

ensure an equitable geographic distribution of grant recipients, to meet requirements for urban or rural proportions.

#### Grant

A grant is a financial assistance (including cooperative agreements) in the form of money, or property in lieu of money, by the Federal government to an eligible recipient. The term does not include any Federal procurement subject to the Federal Acquisition Regulation (FAR); technical assistance (which provides services instead of money); or assistance in the form of revenue sharing, loans, loan guarantees, interest subsidies, insurance, or direct payments of any kind to individuals.

#### Letter of Intent

A Letter of Intent is a letter that may be requested by the funding program to gauge the interest and the number of full applications anticipated so that the funding program can estimate both the proper number of reviewers and expertise needed to review the applications. A Letter of Intent may be optional or required.

#### Matching Requirements

Several CDC and ATSDR programs may require a matching amount, or percentage of the total project support, to come from sources other than Federal funds. Matching requirements are generally mandated in the authorizing legislation for specific categories. Also, ATSDR or the CDC awarding CIO may administratively require matching or other cost-sharing requirements. Such requirements are listed in the full program announcement published on the CDC and or ATSDR Web site.

#### Notice of Grant Award

The Notice of Grant Award (NGA) is the official award document, signed by the Grants Management Officer that (1) Notifies the recipient of the award of a grant; (2) contains or references all the terms and conditions of the grant and Federal funding limits and obligations; and (3) provides the documentary basis for recording the obligation of Federal funds in CDC's accounting system.

#### Program Announcement Number

The program announcement number is a unique identifier for each program funded by CDC or ATSDR. This number must be included on your application for funding.

#### Project Period

The total time stated in the Notice of Grant Award (including any amendments) that Federal support is recommended. The project period usually consists of a series of one or more budget periods of one-year duration. Once approved through initial review, continuation of each successive budget period is subject to satisfactory performance, availability of funds, and program priorities. The project period is usually from one to five years.

#### Technical Assistance

A contact person is listed for each program and his/her e-mail address and telephone number are provided. Some programs have

scheduled workshops and conference calls. If you have questions concerning individual programs or the availability of technical assistance, please contact the program contact listed in the full program announcement.

#### Frequently Asked Questions

##### 1. Where Do I Submit Grant Applications?

The address for submitting your grant application will be published in the full program announcement on the CDC Web site at <http://www.cdc.gov/od/pgo/funding/grantmain.htm> or the ATSDR Web site at <http://www.atsdr.cdc.gov/> and in addition may be published in the *NIH Guide to Grants and Contracts*.

For general questions about CDC or ATSDR announcements, contact: Technical Information Management Section, CDC Procurement and Grants Office, 2920 Brandywine Road, Atlanta, GA 30341-4146, Telephone: (770) 488-2700.

##### 2. How Do I Learn More About a Particular Grant or Cooperative Agreement Program?

In general, the program contact person provides information about the specific grant and cooperative agreement offering and its purpose, and the grants management specialist provides information about the grant/cooperative agreement mechanism and business matters, though their responsibilities often overlap.

##### 3. The Dates Listed in the FAFB and the Dates on the CDC or ATSDR Web Site Do Not Agree. How Do I Know Which Is Correct?

The CDC/ATSDR FAFB dates for estimated application availability, the estimated application deadline date, and the estimated projected award date are based upon the best-known information at the time of publication, often up to nine months in advance of the competitive cycle. Since the full program announcement is published on the CDC and ATSDR Web sites later, the dates in the full program announcement are the correct dates. Thus, the definitive date may be found in the full program announcement.

##### 4. Are Programs Announced in the CDC/ATSDR FAFB Ever Cancelled?

Infrequently, announced programs may be withdrawn from competition. If this occurs, an amendment to the original FAFB **Federal Register** Notice will be published and in addition, the change will be listed on the CDC or ATSDR Web site.

##### 5. What Is a DUNS Number and Do I Need One?

The Data Universal Numbering Systems (DUNS) number is a unique 9-digit identification number provided by Dun & Bradstreet (D&B). The DUNS number is site-specific. Therefore, each distinct physical location of an entity (such as branches, divisions, and headquarters) may be assigned a DUNS number. In order to provide on-the-spot DUNS Number assignment, D&B does not control or limit who may request or receive a DUNS number. It is the applicant organization's responsibility to manage their DUNS numbers. To obtain a DUNS number,

call Dun and Bradstreet at 1-866-705-5711 or visit their Web site at: <http://www.dunandbradstreet.com>. There is no charge obtaining a number and the number is easy to obtain. If you are unsure whether your organization already has a DUNS number, please contact your institution's grant office for guidance. A DUNS number will be required for all new grant and cooperative agreement awards for FY 2004 including foreign applicant organizations. A DUNS number will not be required of individuals or subrecipients. There should be a field in the new PHS 5161-1 and PHS 398 application forms to include your DUNS number. If the application form you are using does not have a DUNS number field, please write your DUNS number on the top of the application, and/or include your DUNS number in the cover letter of the application. Your organization will need to have a DUNS number in order for an award to be made in FY 2004.

##### 6. Where Can I Find Out About Current Federal Grant and Cooperative Agreement Funding Opportunities?

In addition to the CDC and ATSDR Web sites, the U.S. Government has created and maintains a Web site at <http://www.fedgrants.gov> and at <http://www.grants.gov>.

##### 7. Where Can I Obtain Applications for CDC and ATSDR Grant and Cooperative Agreement Funding Opportunities?

For most CDC and ATSDR grant and cooperative agreement announcements, the application form PHS 5161-1 or PHS 398 is used. Please see the full program announcement to see which application to use. Applications and instructions can be found at <http://www.cdc.gov/od/pgo/forminfo.htm>. When using the PHS 398 application form for CDC grant and cooperative agreement funding opportunities, please adhere to the program announcement instructions. The full program announcement is the definitive guide on forms and location of instructions. If you need assistance, please call the program or business office listed in the full program announcement. For general questions, please call (770) 488-2700. In addition, you may visit the "Notice to Grantees" section on the CDC Web site at <http://www.cdc.gov/funding.htm>. The Web site is updated frequently and grantees and potential applicants should periodically review the Web site to stay abreast of current issues and changes.

##### 8. If My Institution or Organization Receives Funds From CDC or ATSDR, Are There Any Restrictions on How the Funds May Be Used?

Yes. Page 2 of the Notice of Grant Award contains references to the rules and regulations governing the use of funds awarded by CDC or ATSDR. If you have any business questions regarding a particular award, please contact the Grants Management Specialist or Contract Specialist that is managing the grant or cooperative agreement. For programmatic questions, please contact the project officer assigned to your grant or cooperative agreement.