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Dated: May 25, 1999.

**Georgi Jones,**

Director, Office of Policy and External Affairs, Agency for Toxic Substances and Disease Registry.

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**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**Agency for Toxic Substances and Disease Registry**

[Program Announcement No. 99081]

**Program To Build Capacity To Conduct Environmental Health Education Activities; Notice of Availability of Funds**

**A. Purpose**

The Agency for Toxic Substances and Disease Registry (ATSDR) announces the availability of fiscal year (FY) 1999 funds for a cooperative agreement program to Build Capacity To Conduct Environmental Health Education Activities. This program addresses "Healthy People 2000" in the priority areas of Educational and Community-Based Programs, Environmental Health, and Age-Related Objectives for Children. The purpose of this program is to establish, promote, and disseminate environmental health education programs within an organizations membership.

**B. Eligible Applicants**

This program is directed only to non-profit national organizations of health professionals that provide environmental health education for their defined membership.

**Note:** Pub. L. 104-65 states that an organization described in section 501(c)(4) of the Internal Revenue Code of 1986 that engages in lobbying activities is not eligible to receive Federal funds constituting an

award, grant, cooperative agreement, contract, loan or any other form.

**C. Availability of Funds**

Approximately \$900,000 is available in FY 99 to fund 5-8 awards. The median award is anticipated to be approximately \$150,000, but awards may range from \$75,000 to \$350,000. It is expected that the awards will begin on or about September 30, 1999, and will be made for a 12-month budget period within a project period of up to five years. Funding estimates may change.

**Use of Funds**

Funds may be expended for reasonable program purposes, such as personnel, travel, supplies and services, including contractual services. ATSDR funding is generally not to be used for the purchase of furniture or equipment. Any equipment purchased will be returned to ATSDR at the end of the funding period. The direct and primary recipient in a cooperative agreement program must perform a substantive role in carrying out project activities and not merely serve as a conduit for an award to another party or provide funds to an ineligible party.

**D. Program Requirements**

This cooperative agreement comprises a core program and additional optional enhancement activities. In conducting activities to achieve the purpose of the program, a recipient shall be responsible for conducting core activities under 1 and optional enhancement activities under 2 below, and ATSDR will be responsible for conducting activities under 3 below:

**1. Recipient Core Activities**

a. Develop and implement environmental health education needs assessment process for the applicants' membership.

b. Develop, implement, and evaluate specific environmental health education activities based on the results of the needs assessment process. Such activities should include sharing information about the unique vulnerabilities and special needs of children.

c. Evaluate the effectiveness of each of the implemented activities and the impact of the overall project.

d. Develop a strategy to provide members and constituents environmental health education materials and programs for their reference and use.

e. Communicate identified environmental health needs, concerns, programs, and resources to members and constituent groups.

f. Attend and participate in the annual ATSDR Partners Meetings normally held in Atlanta, Georgia, including assisting in planning and presenting program activities and evaluation results.

**2. Optional Recipient Enhancement Program Activities**

a. Develop, implement and evaluated health risk communication training to the membership.

b. Develop and implements environmental health education for the members health care providers concerning the health impact of hazardous substances. Potential topics might include: medical and public health responses to bioterrorism and pediatric environmental medicine.

c. Develop a plan for environmental telemedicine educational outreach; develop, implement, and evaluate training related to exposure assessment, health concerns, and community involvement at Brownfields properties for their membership.

d. Develop interactive electronic case studies in environmental medicine.

**3. ATSDR Activities**

a. Provide technical assistance in conducting needs assessments.

b. Provide information, instructional resources, technical assistance and collaboration for National Priorities List (NPL) site-specific activities and materials.

c. Assist in development of the evaluation plans, such as providing technical assistance in establishment of measurable objectives and evaluation of activities.

d. Provide assistance in establishing communication and resource networks between applicants including such partners as other federal agencies, state and local health departments, tribal governments, environmental and health professional non-governmental organizations, and academic, medical, and clinical associations.

e. Provide technical assistance and collaboration in the dissemination of programs and materials including assistance in the delivery of telemedicine outreach activities.

f. Assist in providing training related to exposure assessment, to health concerns, and community involvement at Brownfields properties.

