Office of Grants Services:
CDC Grants and the Application Process

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Agenda

- **Introduction to Grants at CDC**
- **Pre-Application Information and Tips for Applying**
- **SimplerNOFOs**
- **What to Expect as a CDC Recipient**
- **Useful Resources**

Introduction to Grants at CDC

FY 2024 Grant Statistics

Managed 5,501 grant awards to 2,482 recipients that generated 15,226 actions

Obligated $8.06 billion dollars into public health programs and research in the U.S. and around the world

Published 105 new Notice of Funding Opportunities (NOFOs)

Financial Assistance and Acquisition Mechanisms

Grant	• Provide federal funding to assist public health stakeholders in accomplishing a public purpose

Cooperative Agreement	• Type of grant
	• Used where there will be substantial involvement from CDC staff including, but not limited to:
	   o Requiring approvals before undertaking the next phase of a project
	   o Approving proposed subaward or contract provisions
	   o Coordinating/participating in data collection

Acquisition	• Contracts, purchase orders, or task/delivery orders • Acquire goods and services for the direct benefit or use by CDC • Services are provided first and then payment follows

How CDC Staff Work With Recipients

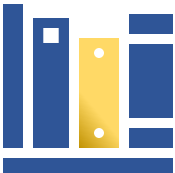Approval of recipient plans prior to award

Conducting site visits

Evaluating progress reports

Providing post-award technical assistance

Ensuring compliance with public policy requirements or terms and conditions of award

Conducting enforcement activities (as needed)

Closer monitoring on the basis of designation of an organization as high-risk

Reviewing and evaluating performance after project completion

Recipient Roles and Responsibilities

- Develops and implements systems and monitoring procedures to ensure proper stewardship of funds

- Identifies areas of special interest and communicates regularly with the CDC Project Officer

- Tracks performance and submits timely reports

- Accounts for its funds to CDC, and is responsible for sub-recipients and sub-contractors

- Complies with Terms and Conditions of Award

Pre-Application Information and Tips for Applying

Highlights of Key Pre-Application Steps

Step 1
GET TO KNOW GRANTS.GOV

- Register as soon as possible
- Process includes certification/ verification and takes several days to a week
- See applicant training on grants.gov

Step 2
REGISTER IN SAM.GOV

- System for Award Management (SAM)
- SAM Registration provides applicants with the Unique Entity Identifier (UEI)
- Help Desk: (866) 606-8220

Step 3
REVIEW THE NOFO

- When reviewing the NOFO, consider creating a task list and a schedule/timeline to ensure the completion

First Stop: GRANTS.GOV

- **A common website for federal agencies to post discretionary funding opportunities**

- **Allows users to electronically find, apply for, and manage federal grant opportunities securely**

- **Single access point for over 1,000 grant programs offered by 26 federal granting agencies**

