire project narrative is 20 pages. Specific guidance on what to include in the EPM plan is found on page 17; recipients will be required to submit a more detailed EPM plan within the first six months of award. Project narratives which do not include Section C, the EPM Plan, will be disqualified. EPM plans submitted as separate documents will not be considered in the application review.

Q11. Can you please tell me if there is a link available to listen to the recording of the webinar for the NOFO that was announced?

A11. The slides and recording from the webinar are already posted on the DITC NOFO Resource website.

Q12. What is the correct deadline for the NOFO Application?

> **A12. Applications are due on November 26, 2019 at 11:59pm Eastern Standard Time. Please submit applications early, in order to ensure verification of document receipt.**

Q13. What attachments are allowed or required with this NOFO Application?

> **A13. The NOFO outlines acceptable attachments on page 52 and 53. These include: Project Abstract, Project Narrative, Budget Narrative, CDC Assurances and Certifications, Report on Programmatic Budgetary and Commitment Overlap, Table of Contents for Entire Submission, Work Plan, Organizational Chart, Personnel Table, Curricula Vitae or Resumes, Sample Curriculum, Training Evaluation Samples, Letters of Support, Indirect Cost Rate Agreement, if applicable , Non-profit Organization IRS Status Forms, if applicable.**

Q14. What program outcomes and evaluation measures are recipients responsible for in this NOFO?

> **A14. "Recipients must achieve outcomes that appear in bold in the logic model by the end of the five-year performance period. Those outcomes are:**
>
> **Short Term Outcomes: Increased CDC-approved trainings available in eLearning, in-person, or blended learning formats; and Increased knowledge and skills of DIS staff and supervisors.**
>
> **Intermediate Outcome: Increased Capacity of health departments to conduct effective STD/HIV intervention tasks performed by DIS" (NOFO page 6)**
>
> **Applicants will collaborate with CDC to refine their evaluation measures and submit more detailed evaluation and performance measurement plans in the first 6 months of award.**

Q15. Can we receive a link to the recording from the informational webinar conducted on Oct 2, 2019?

> **A15. The link to the 10-2-19 webinar recording is posted on the resource page under informational webinar.**

Q16. Is education/tuition reimbursement a reimbursable expense for staff or executive staff with this cooperative agreement?

A16. No, education/tuition reimbursement is not an allowable cost for this Cooperative Agreement.

Q17. Are fee-based trainings permissible?

A17. No, Fee Based Trainings are not reimbursable expenses with this Cooperative Agreement. Also, there should be no Program Income generated from trainings.

Q18. Are separate applications due for Track A, B, & C? Or, can they be submitted as one application?

A18. Separate applications must be submitted for each track as noted in the 20-2003 NOFO and the informational webinar recording and slides.