

Enhancing Capacity for Community-Serving Organizations to Support HIV Self-Testing Programs

RFP Supplement Issued on February 1, 2022

Community Serving Organizations **Prospective Applicant Questions and Answers**

Q1. Can you please clarify whether funds from this award are intended to be used for the purchase of OraQuick HIV self-tests, and if so, the approximate proportion of funds that should be so budgeted?

A1. Yes, funds from this award are to be used to purchase OraQuick HIV self-test kits. Approximate proportion of funds to be allocated for testing supplies is at the discretion of the subrecipient. Applicants should describe how they have calculated the estimated amount budgeted for test kits.

Q2: May we subaward funds to more than one recipient?

A2: Yes, applicants may subaward funds to more than one recipient.

Q3. If we are a subcontractor to an agency awarded a grant under CDC NOFO PS21-2102, are we eligible to apply for the HIV Self-Testing opportunity?

A3. Yes, subcontractors to agencies awarded under the CDC NOFO PS21-2102 are eligible to apply.

Q4. Will our organization's last audit from a few years ago be sufficient?

A4. Yes, your organization's most recent audit report or your most recent audited financial statement would be acceptable.

Q5. How can we find the links to the required attachments for this RFP?

A5. All required documents including the project plan and budget templates can be found on the [CDC Foundation RFP webpage](#).

Q6. Is this funding available to local health departments?

A6. No, local health departments are not eligible for this opportunity.

Q7. Can an LHD partner with a nonprofit to apply for funding?

A7. Yes, a local health department can partner with an eligible nonprofit organization or other community serving organization who is applying for this opportunity.

Q8. Please clarify whether an organization (potential prime recipient) may invite a PS21-2102 or PS22-2203 prime recipient to partner on the project work through a subaward/subcontract agreement?

A8. Yes, as long as the majority of funds (80% or more) stays with the prime recipient of the CDC Foundation.

Q9. Can an organization apply for both RFPs (CSO funding opportunity and national/regional HIV-prevention organization funding opportunity)?

A9. Yes, organizations are welcome to apply to both RFPs.

Q10. While reviewing the online proposal submission form, I did not see a place in the form to upload the narrative or attachments; could you clarify where this is located on the form?

A10. After attesting that your organization is not being funded by the CDC PS21-2102, the rest of the application becomes available, including the file upload section.

Q11. Can you define the priority populations CSOs can select to serve?

A11. Priority population include racial and ethnic minorities, people who inject drugs, gay and bisexual men, transgender women, and other sexual or gender identity minorities who are disproportionately affected by HIV in the U.S. Please let us know if you have any additional questions.

Q12. Can you provide more about the cost of the OraQuick HIV self-tests to include them in our budget proposal?

A12. OraSure Technologies provides detailed information about their HIV self-test product, [OraQuick In-Home HIV Test](#), including pricing for the tests.

Q13. My organization did apply for CDC Funding PS21-2103, but the results of that NOFO have not been announced. What will be the process if we happen to be funded for both?

A13. CDC Foundation and CDC are working together to ensure that organizations that do receive CDC Funding PS21-2103 will not be eligible for the CDC Foundation's HIV Self-Testing funding opportunity to ensure that no organization is dually funded by CDC and CDC Foundation.

Q14. When is the new CSO proposal submission deadline?

A14. The CSO proposal submission deadline has been extended to 5:00pm ET Monday, February 14, 2022.

Q15. Where can the templates and attachments needed to support our application be found?

A15. The templates and attachments needed for a complete proposal submission can be found on our website (<https://www.cdcfoundation.org/request-for-proposals>) under the heading for this RFP *Enhancing Capacity for Community-Serving Organizations to Support HIV Self-Testing Programs*.

Q16. What is the difference between a Project Workplan and a Project Plan Template?

A16. The **Project Plan Template** is one of the attachments required for a complete proposal submission and can be downloaded from the website (<https://www.cdcfoundation.org/request-for-proposals>). It is a word doc. template that asks for details about planned notable events, campaigns, or expected accomplishments over the 12-month project timeline.

The **Project Workplan Proposal** is not a required attachment for submission. Typically, this is a document developed by a prospective applicant detailing the project description, goals, objectives, partnerships and collaborations, deliverables, outputs/outcomes, and expected impact. However, applicants are asked about each of these items in the Proposal Application section of the online form and therefore, it is not a required attachment for submission.

Q17. In the early days of HIV testing, client-centered counseling was a big focus. Will there be counseling and crisis support services available to grantees to access, or does that link to mental health support need to be created locally?

