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## **PART 1. OVERVIEW INFORMATION**

### **DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**Federal Agency Name:** Centers for Disease Control and Prevention (CDC), National Institute for Occupational Safety and Health (NIOSH)

**Funding Opportunity Title:** World Trade Center Health Program Outreach and Education Plan

**Announcement Type:** New—Type 1

**Agency Funding Opportunity Number:** CDC-RFA-OH12-1201

**Catalog of Federal Domestic Assistance Number:** 93.262

#### **Key Dates**

To receive notification of any changes to CDC-RFA-OH12-1201, return to the synopsis page of this announcement at: [www.Grants.gov](http://www.Grants.gov) and click on the “Send Me Change Notification Emails” link. An email address is needed for this service.

**Letter of Intent Deadline Date:** June 7, 2012

**Application Deadline Date:** July 6, 2012

#### ***Additional Overview Content***

The purpose of this announcement is to solicit proposals for providing outreach and education support for responders and survivors of the September 11, 2001, terrorist attacks in New York City (NYC). Responders include emergency responders and recovery and cleanup workers. Survivors include residents, building occupants, and area

workers who were adversely affected by the September 11, 2001, terrorist attacks in New York City.

**Note:** Responders who assisted at the Shanksville, PA or the Arlington, VA (Pentagon) sites will be included in a future Outreach and Education proposal announcement or will otherwise be addressed by NIOSH.

For more detailed descriptions of eligible responders and survivors, please refer to sections 3311 (responders) and 3321 (survivors) of [The James Zadroga 9/11 Health and Compensation Act of 2010](#).

NIOSH intends to commit over a 2 (fiscal) year period approximately \$3M in total costs (direct and indirect) to fund up to ten applications.

An award issued under this FOA is contingent on the availability of funds and the submission of meritorious applications.

## **Executive Summary**

### **Background**

The World Trade Center Health Program (WTCHP) is administered by the National Institute for Occupational Safety and Health (NIOSH). Information on this program is available at <http://www.cdc.gov/niosh/topics/wtc/>.

[The James Zadroga 9/11 Health and Compensation Act of 2010](#) established a Federal program to support monitoring and treatment benefits for emergency responders, recovery and cleanup workers of the September 11, 2001 terrorist attacks in New York City, at the Pentagon, and in Shanksville, Pennsylvania; and residents, building occupants, and area workers who were adversely affected by the September 11, 2001 terrorist attacks in New York City.

**Note:** For more detailed descriptions of eligible responders and survivors, please refer to sections 3311 (responders) and 3321 (survivors) of [The James Zadroga 9/11 Health and Compensation Act of 2010](#).

Under the Zadroga Act, section 3303, authorizes the following outreach and education activities:

- Establishing a public Web site with information about the WTCHP;
- Holding meetings with potentially eligible populations;
- Developing and disseminating outreach and education materials about the program; and
- Establishing telephone information services.

Further, the Zadroga Act specifies that these activities will be conducted in a manner intended to reach all affected populations and include materials for culturally and linguistically diverse populations.

## **Purpose**

The purpose of this announcement is to solicit proposals for providing outreach and education support for responders and survivors of the September 11, 2001, terrorist attacks in New York City. Responders include emergency responders and recovery and cleanup workers of the attacks. Survivors include residents, building occupants, and area workers who were adversely affected by the September 11, 2001, terrorist attacks in New York City.

**Note:** Responders who assisted at the Shanksville, PA or the Arlington, VA (Pentagon) sites will be included in a future Outreach and Education proposal announcement or will otherwise be addressed by NIOSH.

For more detailed descriptions of eligible responders and survivors, please refer to sections 3311(responders) and 3321(survivors) of [The James Zadroga 9/11 Health and Compensation Act of 2010](#).

Measurable outcomes of the program will be in alignment with the Government Performance and Results Act (GPRA) long-term performance objective 11.B.1: Improve access to and reach of the CDC's Scientific Health Information among Key Audiences to Maximize Health Impact.

This announcement is only for non-research activities supported by CDC/NIOSH. If research is proposed, the application will **not** be reviewed. For the definition of research, please see the CDC Web site at the following Internet address:  
<http://www.cdc.gov/od/science/integrity/docs/cdc-policy-distinguishing-public-health-research-nonresearch.pdf>.

## **PART 2. FULL TEXT**

### **I. FUNDING OPPORTUNITY DESCRIPTION**

#### **Statutory Authority**

This program is authorized under the Occupational Safety and Health Act of 1970, Section 20(a) and 21(a) (29 USC 669(a) and 29 USC 670); Federal Mine Safety and Health Act, Section 501(a), 30 USC 951(a); Section 301 of the Public Health Service Act as amended (42 USC 241); Federal Regulations 42 CFR Part 52 and 45 CFR Parts 74 and 92; and the James Zadroga 9/11 Health and Compensation Act of 2010 (Public Law 111-347; 42 USC 300mm- 300mm-61).

#### **Background**

The World Trade Center Health Program (WTCHP) is administered by the National Institute for Occupational Safety and Health (NIOSH). Information on this program is available at <http://www.cdc.gov/niosh/topics/wtc/>.

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### **Purpose**

The purpose of this announcement is to solicit proposals for providing outreach and education support for responders and survivors of the September 11, 2001, terrorist attacks in New York City. Responders include emergency responders and recovery and cleanup workers of the attacks. Survivors include residents, building occupants, and area workers who were adversely affected by the September 11, 2001, terrorist attacks in New York City.

