

Form Approved

OMB No: 0920-1161

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Evaluation of Enhancing HIV Prevention Communication and  
Mobilization Efforts through Strategic Partnerships

**Attachment 3d:**  
**Interim Progress Report**

Public reporting burden of this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC/ATSDR Reports Clearance Officer; 1600 Clifton Road NE, MS D-74, Atlanta, Georgia 30333; Attn: OMB-PRA (0920-1161)



Centers for Disease Control  
and Prevention (CDC)  
Atlanta GA 30333

Centers for Disease Control and Prevention (CDC)  
Office of Financial Resources

**Instructions for Preparing an Annual Performance Report (APR)**

Catalog of Federal Domestic Assistance (CFDA): 93.118

Funding Opportunity Announcement (FOA) Number\*: CDC-RFA-PS15-150505CONT19

**Enhancing HIV Prevention Communication and Mobilization Efforts Through Strategic Partnerships**  
OID/NCHHSTP/DHAP

## Eligibility:

This award will be a continuation of funds intended only for grantees previously awarded under **Enhancing HIV Prevention Communication and Mobilization Efforts Through Strategic Partnerships - CDC-RFA-PS15-1505**.

### Application Submission:

CDC requires grantees to submit their Annual Performance Reports (APR), which serves as the non-competing continuation application, through [GrantSolutions](#) NLT 120 days prior to the end of the budget period.

If you encounter any difficulties submitting your annual performance report through [GrantSolutions](#), please contact the GrantSolutions helpdesk at 866-577-0771 or email [help@grantsolutions.gov](mailto:help@grantsolutions.gov) prior to the submission deadline. If you need further information regarding the annual performance report process, please contact Wayne Woods, Grants Management Specialist, at (770) 488-2948. For programmatic information, please contact Project Officers Joynecia Clements-Powell at (404) 639-5199 or Trang Nguyen Wisard at (404) 639-2247.

Reports must be submitted by **4/30/2019**, 11:59pm Eastern Standard Time on [GrantSolutions](#) for Reporting Period **9/30/2018- 3/31/2019**. Late or incomplete reports 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.

### Annual Federal Financial Report Submission

The Annual Federal Financial report (FFR) SF-425 is required and must be submitted to your GMS/GMO no later than 90 days after the end of the budget period. The FFR for this Budget Period 9/30/2018 – 9/29/2019 is due to the GMS/GMO by 12/31/2019. To submit your FFR, login to [GrantSolutions](#), select “Reports” from the menu bar and then click on Federal Financial Reports.

### 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 narrative pages only
  - This report must not exceed 45 pages excluding administrative reporting; allowed, but web links are allowed
  - Where the instructions on the forms conflict with these instructions, follow these instructions
1. CDC requires the use of PDF format for ALL attachments.
  2. Use of file formats other than PDF may result in the file being unreadable by CDC staff.

**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)
3. Budget Justification (miscellaneous attachment)
4. Indirect Cost Rate Agreement (miscellaneous attachment)
5. Project Abstract Summary (online form)
6. SF424B Assurances-Non-Construction (online form)
7. Certifications and Assurances (miscellaneous attachment)
8. SF-LLL Disclosure of Lobbying Activities (online form)
9. Interim Federal Financial Report SF-425 (FFR) (miscellaneous attachment)

**Instructions for accessing and completing required contents of the application package:**

- a) **Go to:** [GrantSolutions](#)
- b) **Access:** My Grants List Screen
- c) **Select:** “Apply for Non-Competing Award”
- d) **Complete:** The GrantSolutions Non-Competing Continuation Application Control Checklist

**1. SF-424 Application for Federal Domestic Assistance-Short Organizational Form:**

Complete all sections:

- A. In addition to inserting the legal name of your organization in Block #5a, insert the CDC Award Number provided in the CDC Notice of Award. Failure to provide your award number could cause delay in processing your application.
- B. Please insert your organization’s Financial Official information in Block #8.

**2. SF-424A Budget Information and Justification:**

- A. Complete all applicable sections.
- B. Analysis of Remaining Time and Funds
  1. Based on the current rate of obligation, if it appears there will be un-obligated funds at the end of the current budget period, provide detailed actions that will be taken to obligate this amount or use the process below to get access to unused funds.
  2. If it appears there will be insufficient funds

Provide detailed justification of the shortfall  
List the actions taken to bring the obligations in line with the authorized funding level.