A17. While some resources may be provided regarding counseling and crisis support services, it is encouraged that mental health partnerships should be developed at the local level.

Q18. In terms of obtaining HIV self-tests, will the CDC Foundation play a role in bulk ordering, or will each grantee work alone?

A18. The contracted Technical Assistance (TA) Provider will be assisting grantees with securing bulk ordering of OraQuick HIV self-tests.

Q19. Will CDC Foundation allow for costs for incentivizing self-testing?

A19. No, incentives are not an allowable cost.

Q20. Where can I access the recording for the applicant call?

A20. A recording of the CSO Applicant Webinar Conference Call can be found on the [CDC Foundation RFP webpage](#).

Q21. We are an LGBT community-based nonprofit organization; however, in the application portal, we need to select a business classification. Is this a required field for nonprofits?

A21. Yes, applicants should select the option(s) that best describe their organization for “Business Classification.” For more information, refer to the U.S. Small Business Administration website www.sba.gov

Q22. What is the definition of minority serving institution within the drop-down menu for “Business Classification”?

A22. Minority-Serving Institutions (MSIs) are defined as accredited academic institution whose enrollment of a single minority or a combination of minorities exceeds fifty percent of the total enrollment, including graduate and undergraduate and full-and part-time students. For more information, refer to the U.S. Small Business Administration website www.sba.gov

Q23. We are in the process of renewing our SAM registration. After we submit our application, our expiration date may change. Will this be an issue?

A23. This will not be an issue. The expiration date of an organization’s SAM registration can be updated later, as needed.



Creating a Budget for Federal Subrecipients

March 3, 2022



Agenda

1. Introduction to Federal Grants

2. Cost Principles

3. Direct Costs

4. Indirect Costs

5. Questions & Answers





Budgets: Principles and Standards



Budgets: Principles and Standards

Standards for costs:

- Allowable
 - ✓ Federal and State regulations, program solicitation, organizational policies, etc.
- Reasonable
 - ✓ Prudent person test
- Necessary and allocable
 - ✓ Justified and supported in narrative
- Treated consistently between Federal and non-Federal funds



Classification of Costs

Direct Costs

- Identified specifically with a particular project or activity
- Directly assign to activities easily and with a high degree of accuracy

Indirect Costs

- Common or joint purpose
- Benefiting more than one activity
- Not readily assignable to a specific project



Allocation of Costs

Best Practices

- Provide a reasonable linkage between the cost incurred and the benefit to the project
- Each methodology should be applied consistently
- Allocation methodology should be reviewed and adjusted periodically
- Ensure that the allocation methodology is documented prior to the costs being incurred and allocated.
- Retain the supporting documentation so it is available for review and audit.



Budgets: Direct Costs



Direct Costs

Personnel

- Compensation for applicant staff only
 - ✓ Do not include partner or consultant time
- Breakdown costs for projected time
- Narrative for all staff – describe project activities

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Project Coordinator	\$75,000 X 25% X 12 months	\$18,750

Narrative: The Project Coordinator (Taylor Smith) will dedicate 25% of his/her time to the project by coordinating and organizing regular council meetings between all partner organizations, ensuring compliance with program requirements and serving as the central point of contact for all project activities.



Direct Costs

Fringe Benefits

- Follow organizational policy and IRS guidance (<https://www.irs.gov/publications/p15b>)
- Consistent for Federal and non-Federal funded positions
- Do not combine the fringe benefit costs with direct salaries and wages in the personnel category.
- Salaried Fringe Benefit Rate = $(\text{Total Fringe Benefits} / \text{Annual Wages}) \times 100$
- Hourly Fringe Benefit Rate = $(\text{Hourly Rate} \times \# \text{ Weeks in a Year} \times \# \text{ Hours worked per week}) \times 100$

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Program Coordinator		
Employer's FICA	$\$18,500 \times 7.65\%$	\$1,434.38
Health Insurance	$\$4,800/\text{year} \times 25\% \times 12 \text{ months}$	\$2,000.00
Workers Compensation	$\$18,500 \times 1.00\%$	\$ 1.87
Unemployment Compensation	$\$18,500 \times 0.25\%$	\$ 176.50
Retirement	$\$18,500 \times 5\%$	\$ 925.00

Narrative: The applicant is requesting fringe benefits for the Program Coordinator. Cost for Health Insurance reflects prorated cost for each employee based on percentage of time projects on the project.



