



Centers for Disease Control and Prevention (CDC) Office of Financial Resources
Instructions for Preparing Supplemental Funding
Catalog of Federal Domestic Assistance (CFDA): 93.197 CDC-RFA-EH17-1701SUPP20
Lead Poisoning Prevention-Childhood Lead Poisoning Prevention
National Center for Environmental Health (NCEH)

Purpose:

The purpose of this award is to provide a one-time supplement and extend the current period of performance from 09/30/2020 to 09/29/2021 intended only for recipients previously awarded under CDC-RFA-EH17-1701: Lead Poisoning Prevention-Childhood Lead Poisoning Prevention.

Background:

This funding is intended to support childhood lead poisoning prevention activities to reduce childhood lead exposure and lead poisoning related to four key program strategies including: 1) strengthen blood lead testing; 2) strengthen surveillance of blood lead levels; 3) strengthen linkages of lead-exposed children to recommended services; and 4) strengthen targeted population-based interventions. Award recipients will be expected to demonstrate that processes are in place to identify lead-exposed children and link them to recommended services. Additionally, award recipients will be expected to work closely with agencies, partners, and other stakeholders serving children to ensure that a comprehensive system of referral, case management, follow-up, and evaluation is in place for children exposed to lead. For a complete description of program strategies, please refer to the original NOFO for CDC- RFA-EH17-1701: Lead Poisoning Prevention-Childhood Lead Poisoning Prevention.

Eligibility:

This award will be a program supplement intended only for the recipient(s) previously awarded under CDC-RFA-EH17-1701: Lead Poisoning Prevention-Childhood Lead Poisoning Prevention.

Anticipated Funding Level:

For this award, the award amount has been uploaded to GrantSolutions as a separate correspondence, please see Exhibit D.



Application Submission:

Applications must be submitted by **06/12/2020, 11:59 PM Eastern Standard Time** via GrantSolutions by selecting amendment type: **Supplement**. The Performance Reporting Period for this supplement is **09/30/2020– 09/29/2021**. Late or incomplete applications could result in an enforcement action such as a delay in the award or a reduction in funds. CDC will accept requests for a deadline extension on rare occasions and after adequate justification has been provided.

If you need information regarding the application process, please contact Lakita Reid, Grants Management Specialist, at 770-488-2742 or wtl9@cdc.gov. For programmatic information, please contact Carolina Lecours, Project Officer at 404-498-1256 or nbo3@cdc.gov.

General Application Packet Tips:

- Properly label each item of the application packet.
- Each section should use 1.5 spacing with one-inch margins.
- Number all pages.
- This report must not exceed 45 pages excluding administrative reporting. Web links are allowed.
- GrantSolutions allows several file types to be uploaded within the system. Refer to GrantSolutions help support for a list of the file types.

Checklist of 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) and Budget Justification (attachment).
3. Indirect Cost Rate Agreement (attachment).
4. Project Narrative.
5. SF-LLL Disclosure of Lobbying Activities (online form), if applicable¹.
6. Interim Federal Financial Report (FFR) SF-425 (attachment).
7. Additional Program Requirements, if applicable.

¹ The form has instructions that indicate when the form is required.



1. SF-424 Application for Federal Domestic Assistance-Version 2:

Instructions on completing the SF-424 Application for Federal Domestic Assistance-Version 2 online form are located at <https://www.grants.gov/web/grants/forms/sf-424-family.html>.

2. SF-424A Budget Information and Justification:

Recipients must submit an itemized budget narrative. When developing the budget narrative, recipients must consider whether the proposed budget is reasonable and consistent with the purpose, outcomes, and program strategy outlined in the project narrative. The budget must include:

- Salaries and wages
- Fringe benefits
- Consultant costs
- Equipment
- Supplies
- Travel
- Other categories
- Contractual costs
- Total Direct costs
- Total Indirect costs

For guidance on completing a detailed budget, see Budget Preparation Guidelines at: <https://www.cdc.gov/grants/applying/application-resources.html>.

