

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

Centers for Disease Control and Prevention (CDC)

**Minority AIDS Initiative Project:
Targeting Youth at Highest Risk for HIV, Other STD, and Teen Pregnancy
Among Cooperative Agreement Recipients of RFA-DP08-801
Improving Health and Educational Outcomes of Young People**

I. AUTHORIZATION AND INTENT

Announcement Type: Revision – Type 3

Funding Opportunity Number: RFA-DP08-80101SUPP10

Catalog of Federal Domestic Assistance Number: 93.938

Key Dates:

Application Deadline Date: August 23, 2010

Authority:

This program is authorized under sections 1501-1510 [42 U.S.C. 300k, 42 U.S.C. 300l, 42 U.S.C. 3001-1, 42 U.S.C. 300m, 42 U.S.C. 300n, 42 U.S.C. 300 n-1, 42 U.S.C. 300 n-2, 42 U.S.C. 300 n-3, 42 U.S.C. 300 n-4, 42 U.S.C. 300 n-5] of the Public Health Service Act, as amended.

Purpose:

The purpose of this supplemental solicitation is to increase the availability of school-based HIV, other sexually transmitted disease (STD), and teen pregnancy prevention communication programs targeting youth at highest risk that leverage the expertise and reach of schools but are delivered outside the traditional health education classroom. The solicitation will fund local education agencies (LEAs) to create and implement

prevention education communication strategies, including “new media” strategies and/or strategies for outreach to after-school programs or clubs, targeting youth at highest risk for HIV, other STDs, and teen pregnancy delivered outside the traditional classroom setting. New media is defined as electronic interactive media, such as text messaging, social networking websites and applications, and computer multimedia. Strategies should include the following: (1) “new media” communication technology delivered in non-classroom settings, and/or (2) outreach to after-school programs or clubs such as Gay-Straight Alliances (GSA) and/or community-based organizations such as churches, youth centers, runaway and homeless youth shelters, and/or juvenile detention centers.

Measurable outcomes of the program will be in alignment with one (or more) of the following performance goal(s) for the National Center for Chronic Disease Prevention and Health Promotion:

- The percentage of high school students who are taught about HIV/AIDS prevention in school.
- The percentage of adolescents (grades 9-12) who abstain from sexual intercourse or use condoms if currently sexually active.

This announcement is only for non-research activities supported by CDC. If research is proposed, the application will not be reviewed. For the definition of research, please see the CDC Web site at the following Internet address:

<http://www.cdc.gov/od/science/regs/hrpp/researchDefinition.htm>

II. PROGRAM IMPLEMENTATION

Recipient Activities:

- Develop and implement HIV, other STDs, and teen pregnancy prevention programs that target youth at highest risk and are delivered outside the traditional classroom setting. Venues could include after-school programs and clubs and/or community-based organizations such as churches, youth centers, runaway and homeless youth shelters, and juvenile detention centers that target youth at highest risk for HIV, other STDs, and teen pregnancy.
- Use new media (text messaging, social networking websites and applications [e.g., Twitter, Facebook], and computer multimedia, etc.) and other communication strategies to deliver messages to youth at highest risk for HIV, other STDs, and teen pregnancy outside the traditional classroom setting.
- Ensure activities are developed that enhance and complement the workplan developed for FOA DP08-801. The workplan prepared for this announcement should include the elements identified in Section IV: Application and Submission Information of FOA DP08-801 (<http://www.cdc.gov/healthyyouth/partners/doc/801.doc>). Indicate how this supplement workplan will be in alignment with the existing program logic model and existing objectives developed under FOA DP08-801 as they pertain to youth at highest risk for HIV.
- Evaluate workplan activities to assess the achievement of intended outcomes.
- Share and communicate with other LEA grantees funded through this supplement via monthly conference calls with DASH.

- Outline how the new media communication strategies will be presented to the HIV Materials Review Panel for the approval process.

In a cooperative agreement, CDC staff is substantially involved in the program activities, above and beyond routine grant monitoring.

