



**Grant Number:** 3U58SO000032-03S1  
**FAIN:** U58SO000032

**Principal Investigator(s):**  
Janet Wilson

**Project Title:** SO11-1101, Behavioral Risk Factor Surveillance System (BRFSS)

Bret Fischer  
FINANCIAL OFFICER  
MISSOURI DEPARTMENT OF  
920 WILDWOOD  
P.O. BOX 570  
JEFFERSON CITY, MO 65102

**Award e-mailed to:** grants@health.mo.gov

**Budget Period:** 03/29/2013 – 03/28/2015  
**Project Period:** 03/29/2011 – 03/28/2015

Dear Business Official:

The Centers for Disease Control and Prevention hereby awards a grant in the amount of \$209,162 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to MISSOURI STATE DEPARTMENT OF HEALTH & SENIOR SERVICES in support of the above referenced project. This award is pursuant to the authority of 301A,311BC,317K2(42USC241A,243BC247BK2) and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Acceptance of this award including the "Terms and Conditions" is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

If you have any questions about this award, please contact the individual(s) referenced in Section IV.

Sincerely yours,

Sharron Orum  
Grants Management Officer  
Centers for Disease Control and Prevention

Additional information follows

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**SECTION I – AWARD DATA – 3U58SO000032-03S1****Award Calculation (U.S. Dollars)**

|                             |           |
|-----------------------------|-----------|
| Salaries and Wages          | \$31,416  |
| Fringe Benefits             | \$15,394  |
| Personnel Costs (Subtotal)  | \$46,810  |
| Consortium/Contractual Cost | \$152,615 |

|                                   |                  |
|-----------------------------------|------------------|
| Federal Direct Costs              | \$199,425        |
| Federal F&A Costs                 | \$9,737          |
| Approved Budget                   | \$209,162        |
| Federal Share                     | \$209,162        |
| <b>TOTAL FEDERAL AWARD AMOUNT</b> | <b>\$209,162</b> |

**AMOUNT OF THIS ACTION (FEDERAL SHARE)** \$209,162

**Fiscal Information:**

CFDA Number: 93.988

EIN: [REDACTED]

Document Number: USO000032A

| IC | CAN     | 2014      |
|----|---------|-----------|
| DP | 93900GA | \$164,398 |
| EH | 939ZRHM | \$22,283  |
| DP | 939ZRJC | \$22,481  |

| SUMMARY TOTAL FEDERAL AWARD AMOUNT YEAR ( 3 ) |                            |                   |
|---|----------------------------|-------------------|
| GRANT NUMBER                                  | TOTAL FEDERAL AWARD AMOUNT |                   |
| 3U58SO000032-03S1                             | \$209,162                  |                   |
| 5U58SO000032-03                               | \$290,268                  |                   |
| <b>TOTAL</b>                                  | <b>\$499,430</b>           |                   |
| SUMMARY TOTALS FOR ALL YEARS                  |                            |                   |
| YR  | THIS AWARD                 | CUMULATIVE TOTALS |
| 3   | \$209,162                  | \$499,430         |

**CDC Administrative Data:**

PCC: / OC: 4151 / Processed: ORUMS 07/09/2014

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**SECTION II – PAYMENT/HOTLINE INFORMATION – 3U58SO000032-03S1**

For payment information see Payment Information section in Additional Terms and Conditions.

INSPECTOR GENERAL: The HHS Office Inspector General (OIG) maintains a toll-free number (1-800-HHS-TIPS [1-800-447-8477]) for receiving information concerning fraud, waste or abuse under grants and cooperative agreements. Information also may be submitted by e-mail to [hhstips@oig.hhs.gov](mailto:hhstips@oig.hhs.gov) or by mail to Office of the Inspector General, Department of Health and Human Services, Attn: HOTLINE, 330 Independence Ave., SW, Washington DC 20201. Such reports are treated as sensitive material and submitters may decline to give their names if they choose to remain anonymous. This note replaces the Inspector General contact information cited in previous notice of award.

