



NOTICE OF AWARD (Continuation Sheet)

|                                |                           |
|--------------------------------|---------------------------|
| PAGE 2 of 3                    | DATE ISSUED<br>06/17/2019 |
| GRANT NO. 5 NU17CE924853-04-00 |                           |

| FY-ACCOUNT NO.  | DOCUMENT NO.  | CFDA      | ADMINISTRATIVE CODE | AMT ACTION FIN ASST | APPROPRIATION |
|-----------------|---------------|-----------|---------------------|---------------------|---------------|
| 24.a. 9-939ZSPT | b. 16CE924853 | c. 93.136 | d. CE               | e. \$357,064.00     | f. 75-19-0952 |

**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        |
| <b>Total</b>      | <b>\$0.00</b>       | <b>\$0.00</b>          | <b>\$0.00</b> |

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| Federal Financial Report Cycle |                           |                |                           |
|--------------------------------|---------------------------|----------------|---------------------------|
| Reporting Period Start Date    | Reporting Period End Date | Reporting Type | Reporting Period Due Date |
| 09/01/2016                     | 08/31/2017                | Annual         | 11/29/2017                |
| 09/01/2017                     | 08/31/2018                | Annual         | 11/29/2018                |
| 09/01/2018                     | 08/31/2019                | Annual         | 11/29/2019                |
| 09/01/2019                     | 08/31/2020                | Annual         | 11/29/2020                |

# AWARD ATTACHMENTS

Missouri Department of Health

5 NU17CE924853-04-00

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1. FY19 Terms and Conditions
2. FY19 Technical Review

## 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 CE16-1607, entitled "Collecting Violent Death Information Using the National Violent Death Reporting System (NVDRS), and application dated April 12, 2019, 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 \$357,064 is approved for the Year 04 budget period, which is September 1, 2019 through August 31, 2020. 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.

- Provide a case definition as well as documentation and descriptions of how to collect required data elements
- Provide a web-based system to enter data, to export data to the applicant, and to share data with CDC. The web-based data entry system will also support data quality by providing data summaries and implementing data entry rules, including restricting data entry to valid values
  - Provide training on how to use the web-based data entry system
- Provide applicant results from CDC monitoring and evaluation activities including updates on key performance measures, CDC data quality reports, CDC case reviews, and observations from CDC site and reverse site visits when resources are available.
- Work with applicants to solve challenges identified in evaluation and monitoring activities such as problems of missing or inaccurate data.
- Provide technical assistance in solving problems in all aspects of the system through monthly conference calls, discussions with science and project officers, maintaining a help desk for abstraction questions and questions about the web-based data entry system, and periodic applicant site or reverse site visits as resources are available.

**Objective/Technical 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) noted in the CDC Staff Contacts section of this NoA, no later than 30 days from the budget period start date. Failure to submit the required information by the due date, October 1, 2019, will cause delay in programmatic progress and

will adversely affect the future funding of this project.

**Budgetary Requirement:**

**Personnel:** Notify OGS upon filling vacant position with name and hire date

**Expanded Authority:** The recipient is permitted the following expanded authority in the administration of the award.

**Note to GMS: Delete the term and list below if Expanded Authorities do not apply to this NOA.**

- Carryover of unobligated balances from one budget period to a subsequent budget period. Unobligated funds may be used for purposes within the scope of the project as originally approved. Recipients will report use, or intended use, of unobligated funds in Section 12 "Remarks" of the annual Federal Financial Report. If the GMO determines that some or all of the unobligated funds are not necessary to complete the project, the GMO may restrict the recipient's authority to automatically carry over unobligated balances in the future, use the balance to reduce or offset CDC funding for a subsequent budget period, or use a combination of these actions..

**Program Income:** Any program income generated under this grant or cooperative agreement will be used in accordance with the Addition alternative.

Addition alternative: Under this alternative, program income is added to the funds committed to the project/program and is used to further eligible project/program objectives.

Note: The disposition of program income must have written prior approval from the GMO.

**FUNDING RESTRICTIONS AND LIMITATIONS**

**Notice of Funding Opportunity (NOFO) Restrictions:**

- Applicants may not use funds for research
- Applicants may not use funds for clinical care
- Applicants may use funds only for reasonable program purposes, including personnel, travel, supplies and services
- Generally, applicants 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 is not allowed
- Other than for normal and recognized executive-legislative relationships, no funds may be use 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, administration 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 awardees

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

## 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 Provisional is approved at a rate of 21.30% 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, 2019 to June 30, 2021.