CDC Activities:

- Identify and collaborate with relevant federal and national non-governmental organizations to provide capacity-building assistance to LEA grantees funded under this supplement.
- Disseminate information about successful programs to its state, local, territorial, and tribal partners interested in replicating these types of outreach programs.

III. AWARD INFORMATION AND REQUIREMENTS

Type of Award: Cooperative Agreement - CDC substantial involvement in this program appears in the Activities Section above.

Award Mechanism: U58

Fiscal Year Funds: 2010

Approximate Current Fiscal Year Funding: \$ 400,000

Approximate Total Project Period Funding: \$ 400,000 (This amount is an estimate, and is subject to availability of funds.) This amount is for a 17-month budget period and includes direct and indirect costs.

Approximate Number of Awards: 2-4

Approximate Average Award: \$100,000 - \$200,000 (This amount is for a 17-month budget period, and includes both direct and/or indirect costs.)

Floor of Individual Award Range: None.

Ceiling of Individual Award Range: None.

Anticipated Award Date: September 30, 2010

Budget Period Length: 17 months (September 30, 2010 - February 29, 2012)

Project Period Length: 17 months (September 30, 2010 - February 29, 2012)

Throughout the project period, CDC's commitment to continuation of awards will be conditioned on the availability of funds, 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.

IV. ELIGIBILITY

Eligible applicants that can apply for this funding opportunity are listed below:

- Only local education agencies (LEAs) currently funded by DASH for HIV prevention education capacity building under funding opportunity announcement (FOA) DP08-801 - Improving Health and Educational Outcomes of Young People are eligible to apply for this competitive supplemental award. Sites currently funded are: Baltimore, MD; Broward County, FL; Chicago, IL; Detroit, MI; Houston, TX; Los Angeles, CA; Memphis, TN; Miami Dade County, FL; New York, NY; Newark, NJ; Orange County FL; Palm Beach County, FL; Philadelphia, PA; San Diego, CA; San Francisco, CA; and Seattle, WA.

SPECIAL ELIGIBILITY CRITERIA: Licensing/Credential/Permits

Cost Sharing or Matching

Cost sharing or matching funds are not required for this program.

Maintenance of Effort

Maintenance of Effort is not required for this program.

Other

If a funding amount greater than the ceiling of the award range is requested, the application will be considered non-responsive and will not be entered into the review process. The applicant will be notified that the application did not meet the eligibility requirements.

Special Requirements:

Note: Title 2 of the United States Code Section 1611 states that an organization described in Section 501(c)(4) of the Internal Revenue Code that engages in lobbying activities is not eligible to receive Federal funds constituting a grant, loan, or an award.

Intergovernmental Review of Applications

Executive Order 12372 does not apply to this program.

V. Application Content

Unless specifically indicated, this announcement requires submission of the following information:

A Project Abstract must be completed in the Grants.gov application forms. The Project Abstract must contain a summary of the proposed activity suitable for dissemination to the public. It should be a self-contained description of the project and should contain a statement of objectives and methods to be employed. It should be informative to other persons working in the same or related fields and insofar as possible understandable to a technically literate lay reader. This abstract must not include any proprietary/confidential information.

A Project Narrative must be submitted with the application forms. The project narrative must be uploaded in a PDF file format when submitting via Grants.gov. The narrative must be submitted in the following format:

- Maximum number of pages: No more than 30 pages. If your narrative exceeds the page limit, only the first pages which are within the page limit will be reviewed.
- Font size: 12 point unreduced, Times New Roman
- Double spaced
- Paper size: 8.5 by 11 inches
- Page margin size: One inch

- Number all narrative pages; not to exceed the maximum number of pages.

The narrative should address activities to be conducted over the entire project period and must include the following items in the order listed:

(1) Background and Need

- Applicants should provide justification of the need for this program, including identification of youth at highest risk for HIV infection.
- Applicants should describe how their current and previous efforts have focused on meeting the needs of populations that are disproportionately affected by HIV, other STDs, and unintended pregnancy.
- Applicants should describe how they will use new media and other communication strategies to deliver messages to youth at highest risk for HIV, other STDs, and unintended pregnancy outside the traditional classroom setting.