3. Awardees may request up to 75% of anticipated unobligated funds at the end of the current budget period. These funds are estimated because the budget year has not closed and a final FFR cannot be prepared. For budget years that have closed, grantees may request carry over based on the final FFR for that budget period.
  4. If use of estimated un-obligated funds is requested in addition to funding for the next year, complete all columns in Section A of SF-424A and submit an interim **hardcopy** in miscellaneous attachment section and title: "Interim FFR" Federal Financial Report (FFR), Standard Form-425, available on the internet at [http://www.whitehouse.gov/omb/grants\\_forms](http://www.whitehouse.gov/omb/grants_forms).
    - i. The estimated un-obligated balance should be realistic in order to be consistent with the annual FFR to be submitted following the end of the budget period.
- C. The proposed budget should be based on the federal funding level stated in the letter from CDC.
  - D. In a separate narrative, provide a detailed, line-item budget justification of the funding amount requested, including any request to use unobligated funds, to support the activities to be carried out with those funds. Attach in the "Miscellaneous Attachments" section and title it "Budget Narrative" Document needs to be in the PDF format.
  - E. The budget justification must be prepared in the general form, format, and to the level of detail as described in the CDC Budget Guidance. The sample budget guidance is provided on CDC's internet at: [How to Apply](#).
  - F. For any new proposed subcontracts provide the information specified in the Budget Guidance.
  - G. When non-federal matching is required, provide a line-item list of non-federal contributions including source, amount, and/or value of third party contributions proposed to meet a matching requirement.

### **3. Indirect Cost Rate Agreement**

**Requirements for development and submission of indirect (F&A) cost rate proposals and cost allocation plans for all grantees are contained in 45 CFR Part 75, Appendices III through VII.**

**The following instructions apply to Non-Profit Organizations, State/Local Government and Indian Tribe wide Central Service Cost Allocation Plans**

- 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 Grantees 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 an Indirect Cost Rate Agreement is not in effect, indirect costs may be charged as direct if (1) this practice is consistent with the grantee's/applicant's approved accounting practices; and (2) if the costs are adequately supported and justified. Please see the Budget Guidelines ([How to Apply](#)) for additional information.
- E. If applicable, attach in the "Miscellaneous Attachments" section and name document "Indirect Cost Rate Agreement."

**4. Project Narrative:**

**Reporting on Year 4 Activities (September 30, 2018 – March 31, 2019)**

***In this section, please indicate the target numbers and outcomes achieved September 30, 2018 – March 31, 2019. Provide additional information in the questions that follow each tactic.***

<b>Tactic 1. Utilize traditional and online media outreach to promote AAA and HIV awareness.</b>	<b>Target</b>	<b>Outcome</b>
1A Number of media and news placements		
1B Number of ad placements		
1C Number of generated media and news impressions		
1D Number of generated ad impressions		
1E Monetary value of donated media		

- i. Please describe all activities that addressed this tactic during this reporting period (September 30, 2018 through March 31, 2019), highlighting your organization’s major achievements.
- ii. In working towards reaching these targets, please describe what made your efforts easier or harder.

<b>Tactic 2. Encourage national engagement through events featuring AAA or HIV messaging.</b>	<b>Target</b>	<b>Outcome</b>
2A Number of events with HIV messages		
2B Number of attendees attending the events with HIV messages		
2C Number of events with HIV messages with media coverage		
2D Number of materials distributed		

- i. Please describe all activities that addressed this tactic during this reporting period (September 30, 2018 through March 31, 2019), highlighting your organization’s major achievements.
- ii. In working towards reaching these targets, please describe what made your efforts easier or harder.
- iii. Using **Table A** below, please list events conducted from September 30, 2018 through March 31, 2019.

**Table A**

Event	Date(s)	Location (City/State)	Target Audience	AAA Campaign(s) Promoted

- iv. Did you feature an AAA campaign at a national conference or convention? Provide the conference title, date, location and number of attendees. Include how the AAA campaign was highlighted (e.g., pop up banners, palm cards in the registration bags) and the number of materials distributed. If there was a formal presentation or workshop featuring an AAA campaign, briefly describe it in the space below.

