

Billing Code: 4163-18-P

DEPARTMENT OF HEALTH AND HUMAN SERVICES

**Centers for Disease Control and Prevention (or Agency for
Toxic Substances and Disease Registry)**

**Coordinating Center for the National Academic Centers of
Excellence on Youth Violence Prevention**

Announcement Type: New

Funding Opportunity Number: CDC-RFA-CE06-602

Catalog of Federal Domestic Assistance Number: 93.136

Key Dates:

Application Deadline: February 14, 2007

I. Funding Opportunity Description

Authority: This program is authorized under Section 391 (a) [42 U.S.C. 280b (a)] of the Public Service Health Act, as amended.

Purpose:

The Centers for Disease Control and Prevention (CDC) announces the availability of fiscal year (FY) 2006 funds to establish a Coordinating Center for the National Academic Centers of Excellence (ACE) on Youth Violence.

The Purpose of the Coordinating Center is to enable the Centers funded under PA 05018 to fulfill the overall objectives of the ACE program by: 1) enabling faster development, synthesis and broader dissemination of center specific and cross-center activities and products in youth interpersonal violence research and practice, and 2) serving as a key resource for the efficient national translation of knowledge generated by the program into the health and community practice efforts.

This program addresses the "Healthy People 2010" focus area(s) of Injury and Violence Prevention.

Measurable outcomes of the program will be in alignment with the following performance goal for the National Center for Injury Prevention and Control (NCIPC):

1. Increase the capacity of injury prevention and control programs to address the prevention of injuries and violence.

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/ads/opspoll1.htm>

Background:

The ACEs on Youth Violence Prevention funded under PA 05018 will foster and promote a stable, visible, long term strategy to address the complex problem of youth violence, fostering multidisciplinary and multi-sectoral interactions that can stimulate scientific creativity, catalyze new developments in youth interpersonal violence research and practice, and hasten translation of knowledge into the health sector and community practice. Centers are expected to actively foster an environment conducive to reciprocally beneficial collaborations among health scientists, social scientists and the affected communities with the common goal of reducing youth interpersonal violence. For a more detailed description of required ACE Center purpose and activities refer to Program Announcement 05018 "Cooperative Agreement Program for National Academic Centers of Excellence" published in the Federal Register, Volume 69, No. 224 (http://www.access.gpo.gov/su_docs/fedreg/a041122c.html).

Need for Coordinating Center

From 2002-2004, CDC undertook a formative evaluation, entitled *Report on Management Approaches* of the National ACE program. One aspect of this evaluation was to examine various management approaches of other federal agencies to determine the level of coordination and collaboration needed for multi-site projects, particularly centers of excellence programs. One finding from this evaluation was the need for, and utility of, having a Coordinating Center to: (1) support program specific activities across the funded centers; (2) assist with cross-center networking activities and product development; and (3) facilitate the transfer of ACE Center program products and knowledge into youth violence prevention community practice.

Activities:

Awardee activities for this program are as follows:

- Facilitate and coordinate activities among all funded ACE Centers to encourage cross-collaboration, communication, and information-sharing in the ACE program's effort to enhance public understanding of youth violence prevention by promoting a stable, visible, long term focus on the complex problem of youth violence. Cross-collaborative activities may include, but are not limited to, the development and

facilitation of appropriate workgroup(s) (e.g. publications, community outreach, etc); conference calls among funded ACE centers and key CDC staff; and the development and coordination of journal supplements and cross-site research projects, as appropriate.

- Foster multidisciplinary and multi-sectoral interactions between ACE Centers, federal, state, and local partners and the public; and other academic institutions to stimulate scientific creativity, catalyze new developments in youth interpersonal violence research and practice, and hasten translation of knowledge into health and community practice. This may include, but is not limited to, organization of conference presentations and web-seminars and management of list-serves and distribution lists.
- Facilitate information exchange between the public and federal, state, and local partners. These activities may include providing information to ACE website(s) and the development of educational materials.
- Collect and report necessary data and information to CDC to assess progress toward Coordinating Center's goals and objectives and monitor overall performance.