(2) Plan/Methods

- Applicants should describe the plan to create and implement HIV, other STD, and teen pregnancy prevention programs that operate outside the traditional classroom setting targeting youth at highest risk.
- Applicants should describe the plan to use new media communication strategies (e.g. text messaging, social networking websites and applications, and computer multimedia) and/or outreach strategies to after-school programs or clubs (such as Gay-Straight Alliances) and/or community-based organizations (such as churches,

youth centers, homeless or runaway shelters, and/or juvenile detention centers) to reach youth at highest risk for HIV, other STD, or teen pregnancy.

- Applicants should distinguish between their current DP08-801 Priority 2, Year 3 workplan and the new activities under this supplement.
- Applicants should include a workplan with the following elements (A workplan template is available at <http://www.cdc.gov/healthyouth/FOA-801/doc/Workplan%20Template.doc>).
 - Goals (broad statements of program purpose describing the expected long-term effect(s) of a program), addressing the program's intended effects in promoting HIV, other STD, and teen pregnancy prevention for youth at highest risk.
 - Program objectives written in SMART format (specific, measurable, achievable, realistic, and time-phased); rationale for each proposed objective; primary person/agency responsible for accomplishing the objective; measures of objective accomplishment; and data sources to measure objective accomplishments.
 - Activities planned to address each proposed objective, noting the primary person/agency responsible for accomplishing each activity.

(3) Project Staff

- Applicants should identify the specific roles of the staff proposed for this project (e.g., project leadership, management and supervision, planning, technical assistance, professional development, and follow-up support, evaluation, staff

support).

- Applicants should include curriculum vitas of existing and new proposed staff, consultants, and contractors.
- Applicants should include an organizational chart that describes the management and staffing of their organization generally and as it is related to this project.

(4) Evaluation

- Applicants should provide an evaluation plan for this supplement that is complementary to and consistent with the overall evaluation plan of their current DP08-801 Priority 2, Year 3 workplan and that is sufficiently rigorous to assess achievement of the desired outcomes.
- Applicants should provide process and outcome evaluation indicators for each measurable objective of the proposed plan. The indicators and measures should be in alignment with the DASH program goals.
- Applicants should provide a data collection, analysis, and management plan.
- Applicants should describe a plan to disseminate data findings and evaluation results.

Additional information may be included in the application appendices. The appendices will not be counted toward the narrative page limit. This additional information includes:

- curriculum vitas and/or resumes
- job descriptions
- organizational charts

- other supporting documentation

Additional information submitted via Grants.gov should be uploaded in a PDF file format, and should be named:

- Grantee and name of document (i.e., educationagencyXXXCurriculumVitae.pdf)

No more than five (5) should be uploaded per application.

Additional requirements for additional documentation with the application are listed in Section VII. Award Administration Information, subsection entitled “Administrative and National Policy Requirements.”

APPLICATION SUBMISSION

Registering your organization through www.Grants.gov, the official agency-wide E-grant website, is the first step in submitting an application online. Registration information is located on the “Get Registered” screen of www.Grants.gov. Please visit www.Grants.gov at least 30 days prior to submitting your application to familiarize yourself with the registration and submission processes. The “one-time” registration process will take three to five days to complete. However, the Grants.gov registration process also requires that you register your organization with the Central Contractor Registry (CCR) annually. The CCR registration can require an additional one to two days to complete.

Submit the application electronically by using the forms and instructions posted for this funding opportunity on www.Grants.gov. If access to the Internet is not available or if the applicant encounters difficulty in accessing the forms on-line, contact the HHS/CDC Procurement and Grant Office Technical Information Management Section (PGO TIMS) staff at (770) 488-2700 for further instruction.

Note: Application submission is not concluded until successful completion of the validation process.