Tactic 3. Utilize digital and social media to promote AAA and HIV awareness.	Target	Outcome
3A Number of Tweets		
3B Number of Retweets		
3C Number of Facebook posts		
3F Number of Instagram posts		
3H Number of HIV-related e-mail blasts		
3I Number of people reached through HIV-related e-mail blasts		

- i. Please describe all activities that addressed this tactic during this reporting period, highlighting your organization’s major achievements.
- ii. In working towards reaching these targets, please describe what made your efforts easier and/or harder.
- iii. Using **Table B** below, provide the platform, account name/handle, and number of followers. Please describe your use of platforms not used by CDC (e.g., Snapchat, Periscope, Grindr).

**Table B**

Social Media Platform	Account Name or Handle	Number of Followers

- iv. Please describe virtual events facilitated via social media platforms (e.g., Facebook Live, Google Hangout, Twitter Chat).
  
- v. Using **Table C** below, list the virtual event, discussion topic, target audience, number of attendees, and outcomes. Include any other relevant information your narrative.

**Table C**

Name of Virtual Event	Discussion Topic	Target Audience	Number of Attendees	Outcomes

- vi. Did you adapt existing AAA materials or create new materials for your program? If so, please describe the materials created, target audience, and rationale behind



adapting and/or developing new materials for your program.

<b>Tactic 4. Utilize digital media to promote HIV-related information-seeking behaviors among the target audiences.</b>	<b>Target</b>	<b>Outcome</b>
3E Number of clicks on digital advertisements (i.e., banner ads)		
3G Number of clicks to campaign websites via non-banner ad links (i.e., via shortened URLs/coded links)		

- i. Please describe all activities that addressed this tactic during this reporting period, highlighting your organization’s major achievements.
- ii. In working towards reaching these targets, please describe what made your efforts easier and/or harder.

<b>Tactic 5. Facilitate HIV testing among target audiences.</b>	<b>Target</b>	<b>Outcome</b>
4A Number of events with facilitation for HIV testing		
4B Number of HIV tests facilitated	N/A	
4C Number of preliminary positives	N/A	

- i. Please describe all activities that addressed this tactic during this reporting period, highlighting your organization’s major achievements.
- ii. In working towards reaching these targets, please describe what made your efforts easier and/or harder.

<b>Tactic 6. Partner with organizations to promote AAA and CDC HIV messages.</b>	<b>Target</b>	<b>Outcome</b>
5A Number of partners engaged		

- i. Please describe all activities that addressed this tactic during this reporting period, highlighting your organization’s major achievements.
- ii. In working towards reaching these targets, please describe what made your efforts easier and/or harder.
- iii. Using **Table D**, provide the name of the partner, partner location (city and state), nature of the partnership, and outcomes/key successes.

**Table D**

<b>Partner</b>	<b>Partner Location (City/State)</b>	<b>Describe the ways in which your organizations collaborated</b>	<b>Outcomes/key successes</b>

**Additional Feedback**

- i. What were your organization’s major achievements during this reporting period? This should include any major activities you would like to highlight.
- ii. Please describe any lessons learned during the program period. How will the lessons learned inform your HIV programs in Program Year 5?
- iii. If changes were made to your Program Year 4 work plan, indicate the date (month/year) and briefly describe the changes and the reason(s) for the changes.
- iv. Are there currently any PACT program staff vacancies? If yes, please list the position(s) and explain. Describe your plan for filling the vacancy/vacancies.
- v. How can we assist you in achieving the program objectives? What additional technical assistance/support would be helpful in achieving your goals/objectives?

