Pre-Application Webinar for FOA PS14-1408

STD/HIV Disease Intervention Services Training Centers (DISTC)

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November 8, 2013
Pre-Application Webinar for FOA PS14-1408

STD/HIV Disease Intervention Services Training Centers (DISTC)

I. Welcome
   Rheta Barnes

II. PGO Guidance
    Sheila Edwards

III. FOA Summary
    Duane Wilmot/Phyllis Stoll

IV. Response to Questions
Submitting Questions
Pre-Application Webinar for FOA PS14-1408

STD/HIV Disease Intervention Services Training Centers (DISTC)

Procurement and Grants Office

November 8, 2013
Agenda

- Pre-Application Information
- Budget Guidelines
- Application Tips
- Points of Contact
- Useful Resources
- Questions and Answers
PRE-APPLICATION INFORMATION
Grant Application Process

- **Prior to applying:**
  - Become familiar with the Grants.gov website
  - Keep track of the technical assistance provided through the Grants.gov website
  - Become familiar with the HHS Grants Policy Statement
  - Ensure that your organization has the following readily available and current:
    - Data Universal Numbering System (DUNS) number
    - Employer Identification Number (EIN)
    - System for Award Management (SAM) Registration
      - Central Contractor Registration (CCR) number
    - Bank account information
  - Review the funding opportunity announcement (FOA)
Grants.gov is your source to FIND and APPLY for federal grants. The U.S. Department of Health and Human Services is proud to be the managing partner for Grants.gov, an initiative that is having an unparalleled impact on the grant community. Learn more about Grants.gov and determine if you are eligible for grant opportunities offered on this site.

Grants.gov does not provide personal financial assistance. To learn where you may find personal help, check Government Benefits, Student Loans and Small Business Start-up Loans.
Grant Application Process

- **Register NOW with Grants.gov**
  - Your organization must complete the Grants.gov registration process to apply for a grant.
  - Registration process can take between 3-5 business days or as long as four weeks

![Organization Registration](image_url)
Grant Application Process

- **Grants.gov Registration Requirements**
  - Data Universal Numbering System (DUNS) Number
    - For help either call (866) 705-5711 or e-mail CCRhelp@dnb.com
  - System for Award Management (SAM)
    - Create a user account
    - Gain Central Contractor Registration (CCR) number
    - Web: [https://www.sam.gov/portal/public/SAM/](https://www.sam.gov/portal/public/SAM/)
    - For help check the user guide first and then...
      - Call (866) 606-8220 (domestic calls)
        (334) 206-7828 (international calls)
      - Visit: [https://www.fsd.gov](https://www.fsd.gov)
  - Employer Identification Number (EIN)

- **Grants.gov Tutorial**
Grant Application Process

- Find a funding opportunity announcement
  - Download the full FOA
  - Read FOA instructions carefully
  - Prepare all required forms, documents, and appendices in response to the FOA
Grant Application Process

- **Submit an application**
  - You must be completely registered on Grants.gov to upload a completed application.
  - No extensions to the FOA application due date are granted. No exceptions.
  - All applications must be submitted and accepted via www.Grants.gov.

1. **Download a Grant Application Package**
   - Downloading a grant application package allows you to complete it offline and route it through your organization for review before submitting.
   - Click here to verify if your Adobe software version is compatible with Grants.gov.
   - Instructions on how to open and use the forms in the package are on the application package cover sheet. Agency specific instructions are available for download when you download your application package, which will include required information for your submission.

2. **Complete the Grant Application Package Step**
   - Now that you have downloaded an application package, complete the grant application offline. Save changes to your application as you go, Grants.gov does NOT automatically save changes. The package cannot be submitted until all required fields have been completed.
   - View a narrated tutorial on how to complete a grant application package using Adobe. If you’re having problems completing the package, view our Frequently Asked Questions.