**E. Application Content**

Use the information in the Program Requirements, Other Requirements, and Evaluation Criteria Section to develop the application content. All applicants must address the core program in their application. Applicants may address

optional enhancement activities as they may apply to their respective members and their constituencies. 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 longer than 25 double-spaced pages (excluding appendices), printed on one side, with one-inch margins, and unreduced font.

#### F. Submission and Deadline

Submit the original and two copies of PHS 5161 (OMB Number 0937-0189). Forms are in the application kit. On or before July 12, 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:

(a) Received on or before the deadline date, or

(b) 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 the 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. 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 independent review group appointed by ATSDR.

##### 1. Proposed Program—40 percent

a. Ability to develop environmental health materials and messages for distribution to members and constituents; address specific environmental health concerns; plan, conduct, and evaluate environmental health education or training activities; and collaborate effectively with a variety of public health partners.

b. Clearly stated understanding of environmental public health problem(s) to be addressed, including the proximity of NPL sites and any special risks to children as a susceptible population.

c. Clear and reasonable environmental public health goals and clearly stated project objectives which are realistic, measurable, and related to program requirements.

d. Identification of specific target audiences and their environmental health education and promotion needs.

e. Specificity and feasibility of the proposed timeline for implementing project activities.

##### 2. Proposed Personnel—20 percent

a. Ability of the applicant to provide adequate program staff and support staff, including any proposed consultants or contractors.

b. Experience of proposed staff in conducting needs assessments, developing materials, implementing activities, and conducting program evaluation related to health education and promotion.

##### 3. Capability—20 percent

a. Appropriateness of the health education activities proposed for the proposed target groups.

b. Thoroughness of the health education activities proposed.

c. Plans for collaborative efforts and appropriate letters of support.

##### 4. Evaluation Plan—20 percent

a. Extent to which the evaluation plan includes strategies and methods to measure program processes and outcomes of program activities, such as changes in participants' knowledge, attitudes, and behaviors.

b. Extent to which the evaluation plan includes specific approaches and methods to measure overall program effectiveness and impacts, such as achievement of stated public health goals and effect of the program on stated public health problem.

##### 5. Budget—(not scored)

The extent to which the proposed budget is reasonable, clearly justified with a budget narrative, and consistent with the intended use of funds.

#### H. Other Requirements

Provide CDC with an original plus two copies of the following:

1. Quarterly progress reports are due 30 days after the end of each quarter.

2. Financial status report, no more than 90 days after the end of the budget period.

3. Final financial status 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 kit.

AR-9 Paperwork Reduction Act Requirements

AR-10 Smoke-Free Workplace Requirements

AR-11 Healthy People 2000

AR-18 Cost Recovery—ATSDR

AR-19 Third Party Agreements—ATSDR

AR-20 Conference Support

#### I. Authority and Catalog of Federal Domestic Assistance Number

This program is authorized under sections 101(36), 104(i)(14) and (15) of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), as amended by the Superfund Amendments and Reauthorization Act of 1986 (SARA) (42 U.S.C. 9601(36), 9604 (i)(14), (15)). The Catalog of Federal Domestic Assistance Number is 93.161.

#### J. Where To Obtain Additional Information

A complete copy of the announcement may be downloaded from CDC's home page on the Internet at: <http://www.cdc.gov> (click on funding).

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 will be instructed to identify the Announcement Number of interest (Announcement 99081). You will receive a complete program description, information on application procedures, and application forms.

If you have questions after reviewing the contents of all the documents, business management technical assistance may be obtained from: Nelda Godfrey, Grants Management Specialist, Grants Management Branch, Procurement and Grants Office, Centers for Disease Control and Prevention, 2920 Brandywine Road, Suite 3000, Atlanta, GA 30341-4146, Telephone number: (770) 488-2722, e-mail address: [nag9@cdc.gov](mailto:nag9@cdc.gov).

Programmatic technical assistance may be obtained from: Christine Rosheim, D.D.S., M.P.H., Health Education Specialist, Division of Health Education and Promotion, Agency for Toxic Substances and Disease Registry, 1600 Clifton Road, Mailstop E-33, Atlanta, GA 30333, Telephone Number: (404) 639-6351.

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