

Dated: May 12, 1999.

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[FR Doc. 99-12442 Filed 5-17-99; 8:45 am]

BILLING CODE 4163-18-P

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Centers for Disease Control and Prevention

[Program Announcement 99109]

Addressing Asthma from a Public Health Perspective

Notice of Availability of Funds

A. Purpose

The Centers for Disease Control and Prevention (CDC) announces the availability of fiscal year FY 1999 funds for a cooperative agreement program titled "Addressing Asthma from a Public Health Perspective". This program addresses the "Healthy People 2000" priority area of Environmental Health.

The purpose of this program is to provide the impetus to begin development of program capacity to address asthma from a public health perspective with the purpose to bring about: (1) A focus of asthma-related activity within the agency; (2) an increased understanding of asthma-related data and its application to program planning through development of an ongoing surveillance system; (3) an increased recognition within the public health structure of the state or territory of the potential to use a public health approach to reduce the burden of asthma; (4) linkages of the health agency to the many agencies and organizations addressing asthma in the population; and (5) participation in intervention program activities.

B. Eligible Applicants

Assistance will be provided only to the health departments of States or their bona fide agents, including the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, American Samoa, Guam, federally recognized Indian tribal governments, the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau.

C. Availability of Funds

Approximately \$600,000 is available in FY 1999 to fund approximately three

awards. It is expected that the average award will be \$200,000 and will begin on or about September 30, 1999 for a 12-month budget period within a project period of up to three years. Funding estimates may change. Continuation awards within an approved project period will be made on the basis of satisfactory progress as evidenced by required reports and the availability of funds.

D. Program Requirements

In conducting activities to achieve the purpose of this program, the recipient will be responsible for the activities under 1. Recipient Activities, and CDC will be responsible for the activities under 2. CDC Activities.

1. Recipient Activities

a. Develop an asthma surveillance system and begin the statewide intervention program;

b. Develop and organize collaborative linkages with appropriate agencies and organizations statewide to together (1) systematically describe the asthma problem in the state; (2) identify available resources; (3) in conjunction with collaborative agencies/organizations, develop a plan and begin implementation of that plan.

c. Evaluate all activities and document lessons learned;

2. CDC Activities:

a. Collaborate with the recipient in all stages of the project and coordinate joint activities among all grantees;

b. Provide programmatic technical assistance as appropriate.

E. Application Content

Use the information in the Program Requirements, Other Requirements, and Evaluation Criteria sections to develop the application content. Your application will be evaluated on the criteria listed, so it is important to follow them in laying out your program plan. The narrative should be no more than 30 double-spaced typewritten pages, printed on one side, with one inch margins, and un-reduced font (10 or 12 point font only). Should graphics, maps overlays, etc. be used, they should be in black and white and meet the above criteria.

Include each of the following sections:

1. Description of Problem

Describe what is known of the asthma problem in the state or jurisdiction and efforts to date to begin to systematically address the problem;

2. Collaborative Relationships

Describe experiences with collaborative relationships around asthma or with other chronic or environmentally-related disease problems requiring extensive collaborative relationships both within and outside of the agency;

3. Program Purpose

Provide specific objectives for the proposed activity that are realistic, time-phased, measurable and reflect the three-year period of this solicitation. (Note that a statewide approach is encouraged; if a focus on only a part of the state's population is desired, that choice must be explained and justified.)

4. Management and staffing plan

Describe the qualifications and roles of a trained public health professional(s) to serve as asthma coordinator for the agency's program and develop asthma surveillance activities, and a supervisor who will assure support for the project staff. Include a plan to expedite filling of the staff position(s) and assure that they have been or will be approved by the applicant's personnel system. Where current staff already fill these roles and federal resources are not to be used for their support, information on the position and the qualifications of the person filling the position should be provided. Other support-level positions may also be proposed.

5. Program Plan

Submit a plan that describes how the project objectives will be achieved. Each objective should be clearly related to a specific objective in #3 above. The plan must address the following topics:

a. Describe the primary roles and responsibilities for the project staff over the three-year grant period, also specific staff activities that will contribute to meeting each objective;

b. Describe the organizational location of the proposed staff, their relation to the state's "asthma contact", and the support within the organizational structure for the activities defined for the project staff;

c. Describe existing or planned collaborative relationships and specifically define the approach to be used (particularly the role of the asthma coordinator) to establish/further develop these relationships. (Examples of collaborating groups: voluntary organizations; key medical care groups such as managed care organizations, major (particularly pediatric) urgent care facilities and hospitals; key city/county health agencies; and school groups; state level professional organizations. Demonstration of

partnerships with the clinical community is essential.) Letters of support from specific groups, including a statement of their intention to collaborate, will considerably strengthen the application. Note that grant funds should be used to leverage asthma program development in the state along with resources from other collaborative agencies and organizations.

d. Document assurance of ability of project staff to travel to Atlanta to participate in the National Asthma Conference and a pre-conference grantees meeting and willingness to share innovations, information, data, and materials.