3. **Submit the Completed Grant Application Package**
Grant Application Process

- **When completing applications:**
  - Review and follow instructions and deadlines provided in the FOA
  - Provide a proposed narrative and explain the project completely
  - Prepare a budget as it relates to the requirements identified in the FOA
    - Also make sure to follow CDC Budget Guidelines when preparing a budget.
  - Identify key personnel and applicable duties (e.g., Program director and business official)
  - Identify the approving officials for the organization to prevent processing delays
Grant Application Process

- **When completing applications:**
  - Include key forms/documents
    - SF 424 Application for Federal Assistance (non-research)
    - SF 424 R&R Forms Application for Federal Assistance (research)
    - SF 424A Budget Information
    - SF 424B Assurances
    - Budget and Project Narrative
    - Budget Spreadsheet (for consolidated programs)
    - Debarment and Suspension Certification
    - Certification for Trafficking Victims Protection Act of 2000

- **All new non-research applications must be submitted through Grants.gov**
BUDGET GUIDELINES
Preparing Your Budget

- In order to prepare a proper budget, it is important to know the following:
  - the types of costs that are allowable
  - the cost principles to apply
  - differences between direct & indirect costs

- To assist you in preparing your budget, please follow the template and budget guidelines at:

  Budget Guidelines
  Web: [http://www.cdc.gov/od/pgo/funding/budgetguide.htm](http://www.cdc.gov/od/pgo/funding/budgetguide.htm)

  HHS Division of Cost Allocation
  Web: [http://rates.psc.gov/fma/dca](http://rates.psc.gov/fma/dca)
Application Tips

- Only submit one application package per organization.
- Organize and format the application as outlined in the FOA.
- Provide:
  - Table of contents
  - Current Indirect Cost Rate Agreement
  - Documentation of eligibility
  - Page numbers
- Include a signed cover letter that cites:
  - FOA number and category(ies) applying for
  - Budget amount
  - Organization point of contact
Application Tips

- **Provide a complete budget with sufficient budget detail and narrative.**
  - The total of the direct and indirect costs must not exceed the ceiling of the funding amount listed in the FOA.

- **Remain consistent with FOA concepts and themes but do NOT repeat FOA language verbatim.**

- **Provide realistic and measurable goals and objectives.**

- **Ensure that the application is consistent with program objectives/activities and the evaluation plan.**

- **Ensure letters of support are specific to application (if provided)**
Application Tips

- Any pages in excess of page limits will be removed from application and not forwarded to review panel.
- Use the FOA and evaluation criteria section as guide to develop the work plan and project narrative.
- Do NOT wait until the last minute to submit your application.
Application Tips


- Extensions to the due date will NOT be granted.

- Submit your application package as early as possible:
  - Recommend submission at least 7 days prior to due date
  - Ensure all Grants.gov errors are cleared up prior to the due date
Points of Contact

- **Grants.gov Registration and Submission Assistance**
  - Contact Grants Program Management Office
    - E-mail: support@grants.gov
    - Phone: 1-800-516-4726, Monday-Friday 7am-9pm (EST)
      - Closed on federal holidays

- **Grants.gov Application Assistance**
  - Contact PGO TIMS: (770) 488-2700 or PGOTIM@cdc.gov

- **Programmatic Questions**
  - Duane Wilmot, Project Officer
    - E-mail: dfw1@cdc.gov or Phone: (404) 639-1826
    - Policy or Budgetary Questions
  - Contact: Louvern Asante, Grants Management Specialist
    - Email: lasante@cdc.gov or Phone: (770) 488-2835
Useful Resources

- **HHS General Grants Information**
  - Web - NEW: [http://www.cdc.gov/od/pgo/funding/grants/grantmain.shtm](http://www.cdc.gov/od/pgo/funding/grants/grantmain.shtm)
    - Web: [http://dhhs.gov/asfr/ogapa/aboutog/grantsnet.html](http://dhhs.gov/asfr/ogapa/aboutog/grantsnet.html)

- **HHS Grants Policy Statement**

- **2 Code of Federal Regulations, Grants and Agreements**
  - Web: [http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title02/2cfr225_main_02.tpl](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title02/2cfr225_main_02.tpl)