- Develop a coordinating center-specific dissemination plan for related activities, products, and publications.
- Develop and distribute quarterly, electronic publications (e.g. "research-in-brief", newsletter) to highlight findings, collaborations, presentations, publications, and other noteworthy items generated by the ACE Centers to listserv and distribution lists provided by the ACE centers and CDC.
- Coordinate the *Annual Meeting of the National Academic Centers of Excellence on Youth Violence Prevention*. This may include arranging the logistical aspects of the meeting (approximate attendance 75), developing a meeting agenda based on input from a meeting workgroup, and collecting and/or developing necessary meeting materials.
- Serve as a media resource to funded ACEs, and other partners (e.g. SafeYouth) by assisting in the identification of appropriate individuals or centers to respond to media inquiries related to the ACE project (e.g. maintaining an updated list of subject matter experts) and facilitating communication among ACEs, CDC, and the media.

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

CDC activities for this program are as follows:

- Provide programmatic input and serve as a resource on scientific, logistical, and programmatic aspects of the ACE program, including those of the coordinating center.
- Review, monitor, and evaluate programmatic and operational accomplishments to assure progress towards program goals and objectives.
- Provide information and necessary training regarding National ACE Program goals and activities such as the CDC ACE Information System. Inform recipients about any CDC policies, laws, and regulations pertaining to public health research and programmatic activities, conduct inquiries concerning allegations of scientific misconduct, and take necessary steps to bring program into compliance.
- Assist in the collection, organization, and dissemination of information on ACE activities, including providing distribution and listserv lists.

II. Award Information

Type of Award: Cooperative Agreement. CDC's involvement in this program is listed in the Activities Section above.

Fiscal Year Funds: FY 2006

Approximate Current Fiscal Year Funding: \$200,000

Approximate Total Project Period Funding: \$800,000 (This amount is an estimate, and is subject to availability of funds.) This includes Direct and Indirect costs.

Approximate Number of Awards: One

Approximate Average Award: \$200,000 (This amount is for the first 12-month budget period, and includes both direct and indirect costs.)

Floor of Individual Award Range: None

Ceiling of Individual Award Range: \$200,000 (This ceiling is for the first 12-month budget period and includes both direct and indirect cost.)

Anticipated Award Date: August 31, 2006

Budget Period Length: 12 months

Project Period Length: Four years

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.

III. Eligibility Information

III.1. Eligible applicants

Eligible applicants that can apply for this funding opportunity are limited to those academic health centers, defined as public and private nonprofit universities, colleges, and university-associated teaching hospitals currently funded under Program Announcement 05018, Cooperative Agreement Program for the National Academic Centers of Excellence on Youth Violence Prevention. These include: Columbia University; Harvard University; Johns Hopkins University; The University of Hawaii at Manoa; The University of Illinois at Chicago; Virginia Commonwealth University; University of California, Berkeley; University of California, Riverside.

The competition for this cooperative agreement is being limited to current recipients of Program Announcement 05018 for the following reasons:

- A finding of the aforementioned management report is that the success of an ACE coordinating center is dependent upon an integral knowledge of the national

ACE program and youth violence prevention. The funded recipients will have this knowledge.

- An ACE coordinating center must also possess the ability to coordinate and collaborate with other funded recipients and CDC. Each of the ACE funded recipients have committed to collaborating with CDC and other recipients of this program.

III.2. Cost Sharing or Matching

Matching funds are not required for this program.

III.3. 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 submission requirements.

Special Requirements:

If the application is incomplete or non-responsive to the special requirements listed in this section, it will not be entered into the review process. The applicant will be notified the application did not meet submission requirements.

- Late applications will be considered non-responsive. See section “IV.3. Submission Dates and Times” for more information on deadlines.
- 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.

IV. Application and Submission Information

IV.1. Address to Request Application Package

To apply for this funding opportunity use application form PHS 5161-1.

Electronic Submission:

CDC strongly encourages the applicant to submit the application electronically by utilizing the forms and instructions posted for this announcement on www.Grants.gov, the official Federal agency wide E-grant Web site. Only applicants who apply on-line are permitted to forego paper copy submission of all application forms.

Registering your organization through www.Grants.gov is the first step in submitting applications online. Registration information is located in the “Get Started” screen of

www.Grants.gov. While application submission through www.Grants.gov is optional, we strongly encourage you to use this online tool.

Please visit www.Grants.gov at least 30 days prior to filing your application to familiarize yourself with the registration and submission processes. Under "Get Started", the one-time registration process will take three to five days to complete. We suggest submitting electronic applications prior to the closing date so if difficulties are encountered, you can submit a hard copy of the application prior to the deadline.

Paper Submission:

Application forms and instructions are available on the CDC Web site, at the following Internet address:
www.cdc.gov/od/pgo/forminfo.htm

If access to the Internet is not available, or if there is difficulty accessing the forms on-line, contact the CDC Procurement and Grants Office Technical Information Management Section (PGO-TIM) staff at 770-488-2700 and the application forms can be mailed.

