



## **Application Submissions**

Applicants may apply for one award per selected funding category (i.e., Categories A, B, C, or D). Applicants may apply for no more than two of the four available funding categories. If applying for two categories, applicants must submit two separate applications. Applicants for Categories A, B, and C must limit the foci of their proposed CBA programs to three of the program components listed for their respective funding categories. Applicants for Category D must address all listed program components.

Electronic Submission: Applications must be submitted electronically at [www.grants.gov](http://www.grants.gov). Electronic applications will be considered as having met the deadline if the application has been successfully made available to CDC for processing from [www.grants.gov](http://www.grants.gov) on the deadline date. The application package can be downloaded from [www.grants.gov](http://www.grants.gov). Applicants can complete the application package off-line, and then upload and submit the application via the [www.grants.gov](http://www.grants.gov) website. The applicant must submit all application attachments using a PDF file format when submitting via [www.grants.gov](http://www.grants.gov). Directions for creating PDF files can be found on the [www.grants.gov](http://www.grants.gov) website. Use of file formats other than PDF may result in the file being unreadable by staff.

Submit the application electronically by using the forms and instructions posted for this funding opportunity on [www.grants.gov](http://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, PGO TIMS staff at 770. 488.2700 or email [pgotim@cdc.gov](mailto:pgotim@cdc.gov) Monday-Friday 7:30am-4:30pm.

Paper Submission: Organizations that encounter technical difficulties in using [www.grants.gov](http://www.grants.gov) to submit their application must attempt to overcome those difficulties by contacting the [www.grants.gov](http://www.grants.gov) Contact Center (1-800-518-4726, [support@www.grants.gov](mailto:support@www.grants.gov)). After consulting with the [www.grants.gov](http://www.grants.gov) Contact 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 CDC GMO/GMS for permission to submit a paper application. However, please note that this request may not be approved.

An organization's request for permission must:

1. Include the [www.grants.gov](http://www.grants.gov) case number assigned to the inquiry;
2. Describe the difficulties that prevent electronic submission and the efforts taken with the [www.grants.gov](http://www.grants.gov) Contact Center to submit electronically;
3. Be submitted to the GMO/GMS at least three (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.

## **Application Review Information**

Phase I Review: All eligible applications will be initially reviewed for completeness by the CDC's Procurement and Grants Office (PGO) staff. In addition, eligible applications will be jointly reviewed for responsiveness by the CDC, DHAP/CBB, and PGO. Incomplete applications and applications that are non-responsive to the eligibility criteria will not advance to Phase II review. Applicants will be notified electronically if the application did not meet eligibility and/or published submission requirements thirty (30) days after the completion of Phase II review.

Phase II Review: A special emphasis panel will evaluate complete and responsive applications according to the "Application Review Information" section of the FOA. The applications will be objectively reviewed and scored

by funding category, thus the requirement for the submission of two separate applications if applying for two funding categories. To move to Phase III Review, an applicant must score at least 65 of the 100 possible points during the special emphasis panel review.

In addition to score, CDC may also consider the following factors:

- Preference to ensure full programmatic coverage across all categories and/or program components;
- Preference to avoid unnecessary duplication of coverage for a category and/or program component(s);
- Preference for applicants that propose to address categories and/or program components not addressed by higher ranking applicants;
- Preference for applicants that propose cost-effective programs that fully maximize the impact of CDC's fiscal resources.

Phase III Review: Based on results from earlier phases of review, CDC will select applicants for pre-decisional site visits (PDSVs). During PDSVs, CDC staff will meet with appropriate project management and staff including representatives of governing bodies, executive director, program manager, trainers, curriculum developers, technical assistance specialists, evaluators, behavioral scientists, consultants, contractors, etc. The PDSV 1) facilitates a technical review of the application and discussion of the proposed program, 2) further assesses an applicant's capacity to implement the proposed program, and (3) identifies unique programmatic conditions that may require further training, technical assistance, or other resources from CDC.

Final funding determinations will be based on results from the entire review process. CDC will provide justification for any decision to fund outside of ranked order of scores. Awards will be announced February 28, 2014, and the anticipated award date is April 1, 2014.

#### **Notice of Award (NoA)**

Award Notices: Awardees will receive an electronic copy of the Notice of Award (NoA) from the CDC PGO. The NoA shall be the only binding, authorizing document between the awardee and CDC. The NoA will be signed by an authorized GMO and emailed to the awardee program director. Any application awarded in response to this FOA will be subject to the DUNS, SAM Registration and Federal Funding Accountability And Transparency Act Of 2006 (FFATA) requirements. Unsuccessful applicants will receive notification of the results of the application review by email with delivery receipt or by mail.