- **45 Code of Federal Regulations, Part 74 (Non-profits) and Part 92 (State, Local and Tribal Governments)**
  - Web: [http://www.access.gpo.gov/nara/cfr/waisidx_09/45cfr74_09.html](http://www.access.gpo.gov/nara/cfr/waisidx_09/45cfr74_09.html)
Useful Resources

- **OMB Circulars**
  - Web: [http://www.whitehouse.gov/omb/circulars_default](http://www.whitehouse.gov/omb/circulars_default)
  - A-21: Cost Principles for Educational Institutions
  - A-87: Cost Principles for State, Local and Indian Tribal Governments
  - A-102: Grants and Cooperative Agreements with State and Local Governments
  - A-122: Cost Principles for Non-Profit Organizations
  - A-133: Audits of States, Local Governments and Non-Profit Organizations

- **Budget Guidelines**
  - Web: [http://www.cdc.gov/od/pgo/funding/budgetguide.htm](http://www.cdc.gov/od/pgo/funding/budgetguide.htm)

- **HHS Division of Cost Allocation**
  - Web: [http://rates.psc.gov/fma/dca](http://rates.psc.gov/fma/dca)
Useful Resources

- **CDC Grantee’s Financial Reference Guide**
  - Web – NEW: [http://www.cdc.gov/od/pgo/funding/grants/policymain.shtm](http://www.cdc.gov/od/pgo/funding/grants/policymain.shtm)

- **CDC official website**
  - Web: [http://www.cdc.gov](http://www.cdc.gov)
  - Web: [http://www.cdc.gov/about/business/funding.htm](http://www.cdc.gov/about/business/funding.htm) (PGO’s home page)
Pre-Application Webinar for FOA PS14-1408

*STD/HIV Disease Intervention Services Training Centers (DISTC)*

**FOA Summary**

Duane Wilmot  
Project officer, DSTDP

Phyllis Stoll  
Technical monitor, DHAP

November 8, 2013
CDC FOA Template Redesign

- In response to recent recommendations from the Advisory Committee to the Director (ACD) to improve CDC grants
- These changes will help standardize FOA development and content with the goal of increased accountability and maximum impact
- Standardize FOA planning and content, such as boilerplate language, is used to simplify the writing process
- Ensures that all FOAs include clearly defined outcomes and evaluation metrics, support essential public health activities associated with accreditation, and encourage use of direct assistance
FOA Template Purpose, and Scope and Audience

- **Purpose**: Resource for writing clear and succinct Funding Opportunity Announcements

- **Scope**: Applies to new, domestic, non-research FOAs
  - New announcements refer to any FOA that is not a continuation or supplemental award. CDC programs should use this template (with required language and formatting) in conjunction with the appropriate guidance when developing FOAs.

- **Standards and Format Development**: CDC programs must adhere to this template and corresponding guidance when developing new, non-research, domestic FOAs
  - When possible, programs are expected to initiate planning at least 12 months prior on www.grants.gov.

- **Audience**: For CDC program staff who develop and write the FOA.

- **Background**: FOAs must be consistent with federal statutes, regulations and HHS policies governing grants administration and that provide overall direction for developing FOAs.
STD/HIV Disease Intervention Services Training Centers (DISTC)

- Current STD/HIV Prevention Training Center FOA - PS11-1103 ends 3/31/2014

- Part I (Clinical): DSTDP funding extended until 8/31/14
  *PS 11-1103 extension includes Part IV (Resource Center) funding

- Part II (Behavioral): Funded under Capacity Building Assistance for High-Impact HIV Prevention - PS14-1403
  *PS 14-1403 includes DHAP clinical training funding

- Part III (DIS): Addressed with this FOA - PS14-1408
DISTC Award Information

- Application due 1/6/14 on www.grants.gov
- Project period: 5 years
- Budget period: 12 months
- Anticipated award date: 4/1/14
- Type of award: Cooperative agreement
- Number of Awards: Up to 3
- Eligible Applicants - Open
DISTC- Problem Statement

