

FAQs from Initial 1422 Calls with State and City Grantees
MASTER - Final October 23, 2014

Q1: Please clarify the division of responsibilities between the state grantees and the subawarded communities, including what work should be included in the 50% of subawarded funds.

A: The FOA states that Component 1 strategies will be implemented in the same communities as Component 2 strategies, **with local improvements supported by statewide efforts**. This dual approach will improve health for the whole population and for specific, selected population subgroups at high risk or experiencing disproportionate disease burden in the selected communities.

It further states that State awardees must subaward 50% of funds to 4-8 communities to contribute to the work. The State has the major responsibility for providing leadership and technical assistance to selected communities, for ensuring overall coordination, and for reporting on both process and outcomes measures to demonstrate the impact of the required strategies. Thus, overall responsibility for determining how selected communities will contribute to the work rests with the states. There are no specific national requirements regarding which particular strategies, or parts of strategies, may be delegated to communities. Further, all subawarded communities do not necessarily have to implement the same strategies. The only requirement is that 50% of total grant funds must be awarded to communities to perform whatever subset of the required strategies is mutually agreed to by both the state and the communities.

States should assess which strategies might be more effectively or efficiently addressed at a state level (i.e. contracting with the QIN or the YMCA.) The states should fund these strategies with the 50% of the award that they are not required to subaward. They may do this directly or with assistance from contractors or consultants. The level of statewide support for local efforts may vary by strategy, depending on the level of experience that communities have with specific strategies. State technical assistance should fill in the gaps where communities have less capacity in order to ensure that communities are able to provide the comprehensive package of strategies required in 1422.

Q2: If a state is going to support evaluation, training and technical assistance for the community contractors receiving subawards, can the costs of that support be included as part of the 50% of the total 1422 grant award being made to the communities?

A: No. State support for evaluation, training, and TA should come from the funds that the state retains.

Q3: Please verify whether states can split their 50/50 sub award to communities and still provide oversight for overarching work, such as Food Bank monitoring, or evaluation which communities might not have the capacity to do?

A: Yes, states can provide overarching work on behalf of communities, as long as the subawards to communities are not reduced to account for this work.

Q4: Do all subawardees have to complete all 15 strategies required by the FOA?

A: The strategies were designed as a package and there should be some level of effort on all of the required strategies in the selected communities. The state and the local communities can decide how to allocate the work for providing these strategies.

Q5: Do all 15 strategies have to be addressed in year 1 or can they be allocated over the entire project period?

A: There needs to be some level of activity on each of the required strategies in each year of the project period. The level of activity on individual strategies may vary from year to year depending on various factors such as the stage of development, partner involvement, and complementary activities being conducted under related funding agreements.

The effectiveness of this FOA's approach depends on communities' commitment to improving both aspects described in the FOA (environmental and health system) at the same time. Communities may tailor the intensity of strategies, depending upon community needs, but should strive to incorporate both component 1 and 2 activities in each year of the project period.

Q6: Any further details on the Evaluation Plan?

A: Separate guidance on the performance measures and evaluation plans will be provided shortly.

Q7: What is the format for responding to weaknesses, (i.e. providing milestones for Out Years, details on partnerships etc.)?

Q8: What is the process/guidelines/format for submitting our updated budget/work plan?

Q9: The Summary Statement included both weaknesses and recommendations. In our response to the Summary Statement, are we required to respond to the weakness, recommendations, or both?

A: The revised workplan and budget will serve as your response to the weaknesses on the Summary Statement. If there are comments that you are unable to address through revisions to those documents, a separate WORD document may be submitted through your Project Officer. Revised workplans and budgets are due to CDC on November 14, 2014. You should be working with your Project Officer as you complete your revisions. The workplans and budgets will be suspended to program by PGO and will undergo a formal review. Any required changes at that time will need to be addressed before funds can be released. It is to your advantage to work with your Project Officer now to expedite that process.

Q10: Do we have to meet with our Project Officer to discuss the 1422 work plan, if we don't deem it necessary?

A: As noted above, you are highly encouraged to do this, but are not required to do this.

Q11: What is the threshold for the trigger to start a budget modification?

A: All normal PGO requirements apply to 1422. However, budget modification requests are not needed for the revised budgets due November 14, 2014. After you have an approved budget, please consult your Project Officer for specific guidance on budget modifications.

Q12: What options do states have to track the level of work accomplished through sub awardees?

A: States can encourage sub awardees to use the templates we are making available to states; however, CDC will not be able to provide TA from the CDC Contractor for individual states. States may use any grant funds that have not been sub awarded for contracts or consultants to assist with the development or modification of monitoring and oversight systems.