6. Evaluation

Describe how progress made toward meeting objectives will be evaluated and documented.

7. Budget

Provide a detailed first year budget for the cooperative agreement with future annual projections if relevant. Include costs for key project staff to travel to Atlanta for four days each year.

F. Submission and Deadline

Application

Submit the original and two copies of PHS 5161-1 (OMB Number 0937-0189). Forms are in the application kit. On or before July 19, 1999, submit the application to the Grants Management Specialist identified in the "Where to Obtain Additional Information" section of this announcement.

Deadline: Applications shall be considered as meeting the deadline if they are either:

- (1) received on or before the deadline date; or
- (2) sent on or before the deadline date and received in time for orderly processing. (Applicants must request a legibly dated U.S. Postal Service postmark or obtain a legibly dated receipt from a commercial carrier or U.S. Postal Service. Private metered postmarks shall not be acceptable as proof of timely mailing.)

Late Applications: Applications which do not meet the criteria in (a) or (b) above are considered late applications, will not be considered, and will be returned to the applicant.

G. Evaluation Criteria

Each application will be evaluated individually against the following criteria by an objective review group appointed by CDC:

1. Description of the problem (20 Points)

The extent to which the agency's commitment to addressing asthma is demonstrated by accomplishments to date in understanding the problem;

2. Collaborative agreements (20 Points)

The appropriateness of organizations and agencies identified and their level of commitment as demonstrated by the content of the letters of support.

3. Measurable Objectives and Plan (25 Points)

The extent to which objectives are measurable with the stated purpose of the cooperative agreement, the extent to which the role of the asthma coordinator is defined and is appropriate in relation to the stated objectives; the ability to meet the objectives according to the specified time table, and the adequacy of the applicant's plan to carry out the proposed activities.

4. Management and Staffing Plan (20 Points)

The extent to which the role of proposed staff is defined and has identified adequate qualifications of and level of commitment for the proposed staff; and the level of organizational support available to the project staff.

5. Proposed Evaluation Plan (15 Points)

The adequacy of the applicant's plan to monitor progress toward meeting the objectives of the project.

6. Budget (Not Scored)

The extent to which the budget is reasonable, adequately justified, and consistent with the intended use of the cooperative agreement funds.

H. Other Requirements

Technical Reporting Requirements

Provide CDC with original plus two copies of—

1. Annual progress reports;
2. Financial status report, no more than 90 days after the end of the budget period; and
3. Final financial and performance reports, no more than 90 days after the end of the project period. Send all reports to the Grants Management Specialist identified in the "Where to Obtain Additional Information" section of this announcement.

The following additional requirements are applicable to this program. For a complete description of each, see Attachment I in the application package.

AR-7—Executive Order 12372 Review

AR-9—Paperwork Reduction Act Requirements

AR-10—Smoke-Free Workplace Requirements

AR-11—Healthy People 2000

AR-12—Lobbying Restrictions

I. Authority and Catalog of Federal Domestic Assistance Number

This program is authorized under section 301 and 317 of the Public Health Service Act, [42 U.S.C. section 241 and 247b], as amended. The Catalog of Federal Domestic Assistance number is 93.293.

J. Where To Obtain Additional Information

You may download Program Announcement 99109 and application forms from the CDC home page address on the Internet, <http://www.cdc.gov> (click on "Funding"). If you do not have Internet access, to receive additional written information and to request an application kit, call 1-888-GRANTS4 (1-888-472-6874). You will be asked to leave your name and address and be instructed to identify the announcement number of interest. If you have questions after reviewing the contents of the documents, business management technical assistance may be obtained from: Sharron P. Orum, Grants Management Specialist, Grants Management Branch, Procurement and Grants Office, Announcement 99109, Centers for Disease Control and Prevention (CDC), 2920 Brandywine Rd., Rm 3000, Atlanta, GA 30041 telephone 770-488-2716, Email address: spo2@cdc.gov.

For program technical assistance, contact: Leslie P. Boss, Air Pollution and Respiratory Health Branch, National Center for Environmental Health, Centers for Disease Control and Prevention, MS F-39, 4770 Buford Hwy, N.E., Atlanta, GA 30341-3724, 770-488-7329.

Dated: May 12, 1999.

John L. Williams,

*Director, Procurement and Grants Office
Centers for Disease Control and Prevention
(CDC).*

[FR Doc. 99-12441 Filed 5-17-99; 8:45 am]

BILLING CODE 4163-18-P