Direct Costs

Fringe Benefits Examples

<u>Name/Position</u>	<u>Salary</u>	<u>Cost</u>
Salary TBD	\$80,000	
Social Security		\$4,960
Medicare		\$1,160
Unemployment		\$1,300
Worker's Compensation		\$1,000
Health, Life and Disability		\$7,500
Retirement Benefits		\$4,080

$\$20,000 / \$80,000 = .25 \times 100 = 25\%$ times the total salary for the project.

<u>Name/Position</u>	<u>Hourly</u>	<u>Cost</u>
Hourly TBD	\$25 per hour	
Social Security		\$3,224
Medicare		\$ 754
Unemployment		\$ 800
Worker's Compensation		\$ 722
Health, Life and Disability		\$3,740
Retirement Benefits		\$2,200

$\$25 \text{ per hour} \times 52 \text{ weeks} \times 40 \text{ hours} = \$52,000$ in annual wages

$(\$11,440 / \$52,000) \times 100 = 22\%$



Direct Costs

Travel

- Direct recipient travel only
 - ✓ Do not include travel for: Consultant/Partner, clients or attendees
- Follow organizational travel policy or FTR
- Break down all costs and provide narrative

<u>Instate/Local Travel</u>	<u>Location</u>	<u># Trips</u>	<u># People</u>	<u>Computation</u>	<u>Cost</u>
Travel to community events and listening sessions	TBD	9	2	475 miles x \$.585	\$ 277.88

<u>Out of State Travel</u>	<u>Location</u>	<u># Trips</u>	<u># People</u>	<u>Computation</u>	<u>Cost</u>
Off-Site Visit	San Diego, CA	1	2	(see attachment)	\$2,154.00



Direct Costs

Equipment

- Items are not consumed during use and retain their original identity during the period of use
 - ✓ Furniture, television, tables [2 CFR §200.33]
- Useful life of more than one year
- Fair market value of \$5,000 or as defined by organizational capitalization policy
- Rented or leased equipment should be included with Contracts
- Break down all costs and provide narrative

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Video Cameras	\$1,500/camera x 2 cameras	\$3,000

Narrative: The portable video cameras and tripod package will be used during the interviews of local influencers, as well as to record testimonies in preparation for social media story telling. Our capitalization threshold is \$1,000; therefore, these items are classified as Equipment



Direct Costs

Supplies

- Expendable/consumable materials
 - ✓ Ex: office supplies, copy paper, training materials, postage
- Break down all costs and provide narrative
- Costs estimated and allocated
- Examples include but are not limited to: office supplies (paper, pens), cell phones, software, and laptops. [2 CFR §200.94].

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Office Supplies (paper,toner, pens, etc)	\$250/month x 53% x 12 months	\$1,590
Printer HP Laserjet Pro M255dw	\$365 x 1	\$ 365

Narrative: General office supplies are required to support the day-to-day activities of the project. The organization's monthly budget averages \$10 per month per employee and four employees will be supporting this project.

Printer will be used to print flyers to be handed out at events and educational materials to be used a community listening session. The printer will be used exclusively for this project.



Direct Costs

Federal Equipment and Supplies (Property) Inventory

All tangible items that meet the following criteria must be inventoried and tracked from date of purchase through official disposition as determined by the federal awarding agency and the CDC Foundation:

- Moveable, not attached as a permanent part of a building or structure;
- Life expectancy through normal use of more than one year;
- Categorized as reusable; and
- Acquisition cost of (a) equal to or greater than \$200.00.

Best Management Practices should include

- Taking a physical inventory every quarter
- Have a system to safeguard property from theft, loss, damage
- Developing a plan for disposition with your CDC Foundation program staff



Direct Costs

Consultants/Contracts/Subrecipients

- Use appropriate agreement type based on the nature of the service
 - ✓ Contract – procurement for goods or services (including consultants)
 - ✓ Subawards – carry out program activities
- Substance of the relationship is more important than the form of the agreement
- Develop internal process to document review and determination process



Direct Costs

Consultant/Contract Characteristics May Include:


- Normally operates in a competitive environment
- Provides goods and services within normal business operations and ancillary to the operation of the Federal program
- Purpose is to obtain goods and services
- Not subject to compliance requirements of the Federal program as a result of the agreement

Note: See section 2 CFR Part 200.330



Direct Costs

When Issuing Contracts:

- Procurement policy should be the same for Federal and non-Federal funds
- Free and open competition
- Reasonable rate of compensation for consultants
 - ✓ Prior Approval threshold = \$508/day or \$63.50 per hour
 - As of 2021, Exec II rate \$132,552-\$199,300
 - Daily rate = \$508.11 (132,552/2087 x 8) 
 - ✓ This is threshold, not a standardized rate
- Prior Approval for sole-source contracts (non-competitive) \$250,000 +

Note: See section 2 CFR Part 200.317 – 200.326 and [HHSAR 331.101-70\(b\)](#),



Direct Costs

Subrecipient Characteristics May Include:

- Uses Federal funds to carry out a program for public purpose, as opposed to providing goods or services for the benefit of the pass-through entity
- Performance measured against award objectives
- Adheres to applicable Federal program requirements (flow-down provisions)
- Determines who is eligible to receive what Federal assistance
- Responsibility for programmatic decision making

Note: See section 2 CFR Part 200.330



Direct Costs

When Issuing Subrecipient Awards:

- Clearly identify the agreement as a subaward and include all required information
- Evaluate subrecipient's potential risk for non-compliance with Federal statutes, regulations, and award requirements, and add additional special conditions as needed
- Monitor activities, financial/performance reports, and audit compliance (as required in Subpart F)
- When necessary, take enforcement action for non-compliance
- Responsibility for programmatic decision making

Note: See section 2 CFR Part 200.331



Direct Costs

Consultant Example

Name of Consultant	Service Provided	Computation	Cost
Consultant/Trainer	Spanish Translation	\$75/hour x 120 hours	\$9,000.00

Contract Example

Item	Computation	Cost
Therapist	\$50/hr x 20 hours/mo x 7 months	\$7,000.00
Copier and Printer Lease	\$262/month x 53% x 12 months	\$ 1,666.32
Cell Phone Service	\$75/month x 53% x 12 months	\$ 477.00

Subrecipient Award Example

Subrecipient Name	Computation	Cost
XYZ Organization		
Advocate	\$40,000 per year x .25 FTE x 1 years	\$10,000.00
Advocate	Benefits x 28% of FTE Salary	\$ 2,800.00
Mandated Training and Technical Assistance	Location and cost TBD	\$ 4,000.00



Direct Costs

Other

- Ex. – rent, registration fees, participant support costs, etc
- Costs estimated and allocated
- Break down all costs and provide narrative
- Property owned by grantee can charge proportionate amount of cost of ownership in some cases (insurance, maintenance, depreciation, etc)

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Bus Vouchers	\$15/participant x 10 months x 36 vouchers	\$ 5,400
Volunteer Allowance	\$ 50/month x 8 months x 9 Volunteers	\$ 3,600

Narrative: Volunteers will support the project activities by assisting with recruitment of target population, hand out flyers, help setup and dismantle stations at events, and help direct target population to event stations. Payment will compensate volunteers for incidentals such as travel costs.

Bus vouchers will support participants who are referred from partners and need transportation when attending a vaccine event or receiving other direct services and are estimated at \$15 per voucher. Vouchers are maintained in a secured area and the Cashier tracks the details and both parties sign distribution list.



Budgets: Indirect Costs



Indirect Costs

Costs Include:

- Common or joint purpose costs
- Benefiting more than one activity – not readily assignable to a specific project or activity
- Ex. – operating/maintaining facilities, general administrative/expenses (time/expenses for executive officers, personnel administration and accounting)
- Can ONLY charge Indirect by using:
 - ✓ Federally Negotiated Indirect Cost Rate Agreement
 - ✓ De minimis Rate: 10% Modified Total Direct Costs

Note: See section 2 CFR Part 200.414



Indirect Costs

Federally Negotiated Indirect Cost Rate Agreement Example:

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
32% of Direct Salaries (Excluding Fringe Benefits)	\$212,700 x 32%	\$68,064

Narrative: The Indirect Cost Rate Agreement was approved by the Department of Health and Human Services, the applicant's cognizant federal agency on January 1, 2020. (A copy of the fully executed, negotiated agreement that covers the current period is attached)

De Minimus Rate Example:

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
10% of Modified Total Direct Costs	\$467,009 x 10%	\$46,701

Narrative: We have elected to use the de minimus rate of 10% of Modified Total Direct Costs. Our organization has never received a Federally Negotiated Indirect Cost Rate Agreement.



Budget Final Reminders



Final Reminders

General Highlights

- Break down all costs
- Shared costs are allocated – show computation
- Provide a **detailed** narrative for **all** costs
- Use only the Federal Cost Categories
- Total project time complies with Program Solicitation
- **Triple Check** your calculations



Questions?



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