States will be required to "roll up" aggregate performance from all funded organizations within the communities and report a single number to CDC for each of the required performance measures. (Further guidance will be provided.) In addition, states will be required to submit a narrative report of community activities as part of the Annual Progress Report (APR). Further guidance will be provided.

Q13: Do all grantees need to use the FOA template provided by the CDC?

A: Grantees are strongly encouraged to use the budget and workplan templates, but are not required to do this. It will greatly facilitate the submission of the APR, including the Continuation Application, if the templates are used.

Q14: Where can we locate the most current copy of the FAQs for 1422, we have tried to keep up, but this is constantly changing?

A: We will provide a copy of all the FAQs that were developed for the FOA, as well as the FAQs from the initial 1422 grantee calls with Project Officers. After that, updates will be provided on a regular basis and noted clearly that they contain additional information.

Q15: Will we have different Project Officers for 1305, the Supplement, and 1422?

A: For states receiving both 1305 and 1422 funds, you will have the same lead project officer for both FOAs, who will be from either DDT or HDSP.

Q16: Will there be a grantee meeting for 1422?

A: At this point, we have not planned for a grantee meeting, but that may change. We are planning to make extensive use of virtual communication.

Q17: Will there be an orientation meeting for large city grantees who do not have experience working with 1305?

A: Yes, we are planning for a reverse site visit for large city grantees later this year.

Q18: If our State plans to award more than 50% of our total funding to the 4-8 local communities, how should we allocate the remaining amount?

Q19: Will the CDC template allow for calculating sub-awards >50%?

A: The template allows grantees to allocate funding for the total award and also to allocate funding for sub awardees. If you have questions on the budget template regarding subawards, please consult your Project Officer.

Q20: As we revise the 1422 work plan, based on final award amounts, can we delete activities we are no longer able to include due to the budget cuts? Similarly, are we still able to add activities that reflect new opportunities and partnerships we have identified?

A: We acknowledge that budget and workplan modifications will be needed based on the final award amount, and this is the period to do so. You are advised and encouraged to work with your CDC project officer to discuss work plan and budget revisions prior to the November 14 deadline.

Q21: Can you provide more guidance on the separation of work between 1305 and 1422, in regard to how we ensure there is no duplication of work (especially related to contracts)?

Q22: How do we do the coordination between 1305 and 1422 with CDC since staff is similar and work feeds off each other? We hope we can streamline the process.

A: By design, 1422 is intended to leverage the partners and build upon the work established through 1305. Therefore, we intend for the work to be complementary but not duplicative. For contracts awarded through both FOAs, the scope of work must be different, i.e. different setting, different target population, expanded scope/reach, etc. Further, total staff time for an individual cannot exceed 100%. If a particular staff person is already funded at 100% by 1305, they may not also be funded with 1422 funds.

Q23: How do we establish accounting practices early on that assist with end of grant year reporting, such as the FFR, especially when the format of the FFR does not have a place to show the budget breakdowns required for the FOA?

A: Similar to the fiscal practices of 1305, there will be an addendum (generated if using the templates we provide) that will illustrate the budget breakdowns.

Q24: Can you clarify whether the 4-8 sub-awards are to be awarded to “large” or “local” communities?

A: The 4-8 communities selected for this funding do not have to be “large” and can range in size. However, they should be selected based on criteria that meet the intent of the FOA (e.g. high number of disparate populations, demonstration of capacity/need, and significant combined reach, etc.)

Q25: What will CDC’s role be in the selection of the 4-8 local sub-awarded communities?

A: CDC will ensure that grantees follow all the required rules regarding subawards:

- Grantees should ensure that all PGO requirements related to contract awards are met. If a grantee makes a community subaward using a mechanism other than a contract, the required information for contractors must be submitted on a separate Word document. The template may be modified in the future if many states use mechanisms other than contracts to make subawards.
- In addition, grantees should ensure that the intent of the FOA is met. States should document their process of community selection, in order to provide evidence that selected communities have significant disease burden and sufficient combined populations across the communities to allow the strategies to reach significant numbers of people.
- Please consult your Project Officer if you need further assistance with the process for selecting communities.

Q26: Do we have to account for all subaccounts as we did for 1305 or is there just one account?

A. Grantees will have one P sub-account, but will need to track funds and expenditures for Diabetes and Heart Disease under the two separate CAN #s that were used to fund the award.

Q27: How will CDC coordinate with PICH and REACH programs funded in states?

A: States with communities who have received PICH or REACH grants will need to meet with those communities in order to ensure that funds from multiple FOAs are not supporting duplicate activities. States are not prohibited from providing additional funds to communities that received other grants as long as funds can be clearly tracked to demonstrate that there is no duplication.