After submission of your application package, applicants will receive a “submission receipt” email generated by Grants.gov. Grants.gov will then generate a second e-mail message to applicants which will either validate or reject their submitted application package. This validation process may take as long as two (2) business days. Applicants are strongly encouraged check the status of their application to ensure submission of their application package is complete and no submission errors exists. To guarantee that you comply with the application deadline published in the Funding Opportunity Announcement, applicants are also strongly encouraged to allocate additional days prior to the published deadline to file their application. Non-validated applications will not be accepted after the published application deadline date.

In the event that you do not receive a “validation” email within two (2) business days of application submission, please contact Grants.gov. Refer to the email message generated at the time of application submission for instructions on how to track your application or the Application User Guide, Version 3.0 page 57.

Other Submission Requirements

Letter of Intent (LOI):

A letter of intent is not applicable to this funding opportunity announcement.

Dun and Bradstreet Universal Number (DUNS)

The applicant is required to have a Dun and Bradstreet Data Universal Numbering System (DUNS) identifier to apply for grants or cooperative agreements from the Federal government. The DUNS is a nine-digit number which uniquely identifies business

entities. There is no charge associated with obtaining a DUNS number. Applicants may obtain a DUNS number by accessing the [Dun and Bradstreet website](#) or by calling 1-866-705-5711.

Electronic Submission of Application:

Applications must be submitted electronically at www.Grants.gov. Electronic applications will be considered as having met the deadline if the application has been successfully submitted electronically by the applicant organization's Authorized Organizational representative (AOR) to Grants.gov on or before the deadline date and time.

The application package can be downloaded from www.Grants.gov. Applicants can complete the application package off-line, and then upload and submit the application via the Grants.gov Web site. The applicant must submit all application attachments using a PDF file format when submitting via Grants.gov. Directions for creating PDF files can be found on the Grants.gov Web site. Use of file formats other than PDF may result in the file being unreadable by staff.

Applications submitted through Grants.gov (<http://www.grants.gov>), are electronically time/date stamped and assigned a tracking number. The AOR will receive an e-mail notice of receipt when HHS/CDC receives the application. The tracking number serves as a receipt of submission.

If the applicant encounters technical difficulties with Grants.gov, the applicant should contact Grants.gov Customer Service. The Grants.gov Contact Center is available 24 hours a day, 7 days a week. The Contact Center provides customer service to the

applicant community. The extended hours will provide applicants support around the clock, ensuring the best possible customer service is received any time it's needed. You can reach the Grants.gov Support Center at 1-800-518-4726 or by email at support@grants.gov. Submissions sent by e-mail, fax, CD's or thumb drives of applications will not be accepted.

Organizations that encounter technical difficulties in using www.Grants.gov to submit their application must attempt to overcome those difficulties by contacting the Grants.gov Support Center (1-800-518-4726, support@grants.gov). After consulting with the Grants.gov Support Center, if the technical difficulties remain unresolved and electronic submission is not possible to meet the established deadline, organizations may submit a request prior to the application deadline by email to PGO TIMS for permission to submit a paper application. An organization's request for permission must: (a) include the Grants.gov case number assigned to the inquiry, (b) describe the difficulties that prevent electronic submission and the efforts taken with the Grants.gov Support Center (c) be submitted to PGO TIMS at least 3 calendar days prior to the application deadline. Paper applications submitted without prior approval will not be considered.

If a paper application is authorized, the applicant will receive instructions from PGO TIMS to submit the original and two hard copies of the application by mail or express delivery service.

Submission Dates and Times

This announcement is the definitive guide on LOI and application content, submission, and deadline. It supersedes information provided in the application instructions. If the application submission does not meet the deadline published herein, it will not be eligible for review and the applicant will be notified the application did not meet the submission requirements.

Application Deadline Date: August 23, 2010

Explanation of Deadlines: Application must be successfully submitted to Grants.gov by 5:00 Eastern Standard Time on the deadline date.