**Note:** Responders who assisted at the Shanksville, PA or the Arlington, VA (Pentagon) sites will be included in a future Outreach and Education proposal announcement or will otherwise be addressed by NIOSH.

For more detailed descriptions of eligible responders and survivors, please refer to sections 3311 (responders) and 3321(survivors) of [The James Zadroga 9/11 Health and Compensation Act of 2010](#).

### **Outreach/Education Framework**

NIOSH will consider proposals that address the outreach and educational needs of multiple WTCHP populations, and proposals that address the needs of a single cohort.

Applicants must clearly identify the focus of their projects, specifically the target population(s) and outreach and education strategies. Applicants must also include sufficient information supporting their capacity to perform the recipient activities identified in this announcement and provide appropriate outreach and education services for the population categories they identify.

Proposals may focus on one or more of the following categories of responders and survivors who were adversely affected by the September 11, 2001 terrorist attacks in New York City.

- **Responders** include local emergency responders, and recovery and cleanup workers who (a) still live in the NYC area or (b) have since moved away from the NYC area, and responders who came from outside the NYC area to assist with the response and subsequently returned to their respective home areas.
- **Survivors** include people who were in the New York City disaster area in Lower Manhattan and parts of Brooklyn on September 11, 2001, or who lived, worked or went to school or day care there for some time afterward and who (a) still live in the NYC area or (b) have since moved away from the NYC area.

**Note:** Responders who assisted at the Shanksville, PA or the Pentagon sites will be included in a future Outreach and Education proposal announcement or will otherwise be addressed by NIOSH.

For more detailed descriptions of eligible responders and survivors, please refer to sections 3311 (responders) and 3321(survivors) of [The James Zadroga 9/11 Health and Compensation Act of 2010](#).

NIOSH will consider applications from individual organizations, partnerships of two or more organizations, and consortiums. All applicants—consortiums, partnerships, and single organizations—must document established relationships with community groups who are able to reach the specific survivor and responder groups which they intend to serve. These community groups can include, but are not limited to, union and retiree groups.

The solicited project categories are as follows:

- 1) **Large projects:** provide outreach services to local and national responder groups and survivor groups; 1-2 awards (up to \$350K total cost/year each) may be made.
- 2) **Intermediate projects:** provide outreach services to a specific group (responders or survivors) and reach local and national audiences; 3-5 awards (up to \$125K total cost/year each) may be made.
- 3) **Individual projects:** provide outreach services to local responders or survivors. It is anticipated that 2-3 awards (up to \$50K total cost/year each) may be made. This

category will be targeted to individual or small community groups and organizations.

**Note:** Actual awards will depend on availability of funds and the receipt of suitable meritorious applications.

This program addresses the “Healthy People 2020” focus area(s) of 1) Health Communication and 2) Health Information Technology and Access to Health Services.

## **Program Implementation**

### **Recipient Activities**

Appropriate recipient activities for applications submitted to this funding announcement include, but are not limited to, the following:

1. Develop, coordinate, and manage outreach and education strategies and activities for recruitment of eligible responders and survivors into the WTCHP.
2. Involve community groups to reach a broad population of responders and/or survivors. These community groups can include, but are not limited to, union and retiree groups.
3. Meet the outreach and education needs of current members, and those seeking enrollment, through culturally and linguistically appropriate educational materials.
4. Coordinate activities with the WTCHP and work closely with designated NIOSH individual(s). Notify NIOSH and appropriate WTCHP entities in advance of meetings so that attendance can be arranged by NIOSH staff and outreach partners if appropriate.
5. Collaborate with appropriate WTCHP entities, including NIOSH, data centers, clinical centers of excellence, the New York City World Trade Center Health Registry, and the responder and/or survivor steering committees. Duplication of outreach meetings with groups already being served by a data center or clinical center should be avoided unless it is a joint outreach function.
6. Provide NIOSH with interim and annual progress reports. The reports will include information such as a description of the number of individuals identified, the number of outreach meetings held, and the number of educational materials created and distributed.

**Cooperative Agreement:** In a cooperative agreement, CDC/NIOSH staff is substantially involved in the program activities, above and beyond routine grant monitoring.

### **CDC/NIOSH Activities**

NIOSH staff with relevant subject matter expertise may have substantial programmatic involvement that is above and beyond the normal stewardship role in awards. These include, but are not limited to, the activities described below:

- Advising on, or participating in, planning, and implementation of outreach, education, and information dissemination activities.
- Participating in annual meetings with grantees.
- Monitoring and evaluating the activities and accomplishments of the program through conference calls, site visits, and review of project reports.

## **II. AWARD INFORMATION**

### **Type of Award: Cooperative Agreement**

CDC substantial involvement in this program appears in the Activities Section above.

**Award Mechanism:** E-11

**Fiscal Year Funds:** 2012, 2013

**Approximate Awards 2012 Fiscal Year Funding:** \$1.5M, total costs (subject to availability of funds).

**Approximate Awards Total Project Period Funding:** \$3M, total costs (subject to availability of funds).

**Approximate Number of Awards:** 6 - 10 (contingent on the availability of funds and the number of meritorious applications).