The DIS and partner services (PS) provider staff are the front line PH workforce and a vital component of health departments in STD/ HIV prevention and control programs across the country. However, substantial changes in the health care delivery system are predicted to shift some vulnerable and at risk populations (traditionally covered by STD/HIV safety net services) to an expanded network of primary care providers and patient-centered medical homes. Additionally, with declining public infrastructure at the state and local level, the siloed disease approach is no longer feasible and DIS / PS staff will need to be cross trained to meet local needs. Current DIS/ PS provider training courses will need to be updated and new trainings will need to be developed to prepare DIS/ PS provider staff to meet these challenges.
Goal

Develop, disseminate and evaluate training activities and other resources that improve STD/HIV Disease Intervention Services

This program will provide relevant and high quality training, mentoring, decision tools and resources to optimize DIS/other PS provider knowledge, skills, capacity and performance within health departments and the organizations that work with health department STD/HIV programs to deliver efficient and effective PH disease intervention services including PS and linkage to care, utilize surveillance data for PH disease invention action and facilitate the integration of STD/HIV PH and clinical preventive services in primary care.
## CDC-RFA-PS 14-1408 Logic Model: STD/HIV Disease Intervention Services Training Centers (DISTC)

**GOAL:** Develop, disseminate and evaluate training activities and other resources that improve STD/HIV Disease Intervention Services at the provider/organization/system level.

<table>
<thead>
<tr>
<th>RESOURCES/INPUTS</th>
<th>STRATEGIES/ACTIVITIES</th>
<th>SHORT-TERM OUTCOMES *</th>
<th>INTERMEDIATE-TERM OUTCOMES*</th>
<th>LONG-TERM OUTCOMES</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDC Resources: Funding, Technical Assistance, Guidelines and Recommendations</td>
<td>Conduct national assessment of workforce capacity, skills, training needs and priorities for the target population</td>
<td>Increased access to relevant, quality training activities, decision tools, and resources for DIS and other partner services provider staff performing public health disease intervention services</td>
<td>Increased efficiency and effectiveness of partner services and disease intervention services contributing to:</td>
<td>Increased access to and utilization of STD/HIV preventive services and health care</td>
</tr>
</tbody>
</table>
| Program Staff: Program Staff, and others with experience/expertise in partner services and other disease intervention services | Develop and implement a national training plan for the target population             | Increased DIS and other partner services provider staff knowledge, skills and capacity to perform efficient and effective STD/HIV disease intervention services | • Increased # of new STD/HIV cases identified and linked to care  
• Increased # of HIV-infected individuals who have fallen out of care and are linked back to care  
• Increased outbreak responsiveness | Decreased transmission of STD/HIV in the community |
| Program Resources: Infrastructure, Technology, Authority                         | Update, conduct, and maintain Passport to Partner Services training course            | Increased use of surveillance data to identify individuals for disease intervention services including partner services and linkage to and retention to care. |                                                                                                                     | Decreased morbidity and mortality from STDs and HIV |
| Partnerships: Existing and future (esp. NCSD, NASTAD, NACCHO, ASTHO)            | Develop, conduct and maintain new training courses related to: Linkage to/Retention to care, Field investigation/Outbreak response, Use of surveillance data for disease intervention action, and public health detailing |                                                                                                                                 |                                                                                                                     | Increased integration of STD/HIV services in primary care |
|                                                                                  | Develop, implement and maintain a disease intervention services mentoring program for the target population |                                                                                                                                 |                                                                                                                     |                                                                                  |
|                                                                                  | Market training activities and resources to target population                        |                                                                                                                                 |                                                                                                                     |                                                                                  |
|                                                                                  | Develop and maintain partnerships and leveraging of resources that facilitate DIS skill-building and workforce development |                                                                                                                                 |                                                                                                                     |                                                                                  |

*Project Period Outcomes*
Target Population

Disease intervention specialist/other partner services (PS) staff working in or with state and local health department STD and HIV prevention programs
Outcomes

- Increased access to relevant, quality training activities, decision tools, and resources for DIS and other PS provider staff

- Increased DIS and other PS provider staff knowledge, skills and capacity to perform efficient and effective STD/HIV disease intervention services

- Increased use of surveillance data to identify individuals for disease intervention services including PS and linkage to and retention in care

