

Request for Proposals Supplement

Veteran Suicide Prevention Evaluation (VSPE): Demonstration Project Evaluation Capacity Building Grants

Date Issued: August 17, 2023

Update on: August 21, 2023

This Supplement addresses questions submitted during the inquiry period from 8/4/23 – 8/15/23 for the **Veteran Suicide Prevention Evaluation (VSPE): Demonstration Project Evaluation Capacity Building Grants RFP** issued on 8/4/2023.

Failure to comply with any amended requirements and instructions included in this Supplement may result in a proposal being deemed non-responsive and ineligible for consideration for funding.

Please note that only communication received in writing from the RFP Contact on behalf of the CDC Foundation shall serve to supplement, amend, or alter in any way, this RFP released by the CDC Foundation. Any other communication is not binding and should not be relied upon by any party in interpreting or responding to this RFP.

Questions and Answers

Q: Can a government entity apply for this grant?

A: To be eligible for this grant the organization must be a nonprofit, tax-exempt organization e.g., 501 (c)3 or 501 (c)19.

Q: The IRS 990 Tax form is required form- we are a nonprofit/Government and don't have IRS 990 Tax form. Is okay to leave this form out? if not what Form is required?

A: All applicants should submit an IRS 990 Tax form or Audited Balance Sheet and Income Statement with their proposal.

Q: Can we use this grant to develop an evaluation plan for our volunteer management program?

A: Response to this RFP should include a formative or process evaluation for upstream suicide prevention programs for veterans. The program of interest for the proposed evaluation should directly provide upstream suicide prevention programming.

For process evaluations, program of interest should have been established for at least one year prior to application.

Q: If we are a prior grantee but starting with a new iteration for a different program, are we still category b?

A: Previous VSPE grantees, who have participated for one year or less, are only eligible for Component B.

Q: Can you submit a proposal for a new iteration of an existing program?

A: Applicants who have not previously been awarded a grant under the VSPE project may propose formative or process evaluations for any iteration of their suicide prevention programming. For proposed process evaluations, the program to be evaluated should have been established for at least one year prior.

All returning VSPE grantees must include a different formative or process evaluation question than evaluated in previous years. The program does not have to be different however the scope of the evaluation should be different (i.e evaluating a different activity or component).

Q: Does the total project really have to max out at \$40k?

A: A detailed budget should be submitted with a supporting narrative for all anticipated costs. Any costs in the proposed budgets which will be covered by other funding sources must be noted in the budget narrative. It is not required that all staff roles be reimbursed by this project.

- All new applicants should submit a total project budget not to exceed \$40,000. Please note that CDC Foundation may review budgets and final awards may be less than the requested amount.
- All returning grantees are only eligible for Component B and should submit a total project budget not to exceed \$20,000. Please note that CDC Foundation may review budgets and final awards may be less than the requested amount.

Q: Are matching funds required?

A: Matching funds are not required.

Q: We have recently begun using Qualtrics for survey distribution as well as for secure repository for our data collection and storage. Would we be able to include the cost of training a program manager in the use of Qualtrics for this project?

A: A detailed budget should be submitted with a supporting narrative for all anticipated costs. Any costs in the proposed budgets which will be covered by other funding sources must be noted in the budget narrative. It is not required that all staff roles be reimbursed by this project.

Q: What is an OGS Budget?

A: In this context 'OGS' refers to Office of Grant Services which is the office at the Centers for Disease Control (CDC) responsible for issuing budget guidance. We have adopted this guidance to apply to proposals submitted in response to this RFP. The use of OGS only refers to the title of the document.

For applicable costs visit 2 CFR 200.421. Additional information is included in the Budget preparation guidelines: <https://www.cdcfoundation.org/VSPYear6Budget-Preparation-Guidance.pdf?inline>

Q: Do we need a full equivalent of a FTE assigned to this project, does that full position need to be funded through the grant budget or can a portion of that be funded in-kind or funded elsewhere?

A: The staffing plan should identify a lead evaluator, program lead and decision maker for the project. Staff identified may fill more than one role. It is not required that all staff roles be reimbursed by this project. Grantees selected for Component A will be recommended to have the minimum staffing requirement of an evaluation lead comprising at least 0.5 FTE.

Q: Where can you find the budget narrative template?

A: All application materials can be found on the CDC Foundation website

- Budget Preparation Guidelines: <https://www.cdcfoundation.org/VSPYear6Budget-Preparation-Guidance.pdf?inline>
- Budget Narrative Template: <https://www.cdcfoundation.org/VSPYear6-Budget-Narrative-Template.docx?inline>

Q: Do you need to request an UEI or DUNS number first?

A: Both are required but there is no specific order in which you need to obtain your EUI or [DUNS number](#). For the purposes of this solicitation, CDC Foundation only requires entities to obtain a UEI; full registration is not required.

There are two options for obtaining a UEI from SAM.gov:

1. Entities need to register in SAM.gov when they want to bid on federal contracts as a prime contractor or seek federal assistance as a prime awardee. A UEI is assigned as part of the registration process.
2. Entities can go to SAM.gov and get a Unique Entity ID only (no entity registration required). The information required for getting a Unique Entity ID without registration is minimal. It only validates the organization's legal business name and address.

Additional Information

- It is FREE to obtain a UEI and/or complete an entity registration.
- For more information about the difference between the two processes mentioned in the “Obtaining UEI” section above, visit [What's the difference between only getting a Unique Entity ID and registering your entity?](#) page of SAM.gov.
- To complete the entity registration process, visit the [Get Started with Registration and the Unique Entity ID](#) page of SAM.gov. Registration can take up to 10 days for full activation.
- Other helpful links for registering include:
 - [Quick Start Guide for Getting a Unique Entity ID](#)
 - [Video: Get a Unique Entity ID](#)
- Existing registered entities can find their Unique Entity ID by following the steps [here](#). For technical issues, you can search for your question or submit a web form anytime at the [Federal Service Desk](#).

Q: We have a program that serves veteran and military families but also implement programs within other communities. Would this disqualify our organization from applying?

A: Organizations that serve communities other than veterans and active duty and military families are not excluded from responding to this RFP. However, organizations should meet all of the requirements set forth in the RFP and propose a formative or process evaluation for their veteran focused suicide prevention program.

Eligible organizations should be:

- **Be a nonprofit, tax-exempt organization e.g., 501 (c)3 or 501 (c)19.**
- **Organization must solely serve veteran and military communities or the program to be evaluated must solely serve veteran and military communities.**

- **Veteran and military focused programs implemented in the United States or its territories.**
- **Have established relationships with veteran populations.**
- **Have ongoing veteran-focused programs and activities that align with upstream suicide prevention efforts.**