## 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  
LaQuanda Lewis, Grants Management Specialist  
Centers for Disease Control and Prevention  
OD, Environmental, Occupational Health & Injury Prevention Services Branch  
2939 Flowers Rd  
Atlanta, GA 30341  
Email: [hrf6@cdc.gov](mailto:hrf6@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](mailto: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 [hstips@oig.hhs.gov](mailto:hstips@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:**

LaQuanda Lewis, Grants Management Specialist  
Centers for Disease Control and Prevention  
OD, Environmental, Occupational Health & Injury Prevention Services Branch  
2939 Flowers Rd  
Atlanta GA 30341  
Telephone: 770-488-2969  
Email: [hrf6@cdc.gov](mailto:hrf6@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:**

Michele LaLand, Project Officer  
Centers for Disease Control and Prevention  
Division of Violence Prevention  
4770 Buford Highway  
Chamblee GA 30341  
Telephone: 770-488-4244  
Email: [gev8@cdc.gov](mailto:gev8@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:**

Brownie Anderson-Rana, Grants Management Officer  
Centers for Disease Control and Prevention  
OD, Environmental, Occupational Health & Injury Prevention Services Branch  
2939 Flowers Rd  
Atlanta GA 30341  
Telephone: 770-488-2771  
Email: [fl2@cdc.gov](mailto:fl2@cdc.gov)

**National Center for Injury Prevention and Control  
Division of Violence Prevention/Surveillance Branch  
Technical Review**

Awardee's Name: Missouri Department of Health and Senior Services (DHSS)

Grantee #: NU17CE942853

Budget Year: FY 2019

FOA #: CE16-1607

Title: Missouri Violent Death Reporting System (MOVDRS)

Requested Amount: \$357,064

Recommended Award Amount: \$357,064

Actual Unobligated Funds: \$

Estimated Unobligated Funds: \$

**1. Response to Technical Review (check one):**

The awardee must submit a response to the weakness (es) and recommendations identified in the technical review within 30 days from receipt date of the notice of award. **(Note: The awardee's response should be reflective only of the weaknesses identified, therefore, resubmission of the entire application is not required.)**

No response to Technical Review is required.

**2. Budget and Work-plan (check one):**

Revised Budget and Work-plan are needed due to a reduction in proposed budget, which affects the proposed activities/work-plan. **(Attach budget mark-up and justification to be used by GMS to request revised budget and work-plan.)**

Revised budget and work-plan are required due to – (provide reason(s)):

Revised budget and work-plan are **NOT** required.

**3. Performance (check one):**

The project officer certifies performance is satisfactory to date and continued funding is recommended.

The project officer certifies performance is not fully satisfactory to date and weaknesses and recommendations should be addressed, continued funding should be restricted until attached recommendations are met.

The project officer has determined performance to date has been less than satisfactory and continued funding is denied. The project officer's determination is based on below factual data as published in the announcement.

Project Officer's Name: *Michèle LaLand*

Date: 04/30/2019

Awardee's Name: Missouri Department of Health and Senior Services (DHSS)

Award #: NU17CE942853

Budget Year: FY 2019

**A. Progress report:**

The Missouri Department of Health and Senior Services has continued implementing the Missouri Violent Death Reporting System (MOVDRS) , with the goal of providing public health authorities and other interested parties with a more comprehensive understanding of the circumstances surrounding violent deaths within the state. MOVDRS aims to provide high quality data to give communities a clearer understanding of violent deaths to guide local decisions about efforts to prevent violence and track progress over time.

To summarize the progress and activities of MOVDRS: 1) MOVDRS is now fully staffed this year; 2) their CME Abstractor attended the NVDRS Reverse Site Visit in Atlanta in December, 2018; 3) their advisory board represents membership from a diverse range of stakeholders and data providers, and has remained stable from last year. Outreach efforts to engage data providers are ongoing; and 4) the MOVDRS team currently has the participation of 52 county coroners, representing 1,655 cases out of 2,039 total violent deaths in Missouri (81%).

With regard to activities for the remainder of the budget period, MOVDRS will focus on 1) continued outreach to stakeholders and data providers, 2) onboarding new counties/data providers, 3) developing dissemination strategies and reports, 4) finalization of the 2017 data, and 5) exploring linkages between 2017 violent death cases and hospitalization data.

