

1. DATE ISSUED MM/DD/YYYY 2. CFDA NO. 3. ASSISTANCE TYPE
 09/01/2018 93.439 Cooperative Agreement

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Centers for Disease Control and Prevention
CDC Office of Financial Resources

2920 Brandywine Road
 Atlanta, GA 30341

NOTICE OF AWARD

AUTHORIZATION (Legislation/Regulations)
 301(a) and 317(k)(2) of the Public Health Service Act, [42 U.S.C. Section
 241(a) and 247b(k)(2)], as amended.

1a. SUPERSEDES AWARD NOTICE dated
 except that any additions or restrictions previously imposed remain
 in effect unless specifically rescinded

4. GRANT NO. 5. ACTION TYPE
 1 NU58DP006506-01-00 New
 Formerly

6. PROJECT PERIOD MM/DD/YYYY
 From 09/30/2018 Through 09/29/2023

7. BUDGET PERIOD MM/DD/YYYY
 From 09/30/2018 Through 09/29/2019

8. TITLE OF PROJECT (OR PROGRAM)
 Missouri Physical Activity and Nutrition Program (MPAN)

9a. GRANTEE NAME AND ADDRESS
 HEALTH AND SENIOR SERVICES, MISSOURI DEPARTMENT OF
 Alternate Name: MISSOURI STATE DEPT/ HEALTH & SENIOR SRV
 920 Wildwood Dr
 Community and Public Health-DUP2
 Jefferson City, MO 65109-5796

9b. GRANTEE PROJECT DIRECTOR
 Mr. Steve Cramer
 930 Wildwood Dr
 Jefferson City, MO 65109-5796
 Phone: 5735222806

10a. GRANTEE AUTHORIZING OFFICIAL
 Ms. Tonya R Loucks
 920 WILDWOOD DR
 Business Official
 JEFFERSON CITY, MO 65109-5796
 Phone: 573-751-6014

10b. FEDERAL PROJECT OFFICER
 Ms. Janylle Gilyard
 1600 Clifton Rd
 Atlanta, GA 30333
 Phone: 770-488-5342

ALL AMOUNTS ARE SHOWN IN USD

11. APPROVED BUDGET (Excludes Direct Assistance)	
I Financial Assistance from the Federal Awarding Agency Only	
II Total project costs including grant funds and all other financial participation I	
a. Salaries and Wages	255,606.00
b. Fringe Benefits	135,471.00
c. Total Personnel Costs	391,077.00
d. Equipment	0.00
e. Supplies	5,220.00
f. Travel	12,250.00
g. Construction	0.00
h. Other	42,123.00
i. Contractual	350,195.00
j. TOTAL DIRECT COSTS →	800,865.00
k. INDIRECT COSTS	83,299.00
l. TOTAL APPROVED BUDGET	884,164.00
m. Federal Share	884,164.00
n. Non-Federal Share	0.00

12. AWARD COMPUTATION	
a. Amount of Federal Financial Assistance (from item 11m)	884,164.00
b. Less Unobligated Balance From Prior Budget Periods	0.00
c. Less Cumulative Prior Award(s) This Budget Period	0.00
d. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION	884,164.00
13. Total Federal Funds Awarded to Date for Project Period	884,164.00

14. RECOMMENDED FUTURE SUPPORT (Subject to the availability of funds and satisfactory progress of the project):			
YEAR	TOTAL DIRECT COSTS	YEAR	TOTAL DIRECT COSTS
a. 2	884,164.00	d. 5	884,164.00
b. 3	884,164.00	e. 6	
c. 4	884,164.00	f. 7	

15. PROGRAM INCOME SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES:

a. DEDUCTION b. ADDITIONAL COSTS c. MATCHING d. OTHER RESEARCH (Add / Deduct Option) e. OTHER (See REMARKS)	b
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16. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY, THE FEDERAL AWARDING AGENCY 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
 b. The grant program regulations.
 c. This award notice including terms and conditions, if any, noted below under REMARKS.
 d. Federal administrative requirements, cost principles and audit requirements applicable to this grant.

In the event there are conflicting or otherwise inconsistent policies applicable to the grant, the above order of precedence shall prevail. Acceptance of the grant terms and conditions is acknowledged by the grantee when funds are drawn or otherwise obtained from the grant payment system.

REMARKS (Other Terms and Conditions Attached - Yes No)

GRANTS MANAGEMENT OFFICIAL: **Stephanie Latham**

17. OBJ CLASS	41.51	18a. VENDOR CODE		18b. EIN		19. DUNS	878092600	20. CONG. DIST.	03
FY-ACCOUNT NO.		DOCUMENT NO.		ADMINISTRATIVE CODE		AMT ACTION FIN ASST		APPROPRIATION	
21. a.	8-921019V	b.	18NU58DP006506	c.	DP	d.	\$884,164.00	e.	75-18-0948
22. a.		b.		c.		d.		e.	
23. a.		b.		c.		d.		e.	

