Frequently Asked Questions
Pandemic Influenza Funding Announcement for Competitive Proposals (Activities) TP08-802 FOA

1. Question: How much funding is available?

Answer: A total of $24 million is available to be distributed over seven different demonstration projects for the budget period beginning May 1, 2008, and ending April 30, 2009. (Multiple awards can be made for each of the seven projects.)

2. Question: When are applications due?

Answer: **Applications are due on <u>March 17, 2008</u>.**

Applications must be received posted on grants.gov by 5 p.m. Eastern Time on the deadline date.

3. Question: Who is eligible to receive funding?

Answer: Eligible applicants are limited to the current 62 state, local, and territorial grantees that receive funding through the Public Health Emergency Preparedness Cooperative Agreement (PHEP) (AA154).

4. Question: Are local health departments that receive PHEP funds through their state health department eligible to apply?

Answer: No. Only the 62 states, territories and localities that are direct recipients of PHEP funds are eligible.

5. Question: How will the funding be used?

Answer: Funds will be used to support projects that could serve as model systems or approaches for replication among other grantees. A state may apply for any or all of the seven funding opportunities. Areas to be demonstrated include:

- Use of public engagement as part of the public health decision making process;
- Electronic laboratory data exchange to support pandemic influenza surveillance;
- Integration of state-based immunization information systems to track pandemic influenza countermeasures;
- Development of statewide Public Health Information

Network (PHIN)-compliant electronic mortality reporting systems;

- Collaborative planning among healthcare providers to ensure the delivery of essential services during a pandemic influenza outbreak;
- Development of interventions that promote preparedness for pandemic disease among identified vulnerable populations; and
- Distribution and dispensing of antiviral drugs to self-isolated or self-quarantined persons in a pandemic influenza event.

6. **Question:** How did CDC determine which subject areas to fund?

   Answer: The Coordinating Office for Terrorism Preparedness and Emergency Response (COTPER) worked with subject matter experts throughout CDC – the Coordinating Center for Infectious Diseases, the National Center for Public Health Informatics, and COTPER's Division of State and Local Readiness identified subject areas that represent the priorities of HHS and CDC to find innovative, replicable project approaches that can be evaluated both for process and outcomes. The areas chosen represent important aspects of pandemic influenza preparedness for which there are few widely used and effective approaches. By funding demonstration projects, CDC intends for the grantees to develop a cadre of effective approaches and models that can be replicated across the nation

7. **Question:** How do the eligible states, localities, or territories apply for these funds?

   Answer: Eligible applicants are required to apply for these funds through Grants.gov (www.grants.gov). To find the announcement there, follow these steps:

   - Click on http://www.grants.gov/.
   - Click on "Apply for Grants" on the left side on the page under "For Applicants."
   - Click on "Download a Grant Application" under Step 1.
   - Input "CDC-RFA-TP08-802" into the Funding Opportunity
   - Number data field. This will bring up the "Selected Grant
   - Applications for Download" page. Before you can view and complete an application package, you must have the PureEdge viewer or Adobe Reader installed. There is a link on this page for both.

- Click on "download" under Instructions and Application on the lower right corner of the page. This will bring up the "Download Opportunity Instructions and Application" page. You may want to opt to be notified of any changes by submitting your email address.)
- Click on either the Application or Instructions at the bottom of the page.
- Paper Submission as a Backup Submission

Submission through www.grants.gov is required, but awardees have the option of submitting the original and two hard copies of the application as a backup by mail or express deliver service to:

Technical Information Management – Pandemic Influenza Competitive Projects
     Department of Health and Human Services
     CDC Procurement and Grants Office
     2920 Brandywine Road
     Atlanta, GA 30341

8. **Question:** Are directly funded PHEP grantees allowed to apply for more than one project?

    Answer: Yes. Grantees are allowed to apply for any number of projects under the seven components identified in the FOA, but a separate application must be received for each demonstration project.

9. **Question:** What if a grantee wants to apply from a community with more than 400,000 in its population, but intends to specifically look at a smaller subset within the larger population?

    Answer: The grantee should apply as a small community project and provide population data that contains evidence supporting their demonstration project application.

10. **Question:** What are the options for applying?

    Answer: The directly funded PHEP grantee has several options:
- Determine which region of the state has the best approach, and work with that region to complete the application;
- Complete two applications, one addressing the urban component and the other focusing on the rural

component;

- Complete two applications, one for each region. The applications should be unique, not the same project for two regions (i.e. scope, approach, population, etc.); or

It is important to remember that the decision to apply or which projects to apply for rests with the grantee and that application must be submitted by the grantee.

11. Question: How will the reviewers be chosen and assigned to review applications during the objective review process?

Answer: The Division of State and Local Readiness (DSLR) staff is currently working to identify qualified reviewers at CDC. Also, DSLR is working closely with the CDC Procurement and Grants Office to ensure the integrity of the objective review panels, including screening reviewers, to avoid conflicts of interest.

An objective review panel will evaluate complete and responsive applications according to the criteria listed in the Selection Criteria section of each project description in the FOA. The objective review process will follow the HHS policy requirements.