**Summary of Major Strengths:**

As of 01/16/2019, MOVDRS is fully staffed with a Principal Investigator (PI), Project Director (PD), Project Manager (PM), three data abstractors, a data analyst, and a law enforcement (LE) liaison. All staff are well qualified. The MOVDRS teams works collaboratively with CDC and provides detailed updates during quarterly technical assistance calls. Having a former LE officer as a LE liaison is a major strength, because the liaison is able to build and maintain working relationships between LE agencies and MOVDRS to facilitate successful data collection. The MOVDRS leadership is extremely motivated, participatory and responsive to inquiries from the CDC.

The work plan is achievable, organized and properly addresses their evaluation plan.

The dissemination plan and strategy includes the on-going development of various reports, a website, and public presentations. MOVDRS is also collaborating with the University of Missouri to meet their goals around dissemination. MOVDRS has a well-established advisory board consisting of members from multiple sectors. Additionally, MOVDRS staff are planning an advisory board workshop to engage new violence prevention partners and provide a more in-depth opportunity to collaborate with existing board members.

MOVDRS has recruited new data providers, generated data dissemination reports, added extra staffing to ensure maximum abstraction, and implemented CDC-provided and program-generated SAS programs to streamline analyses and clean NVDRS data. Of the 38 county CMEs who joined the program in the first two years, an additional 14 county coroners were recruited through outreach efforts in partnership with the ESOOS program.

MOVDRS has seen some improvement in law enforcement (LE) participation. MOVDRS has added a LE Liaison position which greatly helped with this endeavor, as has the assistance of the Missouri State Highway Patrol (MSHP). The LE abstractors are housed within the MSHP, providing an assurance that only members of the MSHP have access to the records. This has allowed an increased number of LEAs to be comfortable providing records for MOVDRS.

**Summary of Major Weaknesses:**

MOVDRS has experienced some delays in case initiation. However, MOVDRS anticipates improvements in case initiation with the upcoming upgrades to the NVDRS web-based system.

MOVDRS encountered challenges connecting with CMEs, especially in rural areas, which has affected their data collection. However, MOVDRS has developed plans to increase CME participation statewide by attending a CME training conference in April 2019 to continue to build relationships with non-participating coroners.

MOVDRS has experienced inconsistent engagement from LE data providers. LE agencies have expressed concerns about confidentiality. However, MOVDRS has employed multiple techniques to continue to build trust and strengthen relationships with LE agencies, such as direct participation in Kansas City's recent homicide prevention efforts. This could open the door for access to cases that have not been closed.

MOVDRS stated that team currently has the participation of 52 county coroners, representing 1,655 cases out of 2,039 total violent deaths in Missouri (81%). MOVDRS applied under Option 2, however this is not statewide.

**Other Relevant Comments:**

Only 83.5% of 2017 and 77.7% of 2018 cases were initiated within the 120-day requirement.

**B. New Budget Period Proposal Objectives:**

The grant year 2020 budget period will continue to focus on refining MOVDRS' data entry work flow to ensure timely, high-quality reporting, and onboarding new data providers. Additionally, MOVDRS staff also plan to disseminate preliminary violent death data reports to key stakeholders, including St. Louis and Kansas City area violence prevention non-profits, and other departments/divisions within the Missouri state government (e.g., DHSS violence intervention and prevention program, Child Fatality Review Board), and to gather feedback.

**Summary of Major Strengths:**

MOVDRS staff has immediate plans to disseminate preliminary violent death data reports to key stakeholders, including St. Louis and Kansas City area violence prevention non-profits, and other departments/divisions within the Missouri state government (e.g., DHSS violence intervention and prevention program, Child Fatality Review Board), and to gather feedback. MOVDRS also seeks to enhance the ability of their program to incorporate insights from the narrative abstractions into the data dissemination reports by finding training opportunities for their staff members on the use and analysis of qualitative data, as noted in their progress report.

**Summary of Major Weaknesses:**

None Noted

**Recommendations:**

1. CDC recommends that MOVDRS continue outreach efforts to onboard stakeholders.
2. CDC recommends that MOVDRS to seek assistance and guidance from CDC staff as needed.

**Other Relevant Comments:**

MOVDRS noted that they have had challenges with their internal contract processes. The DHSS requires counties to enter into a contract with DHSS before the MOVDRS program can provide the \$30 per case incentive as outlined in the grant proposal. This is a one-time issue and MOVDRS PM, PD, and PI continue to work with the contract and financial divisions of the DHSS to streamline this process and reduce delays.

MOVDRS does not have a centralized reporting system for either CMEs or LEAs. MOVDRS staff is required to work with each agency individually to determine what process works best for each county.

**Budget Comments:**

MOVDRS has provided contractual justifications and can be found on Grant Solutions.