

Informational Call Script

Advancing Public Health Actions to Prevent and Control Chronic Disease in the U.S. Territories and Freely Associated States

December 3, 2024

Opening Slide

Good morning or afternoon depending upon where you are in the country. Thank you for joining the Informational Call for the DP25-0024 Notice of Funding Opportunity, which I will refer to from now on as the NOFO. Thank you for taking the time to be on this call today. My name is Monique Young. I am the Island Team Coordinator in CDC's National Center for Chronic Disease Prevention and Health Promotion. This call is being recorded; if you do not wish to participate, you may disconnect at this time.

The moderator has muted all phone lines (or we can ask everyone to mute their lines). If you have any questions as we go through the call, please make a note of them and we'll have a question-and-answer session toward the end of the call. Should you have any questions that do not get addressed on this call you can send them to us via email at islandprogd25-0024@cdc.gov (have someone place the email address in the chat).

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Today's agenda includes introductions of the Island Program and leadership, an overview of the notice of funding opportunity (NOFO) that highlights the NOFO strategies, performance evaluation plan, application content, grants management summary and required registrations. We will close out our presentation with Q&A and provide closing remarks along with a reminder of upcoming due dates.

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In addition to myself, you will hear from the following presenters:

- Karen Law, grants management specialist

Other team members present on the call from the team include:

- MaryBeth Welton, Office on Smoking and Health, Project Officer
- Michele Williams, Office on Smoking and Health, Project Officer
- Helen Chavez, Division of Diabetes Translation, Project Officer
- Dr. Marcia Parker, Division of Oral Health, Project Officer
- Amy Wieczorek Basl, Evaluator
- Madalena Soares, Program Analyst

- Shikha Shah, ORISE Fellow

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I will provide an overview of the notice of funding opportunity or NOFO, describe the purpose and the target population and review key aspects of what is expected of applicants.

Please note that these are highlights and all requirements are stated in the published NOFO – which is CDC-RFA-DP24-0025, and titled, “Advancing Public Health Actions to Prevent and Control Chronic Disease in the U.S. Territories and Freely Associated States”. This NOFO is from the Department of Health and Human Services, Centers for Disease Control and Prevention. We will place a link to the grants.gov website in the chat.

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This NOFO builds on CDC-RFA-DP19-1901. This cooperative agreement will support integrated, evidence-based strategies and activities to prevent and manage chronic disease in the U.S. territories and freely associated states. This notice of funding opportunity (NOFO) aims to reduce disability and death rates associated with chronic diseases by decreasing the prevalence of modifiable risk factors that contribute to chronic diseases in these islands.

Focus areas include:

- Preventing and reducing tobacco use and secondhand smoke exposure.
- Preventing and managing diabetes.
- Improving oral health disparities.

The focus populations for this NOFO are persons living in the six U.S. Affiliated Pacific Island jurisdictions, which include American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau, as well as the U. S. Virgin Islands, and Puerto Rico.

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This NOFO includes two components:

A mandatory Core Component to promote health and reduce chronic diseases within each of the eight U.S. territories and freely associated states.

The Core Component outlines a set of evidence-based strategies and activities to promote health and reduce chronic disease across the U.S. territories and freely associated states. The objectives of the Core Component are to:

- Prevent and reduce tobacco use and secondhand smoke exposure.
 - Prevent and manage diabetes and diabetes-related complications.

The Core Component is mandatory for all applicants

- You are expected implement all five NOFO strategies (which will be highlighted on the next slide)
- Each strategy has different requirements for which activities you must implement
- Some requirements involve more than one strategy

For more information on the core component of the NOFO, please see page 13 of the NOFO.

The second component is an optional, competitive Oral Health Component to address oral health in one of the U.S. territories or freely associated states.

The Oral Health Component is optional. You must apply for and be awarded the Core Component to be considered for the Oral Health Component.

The Oral Health Component strategies address oral health disparities by supporting interventions and practices to address oral disease in the U.S. territories and freely associated states

Interventions include:

Oral Health surveillance

Evidence-based preventive dental services(EBPDS). EBPDS are defined as only dental sealants and fluoride varnish for school-aged children.

Infections preventions and control

For more information on the Oral Health Component, please see page 24 of the NOFO.