NOTICE OF AWARD (Continuation Sheet)

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Direct Assistance

BUDGET CATEGORIES	PREVIOUS AMOUNT (A)	AMOUNT THIS ACTION (B)	TOTAL (A + B)
Personnel	\$0.00	\$0.00	\$0.00
Fringe Benefits	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00

NOTICE OF AWARD (Continuation Sheet)

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Federal Financial Report Cycle			
Reporting Period Start Date	Reporting Period End Date	Reporting Type	Reporting Period Due Date
09/30/2018	09/29/2019	Annual	12/28/2019
09/30/2019	09/29/2020	Annual	12/28/2020
09/30/2020	09/29/2021	Annual	12/28/2021
09/30/2021	09/29/2022	Annual	12/28/2022
09/30/2022	09/29/2023	Annual	12/28/2023

AWARD ATTACHMENTS

MISSOURI STATE DEPT/ HEALTH & SENIOR SRV

1 NU58DP006506-01-00

1. Terms and Conditions
2. Summary Statement

AWARD INFORMATION

Incorporation: In addition to the federal laws, regulations, policies, and CDC General Terms and Conditions for Non-research awards at <https://www.cdc.gov/grants/federalregulationspolicies/index.html>, the Centers for Disease Control and Prevention (CDC) hereby incorporates Notice of Funding Opportunity (NOFO) number CDC-RFA-DP18-1807, entitled State Physical Activity and Nutrition Program, and application dated June 14, 2018, as may be amended, which are hereby made a part of this Non-research award, hereinafter referred to as the Notice of Award (NoA).

Approved Funding: Funding in the amount of \$884,164 is approved for the Year 01 budget period, which is September 30, 2018 through September 29, 2019. All future year funding will be based on satisfactory programmatic progress and the availability of funds.

The federal award amount is subject to adjustment based on total allowable costs incurred and/or the value of any third party in-kind contribution when applicable.

Note: Refer to the Payment Information section for Payment Management System (PMS) subaccount information.

Financial Assistance Mechanism: Cooperative Agreement

Substantial Involvement by CDC: This is a cooperative agreement and CDC will have substantial programmatic involvement after the award is made. Substantial involvement is in addition to all post-award monitoring, technical assistance, and performance reviews undertaken in the normal course of stewardship of federal funds.

CDC program staff will assist, coordinate, or participate in carrying out effort under the award, and recipients agree to the responsibilities therein, as detailed in the NOFO.

CDC will have substantial involvement beyond site visits and regular performance and financial monitoring during the period of performance. CDC activities are intended to ensure the success of the project and will include the following:

- Provide ongoing technical assistance.
- Provide SPAN implementation guidance to recipients on identifying and implementing strategies and activities.
- Facilitate collaborative opportunities with other CDC funded NOFO national and state partners.
- Promote information sharing between recipients:
 - Facilitate routine conference calls, webinars, and other informational exchange.
 - Develop mechanism for documenting and sharing lessons learned.
- Convene recipient trainings.

Additionally, CDC will:

- Ensure that recipients have access to expertise found throughout NCCDPHP.
- Collaborate with recipients to explore appropriate flexibilities needed to meet public health outcomes and goals. Flexibility in cooperative agreements includes recipient's ability to propose alternative methods to achieve the outcomes and goals of the cooperative agreement that align with recipient's opportunities for success, infrastructure, partner and stakeholder buy-in, demographics, and burden. This includes bringing together resources from multiple cooperative agreements to jointly advance the goals of each, and expanding

- the dialogue to bring in other CDC and recipient staff to reach a win/win solution.
- Create greater efficiencies and consistency across NCCDPHP programs. For example,
 - Jointly developed resources and tools that focus on cross-cutting functions, settings, domains, risk factors, conditions and diseases to ensure consistent messages and to meet technical assistance needs.
 - Joint training and technical assistance opportunities that help recipients produce policies and programs that are more holistic and fully supportive of work in tobacco, nutrition, physical activity, chronic disease management and other strategies and topics, as appropriate.
 - Continue and expand support for recipients to leverage NCCDPHP resources to address cross-cutting functions, domains, settings, risk factors, and diseases.

Objective Review Statement Response Requirement: The review comments on the strengths and weaknesses of the proposal are provided as part of this award. A response to the weaknesses in these statements must be submitted to and approved, in writing, by the Grants Management Specialist/Grants Management Officer (GMS/GMO). **The response must be submitted in GrantSolutions as an amendment, type “Summary Statement/Technical Review Response to Weaknesses.** Failure to submit the required information by the due date, **October 30, 2018**, will cause delay in programmatic progress and will adversely affect the future funding of this project.