- Increased DIS and other PS provider staff workforce capacity through cross-training, partnerships and leveraging of resources

- Increased efficiency and effectiveness of disease intervention services including PS, linkages to and retention in care and outbreak responsiveness

- Improved integration of STD/HIV clinical preventive services in primary care through training in public health (PH) detailing
Long-Term Outcome (Impact)

- Increase access to and utilization of STD/HIV prevention services and health care
- Reduce STD/HIV transmission in the community
- Decrease STD/HIV related morbidity and mortality
- Improve integration of STD/HIV services in primary care
Strategies and Activities

- **Conduct national assessments** of workforce capacity and skills, training needs and priorities for the target population initially and then on a regular, periodic basis, as needed.

- **Develop and implement a national training plan** for the target population each year informed by the needs assessment findings designed to meet the STD/HIV disease intervention services training needs of DIS/other PS provider staff.

- Update, conduct, and maintain **Passport to Partner Services** training course.

- **Market** training activities and resources to the target population.
Strategies and Activities (Continued)

- Develop, conduct, and maintain **new training activities**, determined by DSTDP/DHAP disease intervention priorities related to:
  - Field Investigation and Outbreak Response
  - Linkage to and Retention in HIV Care
  - Public Health Detailing
  - Use of Surveillance and PH data for Disease Intervention Services including PS and linkage to care activities and TB and VH case management and contact follow-up

- Develop, implement and maintain a **mentoring program** for the target population to work with DIS/PS provider staff post training to enhance skills and abilities

- Develop and maintain **partnerships** and leverage **resources** that facilitate DIS skill building, development and cross training
Collaborations- CDC funded

- Develop a plan and timeline for working with other relevant CDC-funded programs in the U.S. to enhance DIS/other PS staff workforce capacity
- Proactively identify training needs among DIS/other PS staff nationally and assist with evaluation of skills and performance post training
- Collaborate with capacity building grantees funded by the Division of HIV/AIDS Prevention
- Collaborate with other training centers funded by the Division of STD Prevention and NCHHSTP
- Collaborate with other relevant CDC-funded programs such as TB, VH, reproductive health, adolescent health, teen pregnancy prevention and injury prevention programs to incorporate these cross cutting topics in DIS workforce capacity building efforts
- Work with PH Apprentice Program (PHAP) in developing their disease intervention skills
Collaborations- external

- Develop a plan and timeline for working with other relevant organizations external to CDC that may have an existing or potential role in achieving the FOA outcomes and proposed activities in the work plan
- Work directly with state and local PH department STD, HIV, VH, TB, communicable disease and other prevention programs
- Work with national PH organizations
The DSTDP CDC strategy for monitoring and evaluating program and awardee performance will primarily include monitoring outputs from the strategies and activities used, with some outcome evaluation related to the short-term and intermediate-term outcomes of this cooperative agreement.

Awardees must provide an evaluation and performance measurement plan to show how they will track progress in implementing their work plans and in achieving their short-term and intermediate-term outcomes.
Organizational Capacity

- Applicants must have the organizational structure and capacity to execute the DISTC program approach, strategies and activities and meet the project period outcomes
  - Summarize their organization’s experience related to STD/HIV disease intervention work in or with local or state health departments for Principle Investigator, training staff, mentors, and subject matter experts
  - Describe expertise related to training, curriculum development, STD/HIV disease intervention services

- Applicants must also have the management capacity to execute the DISTC program approach, strategies and activities and meet the project period outcomes
Work Plan

Applicants must prepare a detailed work plan for the first year of the award and a high-level plan for subsequent years

- Describe how the applicant will implement all of the proposed DISTC strategies and activities to meet the project period outcomes
- Describe activities supported by the annual budget award and demonstrate how the outcomes, strategies, activities, timeline, staffing and collaborations work together
- Training activities should be strategically focused and have strong justification
Work Plan

Work plans must contain:

- Staff, contracts and administrative roles and functions to support implementation of the award.

- Administration and assessment processes to ensure successful implementation and quality assurance.