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Recipients will be expected to conduct the CORE strategies and their related activities listed in the logic model included in the NOFO (found on pages 17-21) over the course of the 5-year period of performance. The five strategies in the logic model include: (noted on slide)

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Continued from previous slide

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Recipients will be expected to implement all three oral health component strategies and their related activities listed in the logic model included in the NOFO (**found on pages 27-29**) over the course of the 5-year period of performance. The three strategies in the logic model include: (noted on slide)

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And now we will discuss evaluation and performance measurement.

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Throughout the five-year period of performance, we will work with you to monitor activities and demonstrate program impact through process and outcome evaluation. We will assess the extent to which CDC-funded activities lead to intended outcomes.

We will use an evaluation approach that consists of:

- Ongoing monitoring and evaluation through collecting and reporting performance measures.
- Your individual, recipient-led evaluations.
- A CDC-led overarching evaluation

For more information on the evaluation requirement, please see pages 39 and 40 of the NOFO. For more information on the performance measurement requirement, please see pages 40 and 45 of the NOFO.

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Applicants should carefully review the NOFO requirements and consider their organizational capacity to implement the activities and achieve the outcomes identified in the logic model. The NOFO provides instructions on document formats starting on page 55 of the NOFO. Please note if you do not provide the required documents, your application is incomplete.

Slide 13

Applications include five main elements. The NOFO provides instructions on document formats in the following sections. If you don't provide the required documents, your application is incomplete. Please see sure to utilize the application checklist found on page 77 of the NOFO.

For more information on these contents requirement, please see page 55-62 of the NOFO.

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Applications include five main elements. The NOFO provides instructions on document formats in the following sections. If you don't provide the required documents, your application is incomplete.

For more information on these format requirements, please see page 55-62 of the NOFO.

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You must provide a work plan for your project. The work plan connects your period of performance outcomes, strategies and activities, and measures. It provides more detail on how you will measure outcomes and processes.

You must submit a proposed work plan for Year 1 with your application. You are expected to submit an updated workplan each year.

If you are applying for both the Core Component and the Oral Health Component, you must submit a separate work plan for each component.

We provide a sample template that can be used for both the Core Component and Oral Health Component work plans. You may use a different format for your work plan, but you need to include all

required elements listed in this section. We will provide feedback and technical assistance to recipients to finalize the work plan post-award. The sample can be found on page 46 of the NOFO

For more information on the workplan requirement, please see page 45 of the NOFO.

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For both the Core Component and the Oral Health Component, you must collaborate with other related programs and organizations that have a role in achieving program outcomes.

For more information on the collaboration requirements, please see page 35 of the NOFO.

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CDC requires applicants to develop and submit an evaluation and performance measurement plan to track progress made on implementing work plan activities and achieving NOFO outcomes. CDC's strategy for evaluation and performance measurement is based on the logic model and the strategies, activities, and outcomes sections of the NOFO. CDC uses performance measures and evaluation findings for continuous program quality improvement and to improve future NOFOs.

Recipients will be required to report on all the performance measures (pages 39-43) in the NOFO for each component. Carefully review pages 39-43 of the NOFO to understand how you are to prepare your evaluation and performance measurement plan, which is a part of your application. CDC will work with recipients to finalize performance measures within the first 6 months of the project period. Recipients will be expected to submit a more detailed Evaluation and Performance Measurement plan within the first 6 months of the project period. An initial data management plan is not required with the application.

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Applicants must adequately describe their organization's capacity to successfully implement the strategies and activities and achieve the expected outcomes as outlined in this NOFO. Upon receipt of award, you must be able to implement this program in the U.S. territory or freely associated state in which you operate and are located.

The NOFO outlines the following subsections (page 31) that explain how you should demonstrate your organizational capacity and readiness to implement the program.

Organizational structure and staff capacity

History of experience

Additional information on organizational capacity can be found on page 31 and 38 of the NOFO.

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The budget narrative supports the information you provide in Standard Form 424-A. See other required forms. If you are applying for both the Core Component and the Oral Health Component, you should provide separate budgets for each. As you develop your budget, consider whether the costs are reasonable and consistent with your project's purpose and activities. CDC will review your costs and we must approve them prior to award.

The budget narrative must explain and justify the costs in your budget for Year 1. Provide the basis you used to calculate costs. The budget narrative must follow the format on page 58-59 of the NOFO.

We have provided links in the NOFO to [CDC's Budget Preparation Guidelines](#). It's very important to follow these guidelines when preparing your budget justification. Failure to follow CDC's budget preparation guidelines could result in delays to starting your project, if funded.

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For application and other requirements, reference pages 55-62 in the NOFO for more information about these requirements and form.