National Representation: Since the purpose of the awards is to disseminate successful findings nationally, CDC's intent is to fund awardees that are representative of the entire United States with respect to varying populations, including at-risk individuals and special-needs populations, population densities, and other variables that will capture the diversity of the country, and funding preference will be made to assure that both densely and less-densely populated areas are funded, even if high scores are skipped to attain this balance. Population density is important, since strategies that are effective in densely populated areas may not be viable in less-densely populated areas. A state may elect to conduct a project in a city or community located in their jurisdiction. The city or community where the applicant proposes to conduct the project will determine the funding preference. Therefore, all project submissions should include population-specific information defined as follows:

- Large city and urban communities are defined as any contiguous geographic area (including counties) with a population exceeding 400,000 persons. (The four localities that are funded by the Public Health Emergency Preparedness Cooperative Agreement are eligible to apply for funding under this section of the program as large city and urban community applicants. States/territories

that have at least one area that meets this definition are also eligible to apply.

- State-coordinated small city and rural communities must be geographically contiguous and include a minimum population of 10,000 persons, with no more than 400,000 persons.

An awardee can request to conduct one or more projects in both a "Large City/Urban Community" and a "State-Coordinated Small City and Rural Community" if the awardee has both in its jurisdiction, stipulating that the awardee is applying for both.

A state that has both geographic areas in its jurisdiction, must apply separately for each project by category.

12. **Question:** What if help is needed during the application process? Who is the best person to contact?

    Answer: Refer to "Agency Contact" section in the FOA.

13. **Question:** Each of the seven demonstration project listings includes a section entitled "Recipient Activities." Does the grantee have to respond to all recipient activities or can they pick and choose some of the recipient activities?

    Answer: Grantees must respond to all recipient activities for the demonstration projects for which they receive funding.

14. **Question:** Who should be the signatory on the grant application? Should the fiscal official sign off on the application before submission?

    Answer: Applications must be submitted electronically at www.Grants.gov. Applications must be completed on-line through Grants.gov and are considered formally submitted when the applicant organization's Authorizing Organization Representative (AOR) electronically submits the application to www.Grants.gov.

15. **Question:** If an eligible applicant is considering applying for several of the projects listed in the FOA, should a separate application be submitted for each project (each with a 20-page limit) or one application (with a 20-page limit)?

    Answer: Consider each of the seven projects and the urban/rural components as separate projects that require separate applications. For example, if a grantee chooses to apply

for rural and urban projects under the Public Engagement project area, it will have to submit two applications following the format requirements established in the FOA.

16. **Question:** Can applicants use their subawardee status to be eligible for this grant?

    Answer: Applicants must be direct recipients of the PHEP. Grantees have options to work with other organizations to develop their applications.

17. **Question:** Can a grantee apply for funding above the indicated ceiling ranges listed for the seven projects?

    Answer: Yes. CDC will accept and review applications with budgets greater than the ceiling of the award range. However, grantees that are chosen for each project will participate in budget negotiations with CDC's Procurement and Grants Office to determine the final award amount.

18. **Question:** Are the grantees required to match awarded funds?

    Answer: No. Matching funds are not required for this program.

19. **Question:** Is there a specific format that the grantees should follow when submitting their applications for funding?

    Answer: Yes, there are strict guidelines that must be adhered to when applying for funding. Grantees should reference the funding guidance document TP08-802 FOA to obtain specific formatting instructions.

20. **Question:** When should the grantee expect to be notified that its application has been selected to receive funding?

    Answer: Notices of Grant Award for the Pandemic Influenza Competitive Projects will be announced on or about March 24, 2008.

21. **Question:** How will the grantees be notified?

    Answer: Successful applicants will be contacted by CDC's Procurement and Grants Office regarding their selection. However, accepted grantees will not receive their Notice of Grant Award (NGA) until they've submitted their proposals in the correct amount to PERFORMS and their budgets have been approved.

Unsuccessful applicants will receive notification of the results of the application review by mail.

22. Question: After a grantee has received funding, how will its progress be monitored?

Answer: Progress will be monitored jointly by the project leads in each of the seven project areas and DSLR project officers.

23. Question: Are applicants required to submit mid-year and end-of-year progress reports?

Answer: The applicant must provide CDC with an original and two hard copies of the following reports:

1. A mid-year progress report, due no later than 45 days after the midway point of the project (6 months). The report must contain the following elements:
   a. Current Budget Period Activities Objectives
   b. Current Budget Period Financial Progress
   c. New Budget Period Program Proposed Activity Objectives
   d. Budget
   e. Measures of Effectiveness
   f. Additional Requested Information
2. A financial status report and annual progress report, no more than 90 days after the end of the budget period.
3. Final performance and financial status reports, no more than 90 days after the end of the project period

The reports must be mailed to the Grants Management Specialist listed in the Agency Contacts section of this announcement.

24. Question: Are there restrictions on how the funding may be used?

Answer: Yes. The restrictions on how the funding may be used are listed below.

- Recipients may not use funds for research.
- Recipients may not use funds for clinical care.
- Recipients may only expend funds for reasonable program purposes, including personnel, travel, supplies, and contractual services.
- Awardees may not generally use HHS/CDC/ATSDR funding for the purchase of furniture or equipment.

Any such proposed spending must be identified in the budget.

- The direct and primary recipient in a cooperative agreement program must perform a substantial role in carrying out project objectives and not merely serve as a conduit for an award to another party or provider who is ineligible.
- Reimbursement of pre-award costs is not allowed.