IV.2. Content and Form of Submission

Application: A project narrative must be submitted with the application forms. The narrative must be submitted in the following format:

- Maximum number of pages: 20. 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
- Double spaced
- Paper size: 8.5 by 11 inches
- Page margin size: One inch
- Number all pages of the application sequentially from page 1 (Application Face Page) to the end of the application, including charts, figures, tables, and appendices.
- Printed only on one side of page
- Held together only by rubber bands or metal clips; not bound in any other way.

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

- Abstract (no more than one page)
- Organizational History, Experience, and Capacity to serve as a Coordinating Center

- Work plan for implementing the activities of the Coordinating Center
- Management and Staffing
- Collaboration
- Proposed Budget Justification (not included in page count)

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

- Position Description(s) of staff assigned to project
- Resumes or Curricula Vitae for relevant staff (if applicable).
- An Organizational Chart of applicant's organization

The agency or organization is required to have a Dun and Bradstreet Data Universal Numbering System (DUNS) number to apply for a grant or cooperative agreement from the Federal government. The DUNS number is a nine-digit identification number, which uniquely identifies business entities.

Obtaining a DUNS number is easy and there is no charge. To obtain a DUNS number, access www.dunandbradstreet.com or call 1-866-705-5711.

For more information, see the CDC Web site at:

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

If the application form does not have a DUNS number field, please write the DUNS number at the top of the first page of the application, and/or include the DUNS number in the application cover letter.

Additional requirements that may require submittal of additional documentation with the application are listed in section "VI.2. Administrative and National Policy Requirements."

IV.3. Submission Dates and Times

Application Deadline Date: [INSERT DATE 60 DAYS AFTER DATE OF PUBLICATION IN GRANTS.GOV]

Explanation of Deadlines: Applications must be received in the CDC Procurement and Grants Office by 4:00 p.m. Eastern Time on the deadline date.

Applications may be submitted electronically at www.grants.gov. Applications completed on-line through Grants.gov are considered formally submitted when the applicant organization's Authorizing Official electronically submits the application to www.grants.gov. Electronic

applications will be considered as having met the deadline if the application has been submitted electronically by the applicant organization's Authorizing Official to Grants.gov on or before the deadline date and time.

If submittal of the application is done electronically through Grants.gov (<http://www.grants.gov>), the application will be electronically time/date stamped, which will serve as receipt of submission. Applicants will receive an e-mail notice of receipt when CDC receives the application.

If submittal of the application is by the United States Postal Service or commercial delivery service, the applicant must ensure that the carrier will be able to guarantee delivery by the closing date and time. If CDC receives the submission after the closing date due to: (1) carrier error, when the carrier accepted the package with a guarantee for delivery by the closing date and time, or (2) significant weather delays or natural disasters, the applicant will be given the opportunity to submit documentation of the carrier's guarantee. If the documentation verifies a carrier problem, CDC will consider the submission as having been received by the deadline.

If a hard copy application is submitted, CDC will not notify the applicant upon receipt of the submission. If questions arise on the receipt of the application, the applicant should first contact the carrier. If the applicant still has questions, contact the PGO-TIM staff at (770)488-2700. The applicant should wait two to three days after the submission deadline before calling. This will allow time for submissions to be processed and logged.

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

IV.4. Intergovernmental Review of Applications

Executive Order 12372 does not apply to this program.

IV.5. Funding restrictions

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

- Funds may not be used for research.

- Funds for this project cannot be used for construction, renovation, the lease of passenger vehicles, the development of major software applications, or supplanting current applicant expenditures. Reimbursement of pre-award costs is not allowed.

If requesting 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.

Guidance for completing the budget can be found on the CDC Web site, at the following Internet address:

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

IV.6. Other Submission Requirements

Application Submission Address:

Electronic Submission:

CDC strongly encourages applicants to submit applications electronically at www.Grants.gov. The application package can be downloaded from www.Grants.gov. Applicants are able to complete it off-line, and then upload and submit the application via the Grants.gov Web site. E-mail submissions

will not be accepted. If the applicant has technical difficulties in Grants.gov, customer service can be reached by E-mail at <http://www.grants.gov/CustomerSupport> or by phone at 1-800-518-4726 (1-800-518-GRANTS). The Customer Support Center is open from 7:00a.m. to 9:00p.m. Eastern Time, Monday through Friday.