**Approximate Average Award:** \$115,000-\$150,000 total costs per year (contingent on availability of funds and the number of meritorious applications).

**Floor of Individual Award Range:** None

**Ceiling of Individual Award Range:** \$350,000 total costs per year (direct and indirect combined)

**Anticipated Award Date:** September 2012

**Budget Period Length:** Up to 24 months

**Project Period Length:** Allowable project period is two years. Throughout the project period, NIOSH's commitment to continuation of awards will be conditional on the availability of funds, evidence of satisfactory progress by the recipient (as documented in

required reports), and the determination that continued funding is in the best interest of the Federal government.

### **III. ELIGIBILITY INFORMATION**

#### **Eligible Applicants**

Eligible applicants that can apply for this funding opportunity are listed below:

- Nonprofit with 501C3 IRS status (other than institution of higher education)
- Nonprofit without 501C3 IRS status (other than institution of higher education)
- For-profit organizations (other than small business)
- Small, minority, and women-owned businesses
- Universities
- Colleges
- Research institutions
- Hospitals
- Community-based organizations
- Faith-based organizations
- Federally recognized or state-recognized American Indian/Alaska Native tribal governments
- American Indian/Alaska native tribally designated organizations
- Alaska Native health corporations
- Urban Indian health organizations
- Tribal epidemiology centers
- State and local governments or their Bona Fide Agents (this includes the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, American Samoa, Guam, the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau)
- Political subdivisions of States (in consultation with States)

A Bona Fide Agent is an agency/organization identified by the state as eligible to submit an application under the state eligibility in lieu of a state application. If applying as a bona fide agent of a state or local government, a legal, binding agreement from the state or local government as documentation of the status is required. Attach with “Other Attachment Forms” when submitting via [www.Grants.gov](http://www.Grants.gov).

#### **Required Registrations**

Registering your organization through [www.Grants.gov](http://www.Grants.gov), the official agency-wide E-grant website, is the first step in submitting an application online. Registration information is

located on the “Get Registered” screen of [www.Grants.gov](http://www.Grants.gov). Please visit [www.Grants.gov](http://www.Grants.gov) at least 30 days prior to submitting your application to familiarize yourself with the registration and submission processes. The “one-time” registration process will take three to five days to complete. However, the Grants.gov registration process also requires that you register your organization with the Central Contractor Registry (CCR) and DUN and Bradstreet (D&B) Data Universal Numbering System (DUNS) which will require up to at least 4 weeks to complete registration in its entirety. The CCR registration can require an additional two weeks to complete. You are required to maintain a current registration in CCR. CCR registration must be renewed annually.

### **Central Contractor Registration and Universal Identifier Requirements**

All applicant organizations **must obtain** a DUN and Bradstreet (D&B) Data Universal Numbering System (DUNS) number as the Universal Identifier when applying for Federal grants or cooperative agreements. The DUNS number is a nine-digit number assigned by Dun and Bradstreet Information Services. An Authorized Organization Representative (AOR) should be consulted to determine the appropriate number. If the organization does not have a DUNS number, an AOR should complete the **US D&B D-U-N-S Number Request Form** or contact Dun and Bradstreet by telephone directly at 1-866-705-5711 (toll-free) to obtain one. A DUNS number will be provided immediately by telephone at no charge. Note this is an organizational number. Individual Program Directors/Principal Investigators do not need to register for a DUNS number.

Additionally, all applicant organizations must register in the Central Contractor Registry (CCR) and maintain the registration with current information at all times during which it has an application under consideration for funding by CDC and, if an award is made, until a final financial report is submitted or the final payment is received, whichever is later. CCR is the primary registrant database for the Federal government and is the repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the CCR internet site at [www.ccr.gov](http://www.ccr.gov).

If an award is granted, the grantee organization must notify potential sub-recipients that no organization may receive a subaward under the grant unless the organization has provided its DUNS number to the grantee organization.

### **Cost Sharing or Matching**

Cost sharing or matching funds are not required for this program.

### **Other**

If funding greater than the ceiling of the award range is requested, the application will be considered non-responsive and will not be entered into the review process. The applicant will be notified that the application did not meet the eligibility requirements.

## **Additional Information on Eligibility**

### ***Number of Applications***

Applicant organizations may submit more than one application, provided that each application is scientifically distinct.

As defined in the [HHS Grants Policy Statement](#), applications received in response to the same funding opportunity announcement generally are scored individually and then ranked with other applications under peer review in their order of relative programmatic, technical, or scientific merit. HHS/CDC/NIOSH will not accept any application in response to this FOA that is essentially the same as one currently pending initial peer review unless the applicant withdraws the pending application. In addition, NIOSH will not accept any application that is essentially the same as one previously reviewed.

**Note:** Title 2 of the United States Code Section 1611 states that an organization described in Section 501(c)(4) of the Internal Revenue Code that engages in lobbying activities is not eligible to receive Federal funds constituting a grant, loan, or an award.

Maintenance of Effort is not required for this program.

## **IV. Application and Submission Information**

### **Submission Dates and Times**

This announcement is the definitive guide on LOI and application content, submission, and deadline. It supersedes information provided in the application instructions. If the application submission does not meet the deadline published herein, it will not be eligible for review and the applicant will be notified the application did not meet the submission requirements.