- **Part of the President's Management Agenda and E-Government Initiatives**
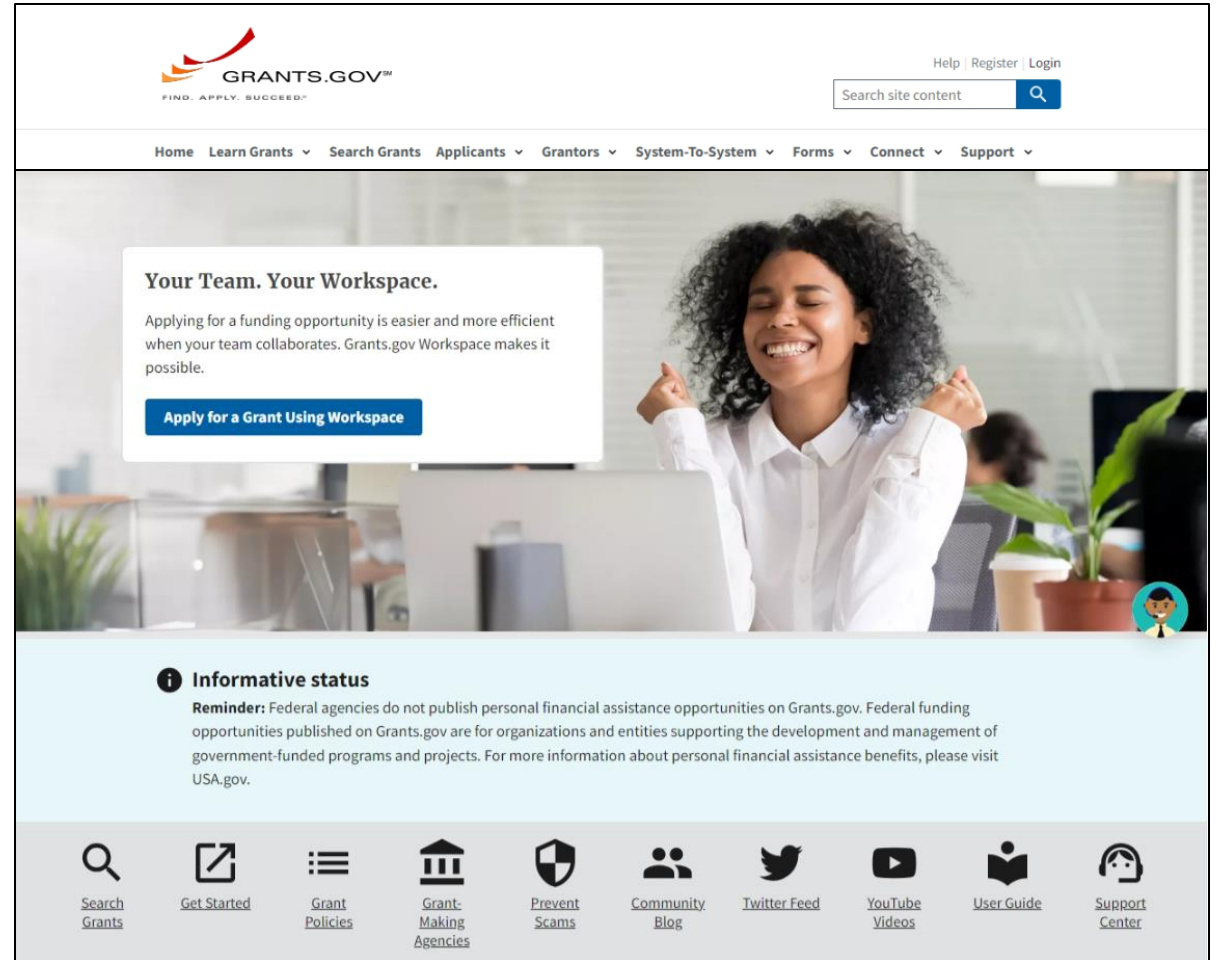
GRANTS.GOV: Finding a Notice of Funding Opportunity (NOFO)

Finding a NOFO: Searching by Eligibility

GRANTS.GOV: Applicant Training Available

https://www.grants.gov/applicants/applicant-training

Second Stop: SAM.gov

https://sam.gov/content/entity-registration

SAM.gov: Entity Registration Checklist

Prepare for Entity Registration in SAM.gov

SAM.gov is an official website of the United States government. SAM.gov is FREE to use. There is no charge to get a Unique Entity ID, register your entity, and maintain your entity registration at SAM.gov.

What can you do with this guide?

The questionnaires and checklists here will help you gather the information you need and prepare to answer the questions in your entity registration.

All Awards registration allows you to bid on contracts and other procurements, as well as apply for financial assistance. Look for the icon on the left to submit an All Awards registration.