CDC recommends that submittal of the application to Grants.gov should be early to resolve any unanticipated difficulties prior to the deadline. Applicants may also submit a back-up paper submission of the application. Any such paper submission must be received in accordance with the requirements for timely submission detailed in Section IV.3. of the grant announcement. The paper submission must be clearly marked: "BACK-UP FOR ELECTRONIC SUBMISSION." The paper submission must conform to all requirements for non-electronic submissions. If both electronic and back-up paper submissions are received by the deadline, the electronic version will be considered the official submission.

It is strongly recommended that the applicant submit the grant application using Microsoft Office products (e.g., Microsoft Word, Microsoft Excel, etc.). If the applicant

does not have access to Microsoft Office products, a PDF file may be submitted. Directions for creating PDF files can be found on the Grants.gov Web site. Use of file formats other than Microsoft Office or PDF may result in the file being unreadable by staff.

OR

Paper Submission:

Applicants should submit the original and two hard copies of the application by mail or express delivery service to:

Technical Information Management- CDC-RFA-CE06-602
CDC Procurement and Grants Office
2920 Brandywine Road
Atlanta, GA 30341

V. Application Review Information

V.1. Criteria

Applicants are required to provide measures of effectiveness that will demonstrate the accomplishment of the various identified objectives of the cooperative agreement. Measures of effectiveness must relate to the performance goals stated in the "Purpose" section of this announcement.

Measures must be objective and quantitative and must measure the intended outcome. The measures of effectiveness must be submitted with the application and will be an element of evaluation.

The application will be evaluated against the following criteria:

1. Applicant Organizational History, Experience and Capacity to serve as the Coordinating Center (35 points)
 - a. Does the applicant demonstrate a thorough knowledge and understanding of the unique logistical needs of the ACE program, particularly regarding cross-collaboration?
 - b. Does the applicant demonstrate an ability to coordinate multidisciplinary collaborations and interactions among ACE Centers, federal, state, and local partners, and other academic institutions?
 - c. Does the applicant demonstrate experience in initiating, organizing, and maintaining productive research, programmatic, or community workgroups?
 - d. Does the applicant demonstrate its ability to organize large group meetings, including securing meeting space, soliciting information for meeting

- agendas, and coordinating travel arrangements?
- e. Does the applicant demonstrate an ability to gather and disseminate, in a timely fashion, information and resources with academic, community, and media partners?
 - f. Does the applicant have experience in developing and distributing academic and non-academic publications that highlight research findings, collaborations, presentations, and publications (e.g. newsletters, "research-in-briefs")?
 - g. Does the applicant demonstrate a commitment to working with CDC and the eight ACEs to develop a plan for disseminating the ACE project programs, results, and other relevant information?
 - h. Does the applicant state a willingness to collaborate with the CDC-identified contractor(s) on providing relevant information to the ACE website(s)?
2. Applicant's work plan for Implementing this Cooperative Agreement (30 points)
- a. Does the applicant provide a description of specific measurable goals, objectives, activities

and processes to be used to accomplish the work of the Coordinating Center?

- b. Does the applicant provide a description of the process to be used to facilitate cross-collaboration among the ACEs? Does the applicant describe how it will organize workgroups based on specific topics determined by the ACEs?
- c. Does the applicant provide a description of the process to be used to coordinate resource and information sharing for media-related requests? Does the applicant provide a description of its plans to create and maintain current lists of subject matter experts from the ACEs?
- d. Does the applicant provide a description of the process to be used to develop and disseminate the electronic, quarterly newsletter?
- e. Does the applicant demonstrate a commitment to coordinate the creation of a dissemination plan for the ACE program?
- f. Does the applicant describe how it will prepare for and organize the Annual Meeting of the National Academic Centers of Excellence on Youth Violence Prevention?

3. Applicant's Management and Staffing (20 pts)

- a. Does the applicant include detailed information about the management operation or structure to be used to coordinate all aspects of this cooperative agreement? An organizational chart of the applicant's organization should be included as an Appendix. Additionally, the applicant should include within the management plan the specific role and mechanisms to be established to ensure effective coordination, communication and shared decision making among any involved agencies/organizations.
- b. Does the applicant include a staffing plan for the project, noting existing staff as well as additional staffing needs? Does the applicant include plans for staffing this project with at least one full-time person? The responsibilities of individual staff members including the level of effort and allocation of time for each project activity by staff position should be included. The specific staff positions within the other involved state level agencies, both in-kind and funded, should be described.
- c. Does the applicant include position descriptions (i.e. for and in-kind and proposed positions to be

funded under this cooperative agreement) in an appendix?

d. Does the applicant include a continuation plan in the event that key staff leaves the project? Does the applicant describe how new staff will be smoothly integrated into the project? Does the applicant include assurances that resources will be available when needed for this project?

e. Does the applicant describe previous experience of project staff that is relevant to the goals of the program announcement?