**Letter of Intent (LOI) Deadline Date:** June 7, 2012

**Application Deadline Date:** July 6, 2012

### **Obtaining an Application Package**

Applicants must download the SF424 application package associated with this funding opportunity from [Grants.gov](#). If access to the Internet is not available or if the applicant encounters difficulty in accessing the forms on-line, contact the HHS/CDC Procurement and Grant Office Technical Information Management Section (PGO TIMS) staff at (770) 488-2700 email:pgotim@cdc.gov Monday-Friday 7:00am – 4:30pm U.S. Eastern Standard Time for further instruction. CDC Telecommunications for the hearing impaired or disabled is available at: TTY 1-888-232-6348.

If the applicant encounters technical difficulties with Grants.gov, the applicant should contact Grants.gov Customer Service. The Grants.gov Contact Center is available 24 hours a day, 7 days a week, with the exception of all Federal Holidays. The Contact Center provides customer service to the applicant community. The extended hours will

provide applicants support around the clock, ensuring the best possible customer service is received any time it's needed. You can reach the Grants.gov Support Center at 1-800-518-4726 or by email at [support@Grants.gov](mailto:support@Grants.gov). **Submissions sent by e-mail, fax, CD's or thumb drives of applications will not be accepted.**

### **Letter of Intent (LOI)**

Prospective applicants are requested to submit a letter of intent that includes the following information:

- Descriptive title of proposed project
- Name, address, and telephone number of the Principal Investigator/Project Director
- Names of other key personnel
- Target audiences
- Partners and consortium members (if applicable)
- Participating institutions
- Number and title of this funding opportunity

### **Submit the LOI by express mail, delivery service, fax, or E-mail to:**

Nina L. Turner, Ph.D.  
CDC/NIOSH/OEP  
1095 Willowdale Road, Mailstop G800  
Morgantown, WV 26505-2845  
Telephone: 304-285-5976  
Fax: 304-285-6047  
[NTurner@cdc.gov](mailto:NTurner@cdc.gov)

Although a letter of intent is not required, is not binding, and does not enter into the review of a subsequent application, the information that it contains allows NIOSH staff to estimate and plan the review of submitted applications.

LOIs should be provided not later than by the date indicated in Part 1 entitled "Letter of Intent Deadline Date".

Please do not "Cut & Paste" information into any fields within the application package all information must be typed.

### **Content and Form of Application Submission**

It is critical that applicants follow the instructions in the [SF424 Application Guide](#), unless instructed otherwise in this funding opportunity announcement. Conformance to the requirements in the Application Guide is required and strictly enforced. **Applications that are out of compliance with these instructions may be delayed or not accepted for review.**

For information on Application Submission and Receipt, visit [Frequently Asked Questions – Application Guide, Electronic Submission of Grant Applications](#).

**Note:** Title 2 of the United States Code Section 1611 states that an organization described in Section 501(c)(4) of the Internal Revenue Code that engages in lobbying activities is not eligible to receive Federal funds constituting a grant, loan, or an award.

The application package for this funding opportunity must be accessed through [www.Grants.gov](http://www.Grants.gov). The information outlined below must be provided on the forms which are part of the application package for this announcement.

## **Table of Contents for a WTCHP Outreach and Education Application**

### **1) Application for Federal Assistance SF-424**

#### **2) Project Abstract Summary**

A project abstract must be completed using the Grants.gov application form. The project abstract must contain a summary of the proposed activity suitable for dissemination to the public. It should be a self-contained description of the project and should contain a statement of objectives and methods to be employed. It should be informative to other persons working in the same or related fields and insofar as possible understandable to a technically literate lay reader. The abstract should also identify the target community audience(s), and all partners and consortium members included in the project. The abstract must not include any proprietary/confidential information.

**3) Table of contents (with page numbers for the completed application).** This can be included in the Project Narrative Attachment).

#### **4) Project Narrative Attachment**

A project Narrative must be submitted using the Grants.gov application form. The project narrative must be uploaded in a PDF file format when submitting via Grants.gov. The project narrative should address activities to be conducted over the entire project period and must include the needs statement, background, organizational capacity, work plan, and bibliography/references cited.

##### **Needs statement (1 page)**

The needs statement should provide a justification of the need for the proposed outreach and education program within the target community.

##### **Background (2 page limit)**

##### **Organizational Capacity (3 page limit)**

The organizational capacity statement must describe how the applicant organization(s) is organized, the nature and scope of its work, and the capabilities it possesses to successfully complete the project. The applicant should also include the following:

- All personnel included in the proposal; identify their role, responsibility, and expertise.
- All consortium or partner organizations included in the project. Provide a brief Description of each organization, including mission, population served, and ability to successfully meet the objectives of the announcement; and
- Experience of key personnel, consortium and partner organizations.

**Work Plan (Note: For this section, there is a 12-page limit for large projects and a 6-page limit for intermediate and individual projects)**

**Specific aims**

**Outreach and Education strategy**

**Primary Audience(s)**

- Identify the World Trade Center Health Program (WTCHP) responder and/or survivor audiences that will be engaged.
- Describe the outreach and education needs of each WTCHP audience to be engaged.