Key Personnel: In addition to the Principal Investigator/Project Director identified in this Notice of Award, the application and work plan included individuals considered key personnel. In accordance 45 CFR Part 75.308, the recipient must request prior approval from CDC to change the following individual/position:

- ***Lisa Farmer – Nutrition Coordinator***
- ***Kathy Craig – Physical Activity Coordinator***

Budget Revision Requirement: By **October 30, 2018** the recipient must submit a revised budget with a narrative justification **based on the approved funding. The Budget Revision must be submitted in GrantSolutions as an amendment, type “Budget Revision”.** 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, you are required to contact the GMS/GMO identified in the CDC Staff Contacts section of this notice before the due date.

Expanded Authority: The recipient is not permitted the following expanded authority in the administration of the award.

FUNDING RESTRICTIONS AND LIMITATIONS

Notice of Funding Opportunity (NOFO) Restrictions: Restrictions that must be considered while planning the programs and writing the budget are:

- Recipients may not use funds for research.
- Recipients may not use funds for clinical care except as allowed by law.
- Recipients may use funds only for reasonable program purposes, including personnel, travel, supplies, and services.
- Generally, recipients may not use funds to purchase furniture or equipment. Any such proposed spending must be clearly identified in the budget.
- Reimbursement of pre-award costs generally is not allowed, unless the CDC provides written approval to the recipient.
- Other than for normal and recognized executive-legislative relationships, no funds may be used

for:

- publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body
- the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before any legislative body
- See [Additional Requirement \(AR\) 12](#) for detailed guidance on this prohibition and [additional guidance on lobbying for CDC recipients](#).
- The direct and primary recipient in a cooperative agreement program must perform a substantial role in carrying out project outcomes and not merely serve as a conduit for an award to another party or provider who is ineligible.
- In accordance with the United States Protecting Life in Global Health Assistance policy, all non-governmental organization (NGO) applicants acknowledge that foreign NGOs that receive funds provided through this award, either as a prime recipient or subrecipient, are strictly prohibited, regardless of the source of funds, from performing abortions as a method of family planning or engaging in any activity that promotes abortion as a method of family planning, or to provide financial support to any other foreign non-governmental organization that conducts such activities. See [Additional Requirement \(AR\) 35](#) for applicability (<https://www.cdc.gov/grants/additionalrequirements/ar-35.html>).

Indirect Costs: Indirect costs are approved based on the negotiated indirect cost rate agreement dated March 9, 2018, which calculates indirect costs as follows, a Fixed is approved at a rate of 21.3% of the base, which includes, direct salaries and wages including all fringe benefits. The effective dates of this indirect cost rate are from July 1, 2018 to June 30, 2019.

REPORTING REQUIREMENTS

Performance Progress and Monitoring: Performance information collection initiated under this grant/cooperative agreement has been approved by the Office of Management and Budget under **OMB Number 0920-1132, “Performance Progress and Monitoring Report”, Expiration Date 8/31/2019.** The components of the PPMR are available for download at: <https://www.cdc.gov/grants/alreadyhavegrant/Reporting.html> .

Required Disclosures for Federal Awardee Performance and Integrity Information System (FAPIS): Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the CDC, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the CDC and to the HHS OIG at the following addresses:

CDC, Office of Grants Services
Romero Stokes, Grants Management Officer/Specialist
Centers for Disease Control and Prevention
Chronic Disease and Birth Defects Services Branch
2920 Brandywine Road, Mailstop E-09
Atlanta, Georgia 30341
Email: Inj0@cdc.gov (Include “Mandatory Grant Disclosures” in subject line)

AND

U.S. Department of Health and Human Services
Office of the Inspector General
ATTN: Mandatory Grant Disclosures, Intake Coordinator
330 Independence Avenue, SW
Cohen Building, Room 5527
Washington, DC 20201

Fax: (202)-205-0604 (Include "Mandatory Grant Disclosures" in subject line) or
Email: MandatoryGranteeDisclosures@oig.hhs.gov

Recipients must include this mandatory disclosure requirement in all subawards and contracts under this award.

Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371. Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180 and 376, and 31 U.S.C. 3321).

CDC is required to report any termination of a federal award prior to the end of the period of performance due to material failure to comply with the terms and conditions of this award in the OMB-designated integrity and performance system accessible through SAM (currently FAPIIS). (45 CFR 75.372(b)) CDC must also notify the recipient if the federal award is terminated for failure to comply with the federal statutes, regulations, or terms and conditions of the federal award. (45 CFR 75.373(b))

PAYMENT INFORMATION

The HHS Office of the 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 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.

Payment Management System Subaccount: Funds awarded in support of approved activities have been obligated in a newly established subaccount in the PMS, herein identified as the "P Account". Funds must be used in support of approved activities in the NOFO and the approved application. All award funds must be tracked and reported separately.

