

***Improving the Health of Americans through  
Prevention and Management of Diabetes and Heart  
Disease and Stroke  
(CDC-RFA-DP18-1815)***

**Annual Performance Report (APR)/Year 3  
Continuation Application**

January 7, 2020

## **Agenda**

- 1. Introduction & Call Objectives**
- 2. Review of Annual Performance Report (APR)/Continuation Application Guidance**
- 3. Evaluation and Performance Measurement Reporting Requirements**
- 4. AMP Demo**
- 5. Fiscal Reminders**
- 6. Work Plan Activities**
- 7. Q & A**

# Review of APR/Continuation Application Guidance

## General Guidance on GrantSolutions.gov

- The PI/PD is required to review the Annual Performance Report (APR) Guidance regarding your APR. The APR Guidance is available for review in GrantSolutions by clicking the link “Apply for Non- Competing Award” and then selecting **FY03 DP18-1815 APR Guidance** from the application kit.
- Your individual anticipated FY2020 funding is in GrantSolutions as a Grant Note.
- If you have any difficulty submitting your continuation application, please contact the GrantSolutions helpdesk at 866-577-0771, or email [help@grantsolutions.gov](mailto:help@grantsolutions.gov), prior to the March 2, 2020 deadline.

# Review of APR/Continuation Application Guidance

## Programmatic Guidance

- APR (February 1, 2019 – January 31, 2020)
- Year 3 Work Plan
- Year 3 Budget

# Review of APR/Continuation Application Guidance

## Required Contents of Application Packet:

1. SF-424 Application for Federal Domestic Assistance Version 2 (online form)
2. SF-424A Budget Information-Non-Construction (online form)
3. Budget Justification (miscellaneous attachment)
4. Indirect Cost Rate Agreement (miscellaneous attachment)
5. SF424B Assurances-Non-Construction (online form)
6. Certifications (miscellaneous attachment)
7. SF-LLL Disclosure of Lobbying Activities (online form)
8. Interim Federal Financial Report SF-425 (FFR), *if requesting carryover* (miscellaneous attachment)

# **Evaluation & Performance Measurement Reporting Guidance**

## **Draft Year 3 Performance Measure Targets and Year 3 Evaluation Plans**

- **Submit draft targets for Year 3 Performance Measures and draft Year 3 Evaluation Plans with the Year 3 Continuation Application in Grant Solutions to facilitate alignment between programmatic activities and evaluation and performance measurement.**
- **The performance measure targets will be entered directly into AMP and Year 3 Evaluation Plans should be uploaded to AMP in the Deliverables tab under “Other Deliverables.”**

## Draft Year 3 Performance Measure Targets and Year 3 Evaluation Plans - Continued

### ■ Evaluation Plans

- Category A - will include any updates to the Evaluation and Performance Monitoring Plan (EPMP)
- Category B - will include any updates to the multi-year evaluation approach in the EPMP (if needed) as well as adding the draft Year 3 Evaluation Plan (see guidance on AMP at <https://amp.cdc.gov/NCCDPHP1815/s/article/DP18-1815-Category-B-Year-3-Evaluation-Plan-Guidance>).

- **Recipients can revise Year 3 performance measure targets and Year 3 Evaluation Plans with their September 30<sup>th</sup>, 2020 reporting submission.**
- **Contact your CDC Evaluator with any questions.**



**AMP Year 3 Demo:**  
**Completing Work Plan & Draft Performance Measure  
Targets, and Uploading Evaluation Plans**

# **Fiscal Reminders**

## General Fiscal Principles for 1815

### ■ **Reminder:**

- Funds may not be moved from one categorical program area to another.
- The overall effort (work plan) and costs (budget) should reflect an equal 50/50 distribution of time and resources.
- Resource: Building Your CDC Budget at <https://amp.cdc.gov/NCCDPHP1815/s/article/Building-Your-Budget>

# **Work Plan Activities**

## Developing Activities in the Year 3 Work Plan

- **Well-written activities are...**
  - *Key actions that will be completed during the year in order to achieve progress toward your performance measure targets.*
  - Specific and concise.
  - Inclusive of major milestones—including those milestones or deliverables your contractors and partner organizations will accomplish during the year to support the strategy/intervention.
  - Directly related to the performance measures for the strategy/intervention. (i.e., Doing these things will contribute toward “moving the needle” on the relevant performance measures.)
  - Written clearly so that an external audience would be able to understand what will be accomplished.

## Developing Activities in the Year 3 Work Plan

- **Well-written activities are not...**

- Broad, general statements that restate the strategy or intervention.
- Repeated every year.
- Inclusive of minor administrative or logistical steps you will take toward the achievement of a major milestone (e.g., writing a contract, releasing the contract for bid, arranging a meeting with colleagues to review the bids, etc.).
- Inclusive of acronyms that are not defined.
- Unrelated to the performance measures for the strategy/intervention.

# Questions