**Key Messages**

- Describe the primary outreach and education messages that will be conveyed to the key WTCHP audiences

**Approach**

- Identify the communication channels that will be developed and used (e.g., public service announcements, social networks, local roundtables, forums, or press conferences, etc.).
- Describe the type of outreach and education materials will be created (i.e., brochures, fact sheets, etc.).
- Describe how diverse racial and ethnic groups, people with disabilities, and non-English speaking populations who can benefit from outreach and education services will be included.
- Provide a project timeline for the development and implementation of the methods employed to address the outreach and education needs of each WTC audience.

**Collaboration**

- Describe how all collaborators, partners, and consortium members included in the proposal will contribute to the project.

**Dissemination Plan**

**Note:** If the project narrative exceeds the page limit, only the first pages that are within the page limit will be reviewed.

- Font size: 12 point unreduced, Times New Roman
- Single spaced
- Page margin size: One inch
- Number all narrative pages; not to exceed the maximum number of pages.

**Bibliography and References Cited**

**5) Budget Information for a Non-Construction Program**

**6) Budget Narrative Attachment Form** (The budget and budget justification will be included as a separate attachment, not to be counted in the narrative page limit.) Although the budget is not scored, applicants should consider the following in development of their budget: Is the itemized budget for conducting the project and justification reasonable and consistent with stated objectives and planned program activities? Does the itemized budget include the cost for all projected outreach and education materials (i.e., brochures, pamphlets, etc.? For guidance on completing a detailed budget, visit: <http://www.cdc.gov/od/pgo/funding/budgetguide.htm>.

**7) Appendix (use the Other Attachments Form)**

Additional information may be included in the application appendices. The appendices will not be counted toward the narrative page limit. This additional information includes:

- Biographical Sketch of key personnel (4 pages each)
- Documentation of Consortium/Partnership Agreements (where applicable)
- Letters of Support

**Note:** Additional information included in the appendix and submitted via Grants.gov should be uploaded in a PDF file format, using the following file names:

- **Appendix 1** Bio Sketch
- **Appendix 2** Consortium or Partnership Documentation
- **Appendix 3** Letters of Support

Supporting materials for the Project Narrative included as appendices may not exceed 10 PDF files with a maximum of 100 pages for all appendices.

Additional requirements for additional documentation with the application are listed in Section VII. Award Administration Information; subsection entitled “Administrative and National Policy Requirements.”

All applicants are required to sign and submit CDC Assurances and Certifications that can be found on the CDC Web site at the following Internet address: <http://www.cdc.gov/od/pgo/funding/grants/foamain.shtm>

**Other forms included in the application package are:**

- Disclosure of Lobbying Activities (SF – LLL)
- HHS Checklist Form PHS – 5161
- Biographical Sketch Form (PHS 398/2590)

**Funding Restrictions**

Restrictions, which must be taken into account while writing the budget, are as follows:

- Recipients may not use funds for research.
- Recipients may not use funds for clinical care.
- Recipients may only expend funds for reasonable program purposes, including personnel, travel, supplies, and services, such as contractual.

- Awardees may not generally use HHS/CDC/ATSDR funding for the purchase of furniture or equipment. Any such proposed spending must be identified in the budget.
- The direct and primary recipient in a cooperative agreement program must perform a substantial role in carrying out project objectives and not merely serve as a conduit for an award to another party or provider who is ineligible.
- Reimbursement of pre-award costs is not allowed.

### **Additional Submission Requirements**

#### **Electronic Submission**

Submit the application electronically by using the forms and instructions posted for this funding opportunity on [www.Grants.gov](http://www.Grants.gov). If access to the Internet is not available, or if the applicant encounters difficulty in accessing the forms on-line, contact the HHS/CDC, Procurement and Grant Office, Technical Information Management Section (PGO TIMS) staff at (770) 488-2700 Email: pgotim@cdc.gov Monday-Friday 7:30am -4:30pm for further instructions.

***Note: Application submission is not concluded until successful completion of the validation process. After submission of your application package, applicants will receive a “submission receipt” email generated by Grants.gov. Grants.gov will then generate a second e-mail message to applicants which will either validate or reject their submitted application package. This validation process may take as long as two (2) business days. Applicants are strongly encouraged to check the status of their application to ensure submission of their application package is complete and no submission errors exists. To guarantee that you comply with the application deadline published in the Funding Opportunity Announcement, applicants are also strongly encouraged to allocate additional days prior to the published deadline to file their application. Non-validated applications will not be accepted after the published application deadline date.***

***In the event that you do not receive a “validation” email within two (2) business days of application submission, please contact Grants.gov. Refer to the email message generated at the time of application submission for instructions on how to track your application or the Application User Guide, Version 3.0 page 57.***

Applications must be submitted electronically at [www.Grants.gov](http://www.Grants.gov). Electronic applications will be considered as having met the deadline if the application has been successfully made available to CDC for processing from Grants.gov on the deadline date.

The application package can be downloaded from [www.Grants.gov](http://www.Grants.gov). Applicants can complete the application package off-line, and then upload and submit the application via the Grants.gov Web site. The applicant must submit all application attachments using a PDF file format when submitting via Grants.gov. Directions for creating PDF files can be found on the Grants.gov Web site. Use of file formats other than PDF may result in the file being unreadable by staff.

Applications submitted through Grants.gov (<http://www.Grants.gov>), are electronically time/date stamped and assigned a tracking number. The AOR will receive an e-mail notice of receipt when Grants.gov receives the application. The tracking number serves to document submission and initiate the electronic validation process before the application is made available to CDC for processing.