**New Budget Period Proposed Strategies and Activities**

**Plans for Program Year 5, September 30, 2019 – September 29, 2020**

*Please describe your plans to identify gaps and build collaborations and/or strategic partnerships to support the dissemination of Act Against AIDS (AAA) messages and resources via your national engagement efforts. If your plans include establishing new MOUs/MOAs, state how these relationships will help expand the integration of AAA into additional communities.*

*Please describe your plans to develop additional strategic partnerships.*

*Please use Table E to list events proposed for program period September 30, 2019 through September 29, 2020. Provide the event title, date, location, target audience, and AAA campaign you plan to promote.*

**Table E**

Event	Date(s)	Location (City/State)	Target Audience	AAA Campaign(s) Promoted

***Please use Table F to describe potential challenges/barriers that may impact your ability to achieve meeting your goals, objectives, and annual targets for the program period September 30, 2019 through September 29, 2020. List possible or proposed solutions to overcoming the potential challenges/barriers and the resources required (if needed) for a successful outcome.***

**Table F**

<b>Potential Challenges/Barriers</b>	<b>Solutions</b>	<b>Needs/Resources</b>

Please use Attachment A, PACT Work Plan, to provide your organization’s plans to meet PACT goal and objectives for Program Year 5, September 30, 2019 through September 29, 2020.

Organization Name:

Date Work Plan Completed:

September 30, 2019 – September 29, 2020

<b>Outcomes:</b>					
<ul style="list-style-type: none"> <li>Increased exposure to AAA campaigns and corresponding HIV-related messaging among the target audience</li> <li>Increased HIV-related information-seeking behaviors among the target audiences</li> </ul>					
<b>Evaluation Questions:</b>					
<ul style="list-style-type: none"> <li>To what extent did PACT increase dissemination of AAA campaign materials, messaging and other CDC resources?</li> <li>To what extent did PACT increase integration of AAA campaign materials, messaging and other CDC resources into existing or new communication channels?</li> </ul>					
Indicators	Organizational Target FY20	Staff Responsible	Partner(s) Involved	Timeline (start and finish date)	AAA Campaign Promoted
<b>Tactic 1: Utilize traditional and online media outreach to promote AAA and HIV awareness</b>					
1A. Number of media and news placements					
1B. Number of ad placements					
1C. Number of generated media and news impressions					
1D. Number of generated ad impressions					
1E. Monetary value of donated media					
<b>Tactic 2: Encourage national engagement through events featuring AAA or HIV messaging.</b>					

2A. Number of events with HIV messages					
2B. Number of attendees attending the events with HIV messages					
2C. Number of events with HIV messages with media coverage					
2D. Number of materials distributed					
<b>Tactic 3: Utilize digital and social media to promote AAA and HIV awareness</b>					
3A. Number of Tweets					
3B. Number of Retweets					
3C. Number of Facebook posts					
3D. Number of video views <sup>1</sup>	N/A	N/A	N/A	N/A	N/A
3F. Number of Instagram posts					
3H. Number of HIV-related e-mail blasts					
3I. Number of people reached through HIV-related e-mail blasts					

<sup>1</sup> Please note that video views is no longer a required metric.

**Tactic 4: Utilize digital and social media to increase HIV-related information-seeking behaviors among the target populations**

3E. Number of clicks on digital advertisements					
3G. Number of clicks to campaign websites via non-banner ad links					

**Outcomes:**

- Increased facilitation of HIV testing among target audiences
- Increased number/percent of target audience who receive an HIV test

**Evaluation Question:**

- To what extent did PACT increase facilitation of HIV testing?

Indicators	Organizational Target FY20	Staff Responsible	Partner(s) Involved	Timeline (start and finish date)	AAA Campaign Promoted
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**Tactic 5: Facilitate HIV testing among target audiences**

4A. Number of events with facilitation for HIV testing					
4B. Number of HIV tests facilitated	N/A				
4C. Number of preliminary positives	N/A				
4D. Number of zip code searches for testing sites					

**Outcome:**

<ul style="list-style-type: none"> <li>Increased partners promoting HIV prevention strategies</li> </ul>					
<b>Evaluation Question:</b> <ul style="list-style-type: none"> <li>To what extent did PACT increase strategic partnerships to promote HIV prevention strategies?</li> </ul>					
Indicators	Organizational Target FY20	Staff Responsible	Partner(s) Involved	Timeline (Start and Finish Date)	AAA Campaign Promoted
<b>Tactic 6: Partner with organizations to promote AAA and CDC HIV messages</b>					
5A. Number of partners engaged					

**Additional evaluation questions and measures**

- *Do you plan to conduct any additional evaluation not included in this plan? If so, list your evaluation questions, measures, and plans for collection data.*