VI. Application Review Information

Eligible applicants are required to provide measures of effectiveness that will demonstrate the accomplishment of the various identified objectives of DP08-801. Measures of effectiveness must relate to the performance goals stated in the “Purpose” section of this announcement. Measures of effectiveness must be objective, quantitative and measure the intended outcome of the proposed program. The measures of effectiveness must be included in the application and will be an element of the evaluation of the submitted application.

Evaluation Criteria

Eligible applications will be evaluated against the following criteria:

Background and Need (10 points)

- To what extent does the applicant provide justification of the need for this program, including identification of youth at highest risk for HIV infection? (3 points)
- To what extent does the applicant document how their current and previous efforts have focused on meeting the needs of populations that are disproportionately affected by HIV, other STDs, and unintended pregnancy? (2 points)
- To what extent does the applicant describe how they will use new media and other communication strategies to deliver messages to youth at highest risk for HIV, other STDs, and unintended pregnancy outside the traditional classroom setting? (5 points)

Plan/Methods (55 points)

- To what extent does the applicant describe the plan to create and implement HIV, other STDs, and teen pregnancy prevention programs that operate outside the traditional classroom setting targeting youth at highest risk? (15 points)
- To what extent does the applicant describe the plan to use new media communication strategies (e.g. text messaging, social networking websites and applications, and computer multimedia) and/or outreach strategies to after-school programs or clubs (such as Gay-Straight Alliances) and/or community-based organizations (such as churches, youth centers, homeless or runaway shelters, and/or juvenile detention centers) to reach youth at highest risk for HIV, other

STDs, or teen pregnancy? (15 points)

- To what extent does the applicant distinguish between its current DP08-801 Priority 2, Year 3 workplan and the new activities under this supplement? (10 points)
- Does the applicant include a workplan with the following elements? (A workplan template is available at <http://www.cdc.gov/healthyouth/FOA-801/doc/Workplan%20Template.doc>.)
 - Does the applicant provide goals (broad statements of program purpose describing the expected long-term effect(s) of a program), addressing the program's intended effects in promoting HIV, other STDs, and teen pregnancy prevention for youth at highest risk? (5 points)
 - To what extent does the applicant provide: program objectives written in SMART format (specific, measurable, achievable, realistic, and time-phased); rationale for each proposed objective; primary person/agency responsible for accomplishing the objective; measures of objective accomplishment; and data sources to measure objective accomplishment? (5 points)
- To what extent does the applicant provide activities planned to address each proposed objective, noting the primary person/agency responsible for accomplishing each activity? (5 points)

Project Staff (15 points)

- To what extent does the applicant identify the specific roles of the staff proposed for this project (e.g., project leadership, management and supervision, planning, technical assistance, professional development, and follow-up support, evaluation, staff support)? (5 points)
- Does the applicant include curriculum vitas of existing and new proposed staff, consultants, and contractors? (5 points)
- Does the applicant include an organizational chart that describes the management and staffing of its organization generally and as it is related to this project? (5 points)

Evaluation (20 points)

- To what extent does the applicant provide an evaluation plan for this supplement that is complementary to and consistent with the overall evaluation plan of its current DP08-801 Priority 2, Year 3 workplan and that is sufficiently rigorous to assess achievement of the desired outcomes? (5 points)
- To what extent does the applicant provide process and outcome evaluation indicators for each measurable objective of the proposed plan? To what extent are the indicators and measures in alignment with the DASH program goals? (5 points)
- To what extent does the applicant provide a data collection, analysis, and management plan? (5 points)
- To what extent does the applicant describe a plan to disseminate data findings and evaluation results? (5 points)

Budget with Justification (not scored)

Although the budget is not scored applicants should consider the following in development of their budget: Is the itemized budget for conducting the project, and justification reasonable and consistent with stated objectives and planned program activities?

If the applicant requests indirect costs in the budget, a copy of the indirect cost rate agreement is required. If the indirect cost rate is a provisional rate, the agreement should be less than 12 months of age. The indirect cost rate agreement should be uploaded as a PDF file with “Other Attachment Forms” when submitting via Grants.gov.