3. Indirect Cost Rate Agreement (This is not applicable to institutions of higher education. The rates applied are based on the agreement in effect from the first year of award.):

- A. If indirect costs are requested, include a copy of the current negotiated federal indirect cost rate agreement or a cost allocation plan approval letter for those recipients under such a plan.
- B. Clearly describe the method used to calculate indirect costs. Make sure the method is consistent with the Indirect Cost Rate Agreement.
- C. To be entitled to use indirect cost rates, a rate agreement must be in effect at the start of the budget period.
- D. If there is no Indirect Cost Rate Agreement or the agreement has expired, indirect costs may be charged as direct if (1) this practice is consistent with the recipient's/applicant's approved accounting practices; and (2) if the costs are adequately supported and justified.
- E. If applicable, attach and name the document, "Indirect Cost Rate."



- F. If applicable, the recipient's indirect costs are based on a rate of ten percent of modified total direct costs (MTDC) as defined in 45 CFR Part 75.2.
- G. For institutions of higher education, indirect costs are based on the negotiated indirect cost rate agreement used for the first-year award, and rates in that agreement are to be used for the remainder of the competitive segment in accordance with 45 CFR Part 75. Indirect cost/facilities and administration rates for subcontracts will be treated in the same manner as those for the recipient, if the subcontractor is covered by 45 CFR Part 75.
- H. For grants awarded to foreign organizations and foreign public entities and performed fully outside of the territorial limits of the U.S., indirect costs are based on a fixed rate of eight percent of MTDC exclusive of tuition and related fees, direct expenditures for equipment, and subawards in excess of \$25,000.

If you encounter any difficulties submitting your application through www.grantsolutions.gov, please contact the GrantSolutions help desk at 866-577-0771 or email help@grantsolutions.gov prior to the submission deadline.

4. **Project Narrative:**

Period of performance for SUPPLEMENT: 9/30/2020 – 09/29/2021

Section 1: Approach (Maximum of 1-2 pages)

Please provide a brief overview of the following in your approach:

- a. Description of background and need.
- b. Description of how this supplement will be utilized and enhance your existing efforts under CDC-RFA-EH17-1701 for the four key strategies including:
 - 1) Strengthen blood lead testing.
 - 2) Strengthen surveillance of blood lead levels.
 - 3) Strengthen linkages to ensure lead-exposed children receive recommended services.
 - 4) Strengthen targeted population-based interventions.

Section 2: Work Plan (Maximum of 2-8 pages)

Please provide a work plan that describes the following:

- a. Description of the strategy & activities.
- b. Timeline.
- c. Responsible party(-ies).
- d. Outcomes (short-term, intermediate, and long-term).



Section 3: Evaluation (Maximum of 1-2 pages)

Updated evaluation plans that reflect supplemental activities must be submitted to CDC 90-days after the start of the period of performance (December 30, 2020). Please provide a brief description of the following:

- a. How evaluation and performance measurement will be incorporated into planning, implementation, and reporting of project activities.
- b. Describes any evaluation studies underway and how this supplement may enhance those efforts.
- c. Describes how evaluation and performance measurement will contribute to developing an evidence base for programs that lack a strong effectiveness evidence base.

5. Reporting Requirements

For a complete description of reporting requirements, please refer to the original Notice of Funding Opportunity (NOFO) ([CDC-RFA-EH17-1701](#)).

Other Reporting Requirements: Recipients shall submit quarterly data reports for each budget period due by end of following quarter via CDC SAMS Partner Portal: March 31, June 20, September 30 and December 31.

6. Award Notices

Pending Availability of funds, recipients will receive an electronic copy of the Notice of Award (NOA) from CDC OGS.

The NOA shall be the only binding, authorizing document between the recipient and CDC. The NOA will be signed by an authorized GMO and emailed vi the agency awarding system (GrantSolutions) to the recipients Authorizing Official listed in application and the Program Director.

Any applicant awarded funds in response to this supplement will be subject to the DUNS, SAM Registration, and Federal Funding Accountability and Transparency Act Of 2006 (FFATA) requirements.