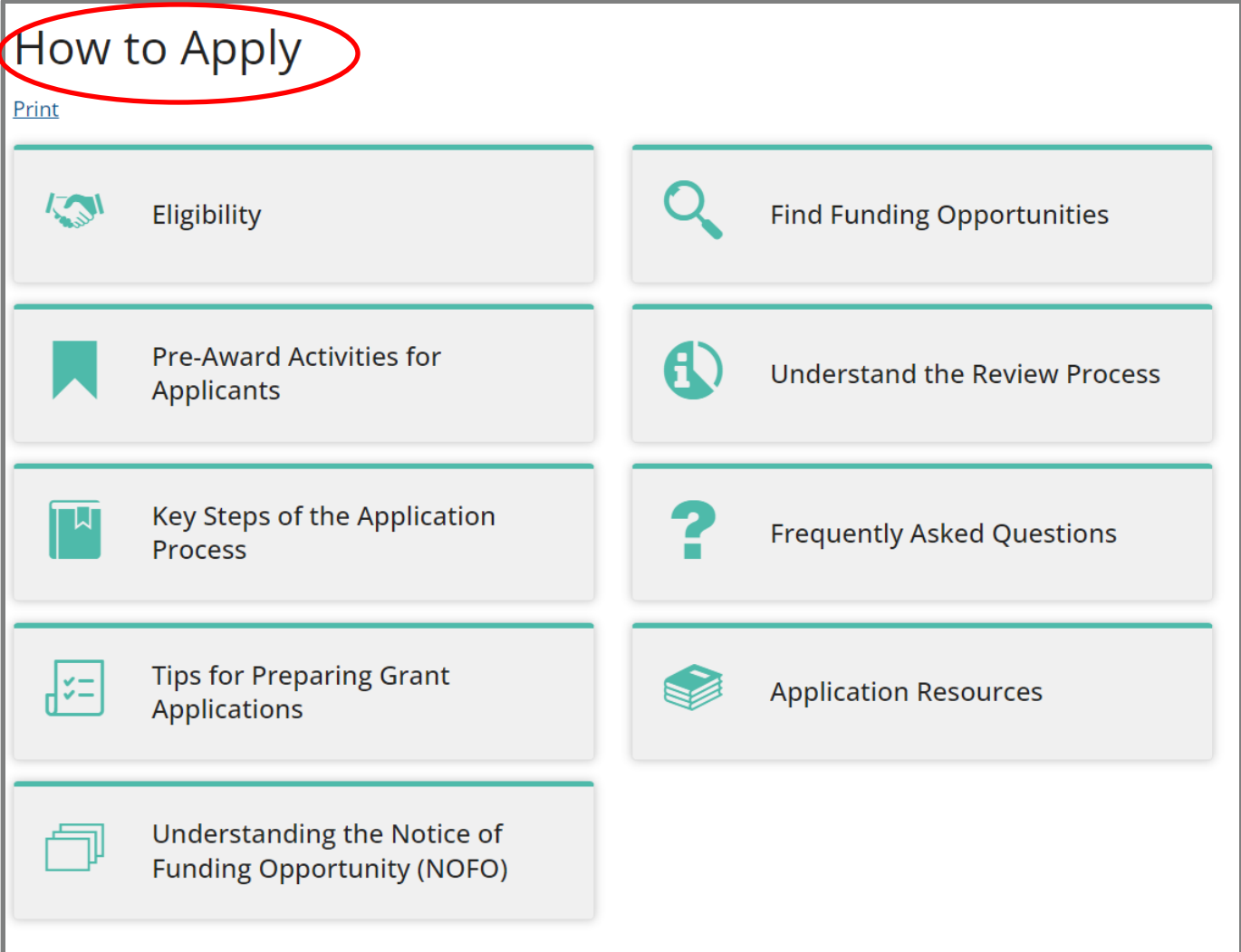Jump to All Awards entity registration questionnaires and checklists

Financial Assistance Awards Only registration allows you to apply for financial assistance, or grants and loans, only. Look for the icon on the left to submit a Financial Assistance Only registration.