Funding Restrictions

Restrictions, which must be taken into account while writing the budget, are as follows:

- 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 services, such as contractual.
- 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.

The applicant can obtain guidance for completing a detailed justified budget on the CDC website, at the following Internet address:

<http://www.cdc.gov/od/pgo/funding/budgetguide.htm>.

Application Review Process

All eligible applications will be initially reviewed for completeness by the Procurement and Grants Office (PGO) staff. In addition, eligible applications will be jointly reviewed for responsiveness by the Division of Adolescent and School Health and PGO.

Incomplete applications and applications that are non-responsive to the eligibility criteria will not advance through the review process. Applicants will be notified the application did not meet eligibility and/or published submission requirements.

An objective review panel will evaluate complete and responsive applications according to the criteria listed in Section VI. Application Review Information, subsection entitled “Evaluation Criteria”.

Application Selection Process

Applications will be funded in order by score and rank determined by the review panel. CDC will provide justification for any decision to fund out of rank order.

VII. Award Administration Information

Award Notices

Successful applicants will receive a Notice of Award (NoA) from the CDC Procurement and Grants Office. The NoA shall be the only binding, authorizing document between the recipient and CDC. The NoA will be signed by an authorized Grants Management Officer and e-mailed to the program director. A hard copy of the NoA will be mailed to the recipient fiscal officer identified in the application.

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

Administrative and National Policy Requirements

Successful applicants must comply with the administrative requirements outlined in 45 Code of Federal Regulations (CFR) Part 74 or Part 92, as appropriate. The following additional requirements apply to this project:

- AR-5 HIV Program Review Panel Requirements
- AR-8 Public Health System Reporting Requirements
- AR-9 Paperwork Reduction Act Requirements
- AR-10 Smoke-Free Workplace Requirements
- AR-11 Healthy People 2010
- AR-12 Lobbying Restrictions
- AR-14 Accounting System Requirements
- AR-27 Conference Disclaimer and Use of Logos
- AR-29 Federal Leadership on Reducing Text Messaging while driving

Additional information on the requirements can be found on the CDC Web site at the following Internet address: http://www.cdc.gov/od/pgo/funding/Addtl_Reqmnts.htm.

For more information on the Code of Federal Regulations, see the National Archives and Records Administration at the following Internet address:

<http://www.access.gpo.gov/nara/cfr/cfr-table-search.html>

CDC Assurances and Certifications can be found on the CDC Web site at the following Internet address: <http://www.cdc.gov/od/pgo/funding/grants/foamain.shtm>

TERMS AND CONDITIONS

Additionally, funded applicants must provide CDC with an original, plus two hard copies of the following reports:

1. Financial Status Report (SF 269) and annual progress report, no more than 90 days after the end of the budget period ending February 29, 2012.
2. Final Performance and Financial Status Reports, no more than 90 days after the end of the project period ending February 29, 2012.

These reports must be submitted to the attention of the Grants Management Specialist listed in the Section VIII below entitled “Agency Contacts”.

VIII. Agency Contacts

CDC encourages inquiries concerning this announcement.

For programmatic technical assistance, contact:

Elizabeth Haller, Project Officer
Department of Health and Human Services
Centers for Disease Control and Prevention
4770 Buford Highway, MS K-31
Atlanta, GA 30341-3717
Telephone: 770-488-6203
E-mail: EHaller@cdc.gov

For financial, grants management, or budget assistance, contact:

Cynthia Thompson, Grants Management Specialist
Department of Health and Human Services
CDC Procurement and Grants Office
2920 Brandywine Road, MS E-09
Atlanta, GA 30341
Telephone: 770-488-2714
E-mail: CThompson@cdc.gov

For general questions, contact:

Technical Information Management Section
Department of Health and Human Services

CDC Procurement and Grants Office

2920 Brandywine Road, MS E-14

Atlanta, GA 30341

Telephone: 770-488-2700

Email: pgotim@cdc.gov

CDC Telecommunications for the hearing impaired or disabled is available at: TTY 770-488-2783.