The grant document number identified on the bottom of Page 1 of the Notice of Award must be known in order to draw down funds.

CDC Staff Contacts

Grants Management Specialist: The GMS is the federal staff member responsible for the day-to-day management of grants and cooperative agreements. The GMS is the primary contact of recipients for business and administrative matters pertinent to grant awards.

GMS Contact:

Romero Stokes, Grants Management Specialist
Centers for Disease Control and Prevention
Chronic Disease and Birth Defects Services Branch
2920 Brandywine Road, Mailstop E-09
Atlanta, Georgia 30341

Telephone: 770-488-2075
Email: Inj0@cdc.gov

Program/Project Officer: The PO is the federal official responsible for monitoring the programmatic, scientific, and/or technical aspects of grants and cooperative agreements, as well as contributing to the effort of the award under cooperative agreements.

Programmatic Contact:

Jamylle Gilyard, Project Officer
Centers for Disease Control and Prevention
Division of Nutrition, Physical Activity, and Obesity
4770 Buford Highway
Telephone: 770-488-5342
Email: jgilyard@cdc.gov

Grants Management Officer: The GMO is the federal official responsible for the business and other non-programmatic aspects of grant awards. The GMO is the only official authorized to obligate federal funds and is responsible for signing the NoA, including revisions to the NoA that change the terms and conditions. The GMO serves as the counterpart to the business officer of the recipient organization.

GMO Contact:

Stephanie Latham, Grants Management Officer
Centers for Disease Control and Prevention
Chronic Disease and Birth Defects Services Branch
2920 Brandywine Road, Mailstop E-09
Atlanta, Georgia 30341
Telephone: 770-488-2917
Email: fzv6@cdc.gov

**National Center for Chronic Disease Prevention and Health Promotion
Notice of Funding Opportunity DP18-1807
State Physical Activity and Nutrition Program
SUMMARY STATEMENT**

Date Reviewed: 7/11/2018

Applicant Name: Missouri Department of Health and Senior Services

Application #: NU58DP2018006659

Reviewers' Comments on the Application

Strengths:

1. The application presents the magnitude of the public health need in Missouri, including the decline in overall health ranking.
2. The work plan aligns with the CDC project description and logic model and includes proposed activities for all 5 strategies; plan also defines a target population and the geographic area where work will be focused.
3. The application clearly delineates communication activities for all strategic areas.
4. The applicant states how process and outcome performance measures will be regularly collected, how key evaluation questions will be analyzed and reviewed, and how these findings will be used for continuous program quality improvement.
5. Responsibility for evaluation data collection and tracking activities are clearly assigned to the strategy leads.
6. Data sources for the evaluation are clearly outlined and relevant state data sources are described.
7. The applicant presents a plan to form an Evaluation Advisory Committee with members who have expertise in the five strategies and includes representatives from various sectors.
8. The application includes already established positions, including the nutrition and the physical activity coordinators, a principal investigator, project director, leads for each strategy, a communication lead, and an evaluation lead.
9. Letters of support and MOUs are extensive and clearly demonstrate established partnerships that support implementation of the SPAN strategies.
10. The project management structure, staff roles and responsibilities, and an organizational chart are clearly defined.
11. Evidence of recent successes at the state and local levels were described.

Weaknesses:

1. It is not clear that the development of a smartphone app is feasible within the proposed timeline of year 1.
2. The applicant does not present the approval processes required for the proposed surveys to be implemented in year 1.

Recommendations:

1. Applicant should ensure that sufficient resources to develop a smartphone app are made available.
2. Applicant should clarify approval processes needed to implement the proposed surveys.

Comments on Budget and Budget Narrative

The applicant should revise their budget using the following guidance.

- Submit a revised budget to Office of Financial Resources (OFR) with a copy to your project officer 30 days after the start of the budget period and should be reflective of the amount in the Notice of Award.
- CDC recommends recipients budget at least 25% of the proposed total annual budget to effectively support the organization(s) that will plan, implement, and evaluate local work.
- CDC recommends using a minimum of 10% of the annual award to support evaluation activities.
- A required recipient-training meeting will be scheduled in Spring 2019. Recipients should budget up to seven (5 program and 2 evaluators) staff to participate for up to five days of training in Atlanta, Georgia. The evaluation training mentioned in the NOFO will be a part of this training
- The budget narrative should clearly identify the salary/ fringe/ contractual support of the required staff: principal investigator, program manager, nutrition coordinator, physical activity coordinator, and fiscal manager. If any of these staff is supported in-kind, this should be clearly stated.
- All proposed contracts must include the following: Name of Contractor, Selection Method, Period of Performance, and Method of Accountability. All budget and justification must be itemized to include applicable categories found on page 24 of the NOFO: Salaries and wages, fringe benefits, consultant costs, etc.