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CDC will monitor cooperative agreements in partnership with recipients. Our CDC Project Officers will routine and ongoing communication with recipient staff to provide needed technical assistance.

The CDC project officers will review your proposed work plan. We will work with you to make sure it accurately reflects required program activities. CDC is committed to creating an environment that fosters integrity in performance and results. More information on CDC award monitoring and accountability can be found on page 82 of the NOFO.

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I'd like to take a moment to talk about the Review and Selection Process. Please carefully read the Review Criteria published in the NOFO. This will help you understand how your application will be scored by CDC via a merit review by federal reviewers. Use this information to check your application for completeness and alignment with NOFO requirements.

We review each application to make sure it meets responsiveness requirements. These are the basic requirements you must meet to move forward in the competition. We won't consider an application that:

- Is from an organization that doesn't meet eligibility criteria. See requirements in eligibility.
- Is submitted after the deadline.
- Proposes research activities. See 45 CFR 75.2 for the definition of research.

We will not review any pages that exceed the page limit.

A panel will review all applications that pass the initial review. The reviewers will use the criteria starting on page 64 of the NOFO to review your application. We will only award funding to one recipient per U.S. territory or freely associated state. If we receive multiple applications from the same U.S. territory or freely associated state, only the highest scoring application will be funded. We will award for each component as follows:

- For the Core Component, we intend to fund up to eight recipients.
- For the Oral Health Component, we intend to fund up to one recipient. The Oral Health Component recipient must also be awarded for the Core Component.

We plan to award projects for five 12-month budget periods for a five-year period of performance. The number of awards is subject to availability of funds and program priorities.

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And now we will discuss grants management.

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Please remember that an organization must be registered at three locations before you can apply for funding at www.grants.gov. The first is the Unique Entity Identifier (UEI). In April 2022, the unique entity identifier used across the federal government changed from the DUNS number to the Unique Entity ID. This is a 12-character ID assigned to an entity by [SAM.gov](https://sam.gov). The DUNS number is no longer used and has been removed from SAM.gov. The UEI is generated as part of the SAM.gov registration. Current SAM.gov registrants have already been assigned their UEI and can view it in SAM.gov. If funds are awarded to an applicant organization that includes sub-recipients, those subrecipients must also provide their UEI numbers before accepting any funds. Instructions on how to obtain this new ID are on the SAM.gov website.

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The second is the System for Award Management, or 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 and a Unique Entity Identifier (UEI). 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 usually requires 10 or 11 more business days and registration must be renewed annually. Additional information about registration procedures may be found at www.SAM.gov.

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The last is Grants.gov: Once you have an active SAM account, you are ready to register your organization at www.grants.gov, the official HHS E-grant website. The first step in applying online is having access to Grants.gov. Registration information is located at the “Register” link on Grants.gov website. 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.

The websites I mentioned can be found on pages 52 of the NOFO. You will want to register soon to ensure you have everything in place to apply by January 15, 2025 no later than 11:59 pm EDT deadline. If the application is not submitted by the deadline published in the NOFO, it will not be processed.

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Now, I will summarize some key points from this presentation.

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The total project period length will be five years, beginning in 2025 and ending in 2030, depending on funding availability. It is estimated that a total of up to 8 awards will be funded. The Budget Period or Budget Year refers to the duration of each individual funding period within the five-year project period. For this NOFO, budget periods are 12 months.

Throughout the period of performance, which is 5 years, CDC will continue to award based on the availability of funds, the evidence of satisfactory progress by the recipient as documented in required reports, and the determination that continued funding is in the best interest of the federal government.

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Unsuccessful applicants will receive notification by mail. Successful applicants will receive a notice of award by February 27, 2025. The project start date is March 31, 2025.

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Program and grants management contacts are found on page 86 of this NOFO.

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And now we can take questions.

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All questions and responses will be posted on the NOFO website.

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The script for this call will be posted on the CDC's National Center for Chronic Disease Prevention and Health Promotion's website in the coming days, where we also publish all questions and responses related to this NOFO. FAQs and responses will be routinely updated throughout the application process and posted here. Please check the FAQ section before you submit your question to see if your question has already been answered. (Have someone place link to the website in the chat).

Remember, applications are due January 15, 2025.

Found on page 86 of the NOFO.

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That concludes our presentation. On behalf of CDC's DDT, OSH, DOH, DHDSP and DNPAO, thank you for your interest and participation in today's call.