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**SECTION III – TERMS AND CONDITIONS – 3U58SO000032-03S1**

This award is based on the application submitted to, and as approved by, CDC on the above-titled project and is subject to the terms and conditions incorporated either directly or by reference in the following:

- a. The grant program legislation and program regulation cited in this Notice of Award.
- b. The restrictions on the expenditure of federal funds in appropriations acts to the extent those restrictions are pertinent to the award.
- c. 45 CFR Part 74 or 45 CFR Part 92 as applicable.
- d. The HS Grants Policy Statement, including addenda in effect as of the beginning date of the budget period.
- e. This award notice, INCLUDING THE TERMS AND CONDITIONS CITED BELOW.

This award has been assigned the Federal Award Identification Number (FAIN) U58SO000032. Recipients must document the assigned FAIN on each consortium/subaward issued under this award.

This award is funded by the following list of institutes. Any papers published under the auspices of this award must cite the funding support of all institutes.

National Center For Chronic Disease Prev And Health Promo (CCDPH)

National Center For Environmental Health (NCEH)

**Treatment of Program Income:**  
Additional Costs

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**SECTION IV – SO Special Terms and Conditions – 3U58SO000032-03S1**

**REVISED NOTICE OF AWARD**

**Funding Opportunity Announcement (FOA): SO11-1101**  
**Award Number: 3U58SO000032-03S1**

**PROGRAM EXPANSION SUPPLEMENT**

**AWARD INFORMATION**

This purpose of this amendment is to approve a 12 month Program Expansion Supplement. Funding in the amount of **\$209,162** has been approved for use during the program expansion. These funds are for the “Behavioral Risk Factor Surveillance System”.

The budget and project period ending date has been extended from 3/28/2014 to 3/28/2015.

The approved amount of **\$209,162** is comprised of new FY14 Appropriation.

Supplemental funded categories:

**Salaries and Wages: \$31,416**  
**Fringe Benefits: \$15,394**  
**Contractual Cost: \$152,615**  
**Indirects: \$9,737**

**Total Award Amount: \$209,162**

These funds are approved for the FY14 fiscal year budget period only with no commitment for continued support in future budget periods.

**REPORTING REQUIREMENTS**

**Annual Federal Financial Report (FFR, SF-425):** A twenty-four (24) month Annual Federal Financial Report (FFR) SF-425 is required and must be submitted through eRA Commons no

later than 90 days after the end of the calendar quarter in which the budget period ends. The FFR for this budget period is due to the GMS/GMO by **June 30, 2015**. Reporting timeframe\* is **March 29, 2013** through **March 28, 2015**.

**\* NOTE: Annual FFR reporting timeframe will be for a 24 month reporting period and shall be submitted in eRA Commons under 5U58SO00032-03.**

The FFR should only include those funds authorized and disbursed during the timeframe covered by the report. The final FFR must indicate the exact balance of unobligated funds and may not reflect any unliquidated obligations. There must be no discrepancies between the final FFR expenditure data and the Payment Management System's (PMS) cash transaction data. All Federal reporting in PMS is unchanged.

Failure to submit the required information in a timely manner may adversely affect the future funding of this project. If the information cannot be provided by the due date, the grantee is required to contact the Grants Officer listed in the contacts section of this notice before the due date.

FFR (SF-425) instructions for CDC Grantees are available at <http://grants.nih.gov/grants/forms.htm>. For further information, contact GrantsInfo@nih.gov. Additional resources concerning the eFSR/FFR system, including a User Guide and an on-line demonstration, can be found on the eRA Commons Support Page: <http://www.cdc.gov/od/pgo/funding/grants/eramain.shtm>.

## **CLOSEOUT REQUIREMENTS**

Grantees must submit closeout reports in a timely manner. Unless the Grants Management Specialist/Grants Management Officer (GMS/GMO) approves a deadline extension the grantee must submit all closeout reports within 90 days after the last day of the final budget period. Reporting timeframe is **March 29, 2011** through **March 28, 2015**. Failure to submit timely and accurate final reports may affect future funding to the organization or awards under the direction of the same Project Director/Principal Investigator (PD/PI).

All manuscripts published as a result of the work supported in part or whole by the cooperative grant must be submitted with the progress reports.

An original plus two copies of the reports must be mailed to the GMS for approval by the GMO by the due date noted. Ensure the Award and Program Announcement numbers shown above are on the reports.

The final and other programmatic reports required by the terms and conditions of the NoA are the following.

**Final Performance Report:** An original and two copies are required. At a minimum, the report should include the following:

- Statement of progress made toward the achievement of originally stated aims.
- Description of results (positive or negative) considered significant.
- List of publications resulting from the project, with plans, if any, for further publication.

**Final Federal Financial Report (FFR, SF-425):** The FFR should only include those funds authorized and actually expended during the timeframe covered by the report. The Final FFR, SF-425 is required and must be submitted through eRA Commons no later than 90 days after the end of the project period. This report must indicate the exact balance of unobligated funds and may not reflect any unliquidated obligations. Should the amount not match with the final expenditures reported to the Department of Health and Human Services' Payment Management System (PMS), you will be required to update your reports to PMS accordingly. Remaining unobligated funds will be de-obligated and returned to the U.S. Treasury.

If the final reports (FFR and Final Progress Report) cannot be submitted within 90 days after the end of the project period, in accordance with 2 CFR Parts 200.343 (Closeout), 225 and 230, the

grantee must submit a letter requesting an extension that includes the justification for the delay and state the expected date the CDC Procurement and Grants Office will receive the reports. All required documents must be mailed to the business contact identified in Staff Contacts.

**Equipment Inventory Report:** An original and two copies of a complete inventory must be submitted for all major equipment acquired or furnished under this project with a unit acquisition cost of \$5,000 or more. The inventory list must include the description of the item, manufacturer serial and/or identification number, acquisition date and cost, percentage of Federal funds used in the acquisition of the item. The grantee should also identify each item of equipment that it wishes to retain for continued use in accordance with 2 CFR Parts 200, 215.37 or 2 CFR Part 215.71. These requirements do apply to equipment purchased with non-federal funds for this program. The awarding agency may exercise its rights to require the transfer of equipment purchased under the assistance award referenced in the cover letter. CDC will notify the grantee if transfer to title will be required and provide disposition instruction on all major equipment. Equipment with a unit acquisition cost of less than \$5,000 that is no longer to be used in projects or programs currently or previously sponsored by the Federal Government may be retained, sold, or otherwise disposed of, with no further obligation to the Federal Government. If no equipment was acquired under this award, a negative report is required.

**Final Invention Statement:** An original and two copies of a Final Invention Statement are required. Electronic versions of the form can be downloaded by visiting <http://www.hhs.gov/forms/hhs568.pdf>. If no inventions were conceived under this assistance award, a negative report is required. This statement may be included in a cover letter.

Grantee must continue to exercise proper stewardship over Federal funds by ensuring that all costs charged to their cooperative agreement are allowable, allocable, necessary and reasonable.

All the other terms and conditions issued with the original award remain in effect throughout the budget period unless otherwise changed, in writing, by the Grants Management Officer.

PLEASE REFERENCE YOUR AWARD NUMBER ON ALL CORRESPONDENCE

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**STAFF CONTACTS**

**Grants Management Specialist:** Annie Curry  
Centers Disease Control and Prevention  
Grants Management Specialist  
PGO / Branch 6  
2920 Brandywine Road, M/S K-69  
Atlanta, GA 30341-414  
**Email:** [ih6@cdc.gov](mailto:ih6@cdc.gov) **Phone:** (770) 488-2823

**Grants Management Officer:** Sharron Orum  
Centers for Disease Control and Prevention  
Procurement and Grants Office  
Koger Center, Colgate Building  
2920 Brandywine Road, Mail Stop K 14  
Atlanta, GA 30341  
**Email:** [spo2@cdc.gov](mailto:spo2@cdc.gov) **Phone:** 770-488-2716

**SPREADSHEET SUMMARY**

**GRANT NUMBER:** 3U58SO000032-03S1

**INSTITUTION:** MISSOURI STATE DEPT/ HEALTH & SENIOR SRV

|                    |          |
|--------------------|----------|
| Budget             | Year 3   |
| Salaries and Wages | \$31,416 |
| Fringe Benefits    | \$15,394 |

|                             |           |
|-----------------------------|-----------|
| Personnel Costs (Subtotal)  | \$46,810  |
| Consortium/Contractual Cost | \$152,615 |
| TOTAL FEDERAL DC            | \$199,425 |
| TOTAL FEDERAL F&A           | \$9,737   |
| TOTAL COST                  | \$209,162 |