- Additional contextual information and rationale for proposing the portfolio in year 1 and briefly outline proposed activities for years 2-5

- Work plan should include SMART objectives and activities
CDC Monitoring and Accountability

- Tracking awardee 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.
- 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 timeframes.
- 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.
CDC Program Support

CDC staff members will be substantially involved in program activities

CDC Support includes:

- Collaboration to ensure coordination and implementation of high quality and relevant DISTC activities and resources.

- Guidance and coordination to awardees to improve the quality and effectiveness of work plans, evaluation strategies, products and services, and collaborative activities with other organizations.

- Support for ongoing opportunities to foster networking, communication, coordination, and collaboration.

- Collaboration to assess progress toward meeting strategic and operational goals and objectives, establishing measurement and accountability systems for documenting outcomes to assist with performance improvements and sharing of best practices.
CDC Program Support

Technical Assistance

- CDC will provide staff for technical monitoring and subject matter expertise.
- CDC will provide assistance in liaising with state and local health department STD and HIV programs.

Information Sharing Between Awardees

- CDC will share information, best practices, lessons learned, and evaluation results between awardees in the most timely and efficient manner possible.
Award Information

Anticipated Award Date: April 1, 2014

- Approximate Total Fiscal Year Funding: $1,350,000
- Approximate Total Project Period Funding: $6,750,000
- Total Project Period Length: 5 years
- Approximate Number of Awards: up to 3
- Approximate Average Award: $450,000
- Floor of Individual Award Range: $200,000
- Ceiling of Individual Award Range: $1,000,000
Eligibility Information

Applicants must provide evidence of the ability to implement a national program. Articles of incorporation, board resolution, by-laws, and other forms of written evidence are acceptable. Documents can be submitted by uploading a PDF of this documentation in Grants.gov under “Other Attachment Forms.” The file should be labeled (e.g., “Proof of Ability for National Program”).
Application Contents

- Table of Contents: (No page limit and not included in Project Narrative limit)
- Project Abstract Summary: (Maximum 1 page)
- Project Narrative: (Maximum 25 pages)
- Work Plan: (included in the Project Narrative’s 25 page limit)
- Budget Narrative: (No page limit)
Review Criteria

- Approach: (50 points)
  - Background and Purpose (5 points)
  - Outcomes (5 points)
  - Program Strategy (25 points)
  - Work Plan (15 points)
- Evaluation and Performance Management: (10 points)
- Organizational Capacity (40 points)
Reporting

- Evaluation and Performance Measurement Plan
- Annual Performance Report
- Performance Measurement Reporting
- Annual Federal Financial Reporting
- Final Performance and Financial Report
Agency Contacts

- Programmatic technical assistance
  - Duane Wilmot, 404-639-8469, dfw1@cdc.gov

- Financial, awards management or budget assistance
  - Louvern Asante, 770-488-2835, lasante@cdc.gov

- For assistance with submission difficulties related to www.grants.gov
  - www.grants.gov Contact Center: 1-800-518-4726.

- For all other submission questions
  - 770-488-2700; pgotim@cdc.gov
Timeline

- November 1, 2013: FOA published
- November 25, 2013: Letters of Intent due
- January 6, 2014: Applications due
- March 6, 2014: Awards announced
- April 1, 2014: Project period begins
Resources

All FOA resources, including these slides and a recording of this webinar will be available at:

http://www.cdc.gov/std/training/webinars.htm
Resources

All FOA resources, including these slides and a recording of this webinar will be available at:

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Questions?

Email future questions to:

distcfoa@cdc.gov

Answers to all questions will be posted on the website
Pre-Application Webinar for FOA PS14-1408

STD/HIV Disease Intervention Services Training Centers (DISTC)

Thank You

For more information please contact Centers for Disease Control and Prevention

1600 Clifton Road NE, Atlanta, GA 30333
Telephone, 1-800-CDC-INFO (232-4636)/TTY: 1-888-232-6348
E-mail: cdcinfo@cdc.gov Web: www.cdc.gov

The findings and conclusions in this report are those of the authors and do not necessarily represent the official position of the Centers for Disease Control and Prevention