Jump to Financial Assistance Awards Only entity registration questionnaires and checklists

More Info and Tips on the CDC Grants Webpage

- **Go to https://www.cdc.gov/grants/applying/index.html**

- **Provides an overview of pre-award activities, tips for preparing applications, and much more**

Grant Application Process: Documents to Include

The NOFO will indicate the required documents, including but not limited to:

- **SF 424 Application for Federal Assistance (non-research)**

- **SF 424A Budget Information**

- **Budget and Project Narrative**

- **Risk Assessment Questionnaire**

Additional Grant Writing Guidance & Tips

https://www.cdc.gov/public-health-gateway/php/index.html
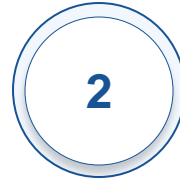
SimplerNOFOs

What is SimplerNOFOs?

Goals

- Make the NOFO process simpler for applicants, recipients, and funding agencies.
- Reduce burdens when applying for grants and expand opportunities for applicants.
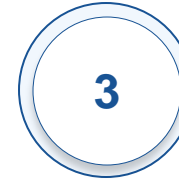
Focus Areas

1

Redesign NOFOs for ease of understanding and to clearly communicate the opportunity in a visually appealing way

2

Improve the use of plain and welcoming language to increase readability and engage potential applicants

3

Simplify NOFO content while providing tools and support to the agencies

What to expect

Grants Welcome Packet: Overview of What Recipients Can Expect

Visit https://www.cdc.gov/grants for more information on CDC recipient grants management.

Grants Management Academy: Federal Grants Training Series

The Federal Grants Management Training Series ↗ helps public health staff, particularly those working with grants, understand roles and responsibilities in federal grant management and how to be good stewards of their federal awards.

Developed by CDC Foundation, in collaboration with CDC's Office of Grants Services and CSTLTS's Office of Island Affairs, this free, self-guided, three-video training series is designed to provide federal grant recipients with the information needed to ensure the successful management of federal grants and cooperative agreements. The series includes a Reference Guide 📄 [PDF – 4.3MB] ↗ with links to resources and steps to manage federal grants management information.

The training series is divided into three modules:

FEDERAL GRANTS MANAGEMENT TRAINING SERIES

Module 1: Federal Grant Basics ↗

Module 2: Notice of Award, Award Budget, and Subrecipients ↗

Module 3: Federal Grant Management ↗

Visit https://www.cdc.gov/tribal-health/index.html and https://www.cdc.gov/island-affairs/about/grants-management-academy.html for more information.

Useful Resources

Useful Resources - HHS

- **HHS General Grants Information**
  - https://www.hhs.gov/grants/grants/grants-policies-regulations/index.html#HHS Grants Policy

- **HHS Grants Policy Statement**
  - https://www.hhs.gov/sites/default/files/hhs-grants-policy-statement-october-2024.pdf

- **45 CFR Part 75- Uniform Administrative Requirements, Cost Principles, and Audits for HHS Awards**
  - http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=0ddb69baec587eeea4ab7e6a68c4acb0&mc=true&r=PART&n=pt45.1.75

Useful Resources - CDC

- **CDC website**
  - Main page: http://www.cdc.gov
  - Funding Information: https://www.cdc.gov/funding/index.html
- **CDC Grant Information**
  - Grants main page: https://www.cdc.gov/grants
  - GrantSolutions: www.grantsolutions.gov
  - CDC General Terms and Conditions for Research and Non-Research Awards: https://www.cdc.gov/grants/federal-regulations-policies/index.html
  - CDC Additional Requirements: https://www.cdc.gov/grants/additional-requirements/index.html
    - Applicable requirements noted in NOFO.
  - CDC Budget Guidelines: https://www.cdc.gov/grants/documents/budget-preparation-guidance.pdf

Questions?

The findings and conclusions in this report are those of the authors and do not necessarily represent the official position of the U. S. Centers for Disease Control and Prevention.