4. Collaboration (15 pts)

a. Does the applicant demonstrate an ability to engage ACEs and CDC around common research and program interests?

b. Does the applicant demonstrate a willingness to collaborate with other ACEs, CDC, and other ACE partners or contractors?

5. Measures of Effectiveness (not rated)

a. Do the Measures of effectiveness relate to the performance goals stated in the "Purpose" section of this announcement?

b. Are the measures objective and quantitative? Do they measure the intended outcome?

6. Proposed Budget Justification (not scored)

Does the applicant provide a detailed budget with complete line-item justification of all proposed costs consistent with the stated activities in the program announcement? Applicants should be precise about the purpose of each budget item and should itemize calculations wherever appropriate. The use of the sample budget included in the application kit is encouraged. These funds should not be used to supplant existing efforts.

V.2. Review and Selection Process

Applications will be reviewed for completeness and responsiveness by the Procurement and Grants Office (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 submission requirements.

An objective review panel will evaluate complete and responsive applications according to the criteria listed in the "V.1. Criteria" section above.

CDC will provide justification for any decision to fund out of rank order.

V.3. Anticipated Announcement and Award Dates

August 31, 2006

VI. Award Administration Information

VI.1. 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 mailed to the recipient fiscal officer identified in the application.

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

VI.2. Administrative and National Policy Requirements

Successful applicants must comply with the administrative requirements outlined in 45 CFR Part 74 and Part 92 as appropriate. The following additional requirements apply to this project:

- 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-13 Prohibition on Use of CDC Funds for Certain Gun Control Activities
- AR-14 Accounting System Requirements

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/ARs.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>

An additional Certifications form from the PHS5161-1 application needs to be included in the Grants.gov electronic submission only. Applicants should refer to <http://www.cdc.gov/od/pgo/funding/PHS5161-1-Certificates.pdf>. Once the applicant has filled out the form, it should be attached to the Grants.gov submission as Other Attachments Form.

VI.3. Reporting Requirements

The applicant must provide CDC with an original, plus two hard copies of the following reports:

1. Interim progress report, due no less than 90 days before the end of the budget period. The progress report will serve as the non-competing continuation application, and must contain the following elements:
 - a. Current Budget Period goals, objectives and activities.
 - b. Current Budget Period Financial Progress.
 - c. New Budget Period Program Proposed goals, objectives and activities.
 - d. Budget.
 - e. Measures of Effectiveness.
 - f. Additional Requested Information.
2. Annual progress report, due 90 days after the end of the budget period. The report must contain the following elements:
 - a. Budget Period goals, objectives and activities.
 - b. Budget Period Financial Progress.
 - c. New Budget Period Program Proposed goals, objectives and activities.
 - d. Budget.
 - e. Measures of Effectiveness.
 - f. Additional Requested Information.

3. Financial status report and annual progress report, no more than 90 days after the end of the budget period.
4. Final performance reports, no more than 90 days after the end of the project period.

The reports must be mailed to the Grants Management listed in the "Agency Contacts" section of this announcement.

VII. Agency Contacts

CDC encourages inquiries concerning this announcement.

For general questions, contact:

Technical Information Management Section
CDC Procurement and Grants Office
2920 Brandywine Road
Atlanta, GA 30341
Telephone: 770-488-2700

For program technical assistance, contact:

Reshma R. Mahendra, Project Officer
4770 Buford Hwy, NE
Mailstop K68
Atlanta, GA 30341
Telephone: (770) 488-1207
E-mail: RMahendra@cdc.gov

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

Brenda Hayes, Grants Management Specialist

CDC Procurement and Grants Office

2920 Brandywine Road, Mail stop: E-14

Atlanta, GA 30341

Telephone: (770) 488-2741

E-mail: bkh4@cdc.gov

VIII. Other Information

Other CDC funding opportunity announcements can be found on
the CDC Web site, Internet address: <http://www.cdc.gov>.

Click on "Funding Opportunities" then "Grants and
Cooperative Agreements."

Dated:

William P. Nichols, MPA

Director

Procurement and Grants Office

Centers for Disease Control

and Prevention