If the applicant encounters technical difficulties with Grants.gov, the applicant should contact Grants.gov Customer Service. The Grants.gov Contact Center is available 24 hours a day, 7 days a week, with the exception of all Federal Holidays. The Contact Center provides customer service to the applicant community. The extended hours will provide applicants support around the clock, ensuring the best possible customer service is received any time it's needed. You can reach the Grants.gov Support Center at 1-800-518-4726 or by email at [support@Grants.gov](mailto:support@Grants.gov). Submissions sent by e-mail, fax, CD's or thumb drives of applications will not be accepted.

***Organizations that encounter technical difficulties in using [www.Grants.gov](http://www.Grants.gov) to submit their application must attempt to overcome those difficulties by contacting the Grants.gov Support Center (1-800-518-4726, [support@Grants.gov](mailto:support@Grants.gov)).***

***After consulting with the Grants.gov Support Center, if the technical difficulties remain unresolved and electronic submission is not possible to meet the established deadline, organizations may submit a request prior to the application deadline by email to the GMO/GMS [See Section VII "Agency Contacts"], for permission to submit a paper application. An organization's request for permission must: (a) include the Grants.gov case number assigned to the inquiry, (b) describe the difficulties that prevented electronic submission and the efforts taken with the Grants.gov Support Center (c) be submitted to the GMO/GMS at least 3 calendar days prior to the application deadline. Paper applications submitted without prior approval will not be considered.***

***If a paper application is authorized, the applicant will receive instructions from PGO TIMS to submit the original and two hard copies of the application by mail or express delivery service.***

#### **Intergovernmental Review**

Executive Order 12372 does not apply to this program.

### **V. Application Review Information**

Eligible applicants are required to provide measures of effectiveness to demonstrate the accomplishment of the various identified objectives of RFA-OH-12-1201. Measures of effectiveness must relate to the performance goals stated in the "Purpose" section of this announcement. Measures of effectiveness must be objective, quantitative and measure the intended outcome of the proposed program. The measures of effectiveness must be included in the application and will be an element of the evaluation of the submitted application.

## Scored Review Criteria

Reviewers will consider each of the review criteria below in the determination of project merit, and give a separate score for each.

### Plan

#### **How complete and comprehensive is the work plan for the entire project period?**

Are the overall strategy, approach, feasibility, and rationale well-reasoned and appropriate to accomplish the specific aims and objectives of the project? Does the proposed project timeline include clearly established objectives for which progress will be measured objectively by defined methods? Are potential problems, alternative strategies, and benchmarks for success presented? Are outputs identified and measures/metric to assess outcomes included?

Does the project plan address important needs or critical barriers to the development of a systematic approach to reach potentially eligible populations (for either the responder or survivor communities in the New York City area, or for responders and survivors who have moved away from the New York City area) and to assist them in the process of educating and enrolling the populations in the WTCHP?

Does the plan detail adequate familiarity and prior experience with WTCHP entities, including NIOSH, data centers, clinical centers of excellence, the New York City World Trade Center Health Registry, and the responder and/or survivor steering committee? Is there a plan to become familiar and remain knowledgeable about scheduled project activities associated with outreach and changes in the WTCHP? Duplication of outreach meetings with responder and survivor groups already being targeted by a data center or clinical center should be avoided unless it is arranged that the meeting will be a joint outreach function.

Does the plan adequately describe how and when the following will be accomplished?

- Outreach meetings to be held with specific identified groups;
- Development of relationships with key points of contact for responders and survivors that are eligible for WTCHP benefits;
- Creation of a consortium (where applicable) of local and national community groups to reach a broad range of survivors and/or responders, as appropriate (including union members, retirees, or current community groups).

### Methods

**Are the proposed outreach and education strategies feasible? To what extent will they accomplish the project goals?** Is there an adequate description of how the results from the outreach and education activities/methods will lead to increased knowledge or enrollment to the WTCHP?

Does the proposal demonstrate the capability for enhancing collaboration among current WTCHP entities, including the Data Centers, Clinical Centers, and appropriate steering committee (either the responder steering committee or survivor steering committee as relevant)?

How will the project strategies, technical capability, and activities for recruitment of eligible responders and survivors for the WTCHP be improved? How will successful completion of the aims change the concepts, methods, technologies, services, or interventions used in the WTCHP outreach and education activities?

Does the project challenge and seek to improve communication outreach practices by utilizing novel theoretical concepts, approaches or methodologies, or interventions to reach new audiences within the WTCHP eligible populations? Are the concepts, approaches or methodologies, instrumentation, or interventions novel in a broad sense?

Is a refinement, improvement, or new application of theoretical concepts, approaches or methodologies, or interventions proposed? Does the application challenge and seek to shift current WTCHP outreach and education activities or approaches?

### **Organizational Capacity**

**Do the staff members have appropriate experience? Are the staff roles clearly defined? As described, will the staff be sufficient to accomplish the program goals?**

Are the key personnel, collaborators, and partners well suited to the project? For small community based groups, do they have appropriate experience or training with WTCHP-related activities?

Do the applicants have knowledge of the range of responder's and/or survivor's World Trade Center exposures and experiences?

If the project is collaborative do the groups have complementary and integrated experience; are their leadership approach, governance and organizational structure appropriate for the project?

Does the project staff have a successful track record in establishing and administering outreach and education programs? Is there evidence of past collaborations with WTC activities?

### **Needs Statement**

To what extent does the applicant justify the need for the proposed project within the target community?

### **Budget and Budget Narrative (Reviewed, but not scored)**

Have applicants adequately documented the amount and purpose of funding provided to each consortium member or partner—if applicable? Have the applicants documented the cost for all projected outreach and education materials (i.e. brochures, pamphlets, etc.)?

If the applicants requests indirect costs in the budget, a copy of the indirect cost rate agreement is required. If the indirect cost rate is a provisional rate, the agreement should be less than 12 months of age. The indirect cost rate agreement should be uploaded as a PDF file with "Other Attachment Forms" when submitting via Grants.gov.

## **Review and Selection Process**

### **Review**

All eligible applications will be initially reviewed for completeness by the Procurement and Grants Office (PGO) staff. In addition, eligible applications will be jointly reviewed for responsiveness by NIOSH and PGO. Incomplete applications and applications that are non-responsive to the eligibility criteria will not advance through the review process. Applicants will be notified that the application did not meet eligibility and/or published submission requirements.

An objective review panel will evaluate complete and responsive applications according to the criteria listed in Section V. Application Review Information, subsection entitled “Criteria”. The panel may include both U.S. Federal Government and non-U.S. Federal Government participants.

### **Selection**

Following initial peer review, recommended applications will receive a second level of review for programmatic relevance and balance. The following will be considered in making funding decisions:

- Programmatic and technical merit as determined by peer review.
- Availability of funds.
- Relevance to WTCHP priorities.
- Commitment of the applicant organization to collaborative efforts.
- Administrative/managerial capability of the applicant organization.

*Anticipated Announcement and Award Dates – September 2012*

## **VI. Award Administration Information**

### **Award Notices**

Successful applicants will receive a Notice of Award (NoA) from the CDC Procurement and Grants Office. The NoA shall be the only binding, authorizing document between the recipient and CDC. The NoA will be signed by an authorized Grants Management Officer and e-mailed to the program director. A hard copy of the NoA will be mailed to the recipient fiscal officer identified in the application.

Any application awarded in response to this FOA will be subject to the DUNS, CCR Registration and Transparency Act requirements.

Unsuccessful applicants will receive notification of the results of the application review by mail.

### **Administrative and National Policy Requirements**

Successful applicants must comply with the administrative requirements outlined in 45 Code of Federal Regulations (CFR) Part 74 or Part 92, as appropriate. The following additional requirements apply to this project:

- AR-9 Paperwork Reduction Act Requirements
- AR-10 Smoke-Free Workplace Requirements
- AR-11 Healthy People 2020
- AR-12 Lobbying Restrictions
- AR-13 Prohibition on Use of CDC Funds for Certain Gun Control Activities
- AR-14 Accounting System Requirements
- AR-15 Proof of Non-Profit Status
- AR-16 Security Clearance Requirement
- AR-20 Conference Support
- AR-21 Small, Minority, and Women-Owned Business
- AR-23 States and Faith-Based Organizations
- AR-24 Health Insurance Portability and Accountability Act Requirements
- AR-25 Release and Sharing of Data
- AR-27 Conference Disclaimer and Use of Logos
- AR-29 Compliance with E.O. 13513 Federal Leadership on Reducing Text Messaging While Driving, October 1, 2009.
- AR-30 Information Letter 10-006. – Compliance with Section 508 of the Rehabilitation Act of 1973
- AR-31 Research Definition

Additional information on the requirements can be found on the CDC Web site at the following Internet address: [http://www.cdc.gov/od/pgo/funding/Addtl\\_Reqmnts.htm](http://www.cdc.gov/od/pgo/funding/Addtl_Reqmnts.htm).

For more information on the Code of Federal Regulations, see the National Archives and Records Administration at the following Internet address: <http://www.access.gpo.gov/nara/cfr/cfr-table-search.html>

### **Reporting**

Federal Funding Accountability And Transparency Act Of 2006 (FFATA): Public Law 109-282, the Federal Funding Accountability and Transparency Act of 2006 as amended (FFATA), requires full disclosure of all entities and organizations receiving Federal funds including grants, contracts, loans and other assistance and payments through a single publicly accessible Web site, [www.USASpending.gov](http://www.USASpending.gov). The Web site includes information on each Federal financial assistance award and contract over \$25,000, including such information as:

1. The name of the entity receiving the award
2. The amount of the award
3. Information on the award including transaction type, funding agency, etc.
4. The location of the entity receiving the award

5. A unique identifier of the entity receiving the award; and
6. Names and compensation of highly-compensated officers (as applicable)

Compliance with this law is primarily the responsibility of the Federal agency. However, two elements of the law require information to be collected and reported by recipients: 1) information on executive compensation when not already reported through the Central Contractor Registry; and 2) similar information on all sub-awards, subcontracts, or consortiums over \$25,000.

For the full text of the requirements under the Federal Funding Accountability and Transparency Act of 2006, please review the following website:

[http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=109\\_cong\\_bills&docid=f:s2590enr.txt.pdf](http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=109_cong_bills&docid=f:s2590enr.txt.pdf) .

Each funded applicant must provide CDC with an annual Interim Progress Report submitted via [www.Grants.gov](http://www.Grants.gov):

1. The interim progress report is due no less than 90 days before the end of the budget period. The Interim Progress Report will serve as the non-competing continuation application, and must contain the following elements:
  - a. Standard Form (“SF”) 424S Form.
  - b. SF-424A Budget Information-Non-Construction Programs.
  - c. Budget Narrative.
  - d. Indirect Cost Rate Agreement.
  - e. Project Narrative.

**Note:** The Project Narrative should include information requested by NIOSH such as a description of the number of individuals identified and how they were served; the number of outreach meetings held and how well they were attended; and the number of educational materials created and distributed.

Additionally, funded applicants must provide CDC with an original, plus two hard copies of the following reports:

2. Financial Status Report\* (SF 269) and annual progress report, no more than 90 days after the end of the budget period.
3. Final performance and Financial Status Reports\*, no more than 90 days after the end of the project period.

These reports must be submitted to the attention of the Grants Management Specialist listed in the Section VII below entitled “Agency Contacts”.

## **VII. Agency Contacts**

CDC encourages inquiries concerning this announcement.

### **Scientific/Research Contact**

Travis Kubale, Ph.D.

CDC/NIOSH/OEP

1600 Clifton Road NE, Mailstop E74  
Atlanta, GA 30329-4018  
Telephone: 513-841-4461  
Fax: 404-498-2571  
[TKubale@cdc.gov](mailto:TKubale@cdc.gov)

**Peer Review Contact**

Nina L. Turner, Ph.D.  
CDC/NIOSH/OEP  
1095 Willowdale Road, Mailstop G800  
Morgantown, WV 26505-2845  
Telephone: 304-285-5976  
Fax: 304-285-6047  
[NTurner@cdc.gov](mailto:NTurner@cdc.gov)

**Financial/Grants Management Contact**

Ruben Cruz  
CDC Procurement & Grants Office  
Acquisition & Assistance Field Branch  
(Courier) 626 Cochran Mill Road  
(USPS) P.O. Box 18070 - MS P05  
Pittsburgh, PA 15236  
Telephone: (412) 386-6724  
Fax: (412) 386-6429  
Email: [rcruz@cdc.gov](mailto:rcruz@cdc.gov)

For assistance with **submission difficulties**, contact:

Grants.gov Contact Center Phone: 1-800-518-4726 Email: [support@Grants.gov](mailto:support@Grants.gov)  
Hours of Operation: 24 hours a day, 7 days a week. Closed on Federal holidays.

For **submission** questions, contact:

Technical Information Management Section  
Department of Health and Human Services  
CDC Procurement and Grants Office  
2920 Brandywine Road, MS E-14  
Atlanta, GA 30341  
Telephone: 770-488-2700  
Email: [pgotim@cdc.gov](mailto:pgotim@cdc.gov)

CDC Telecommunications for the hearing impaired or disabled is available at:  
TTY 1-888-232-6348

**VIII. Other Information**

For additional information on reporting requirements, visit the CDC website at:  
[http://www.cdc.gov/od/pgo/funding/grants/additional\\_req.shtm](http://www.cdc.gov/od/pgo/funding/grants/additional_req.shtm).

Other CDC funding opportunity announcements can be found at [www.Grants.gov](http://www.Grants.gov).

### **Application Submission Contacts**

[Grants.gov Customer Support](#) (Questions regarding Grants.gov registration and submission, downloading or navigating forms)

Contact Center Phone: 800-518-4726

Email: [support@Grants.gov](mailto:support@Grants.gov)

Hours: 24 hours a day, 7 days a week; closed on Federal holidays

[eRA Commons Help Desk](#) (Questions regarding eRA Commons registration, tracking application status, post submission issues)

Phone: 301-402-7469 or 866-504-9552 (Toll Free)

TTY: 301-451-5939

Email: [commons@od.nih.gov](mailto:commons@od.nih.gov)

Hours: Monday - Friday, 7am - 8pm U.S. Eastern Time

GrantsInfo (Questions regarding application instructions and process, finding NIH grant resources)

Telephone 301-435-0714

TTY 301-451-5936

Email: [GrantsInfo@nih.gov](mailto:GrantsInfo@nih.gov)

## **Public Meeting Announcement**

### **Purpose**

The National Institute for Occupational Safety and Health (NIOSH) Office of Extramural Programs (OEP) and the NIOSH Procurement and Grants Office (PGO) will host a public meeting to address questions specifically related to this non-research announcement “The World Trade Center Health Program Outreach and Education Plan” (RFA-OH-12-1201).

**Note:** Questions for OEP and PGO staff regarding the announcement should be submitted in writing—by email or fax—no later than **11:00 AM EST Tuesday May 29, 2012** to:

Ms. Antwana Phillips  
CDC/NIOSH/OEP  
1600 Clifton Road NE, Mailstop E74  
Atlanta, GA 30329-4018  
[uv66@cdc.gov](mailto:uv66@cdc.gov)  
Fax: 404-498-2571

### **Meeting Date and Times**

There will be two public meetings both held on **Wednesday May 30, 2012**. The first meeting will be held from **10:00 AM EST to 12:00 PM EST** and the second meeting from **3:00 PM EST to 5:00 PM EST**.

**Location**

Both public meetings will be held at the **New York State Assembly Hearing Room at 250 Broadway, 19th Floor, Room 1.**

**Meeting Agenda**

- 1) Brief Introduction by OEP and PGO staff
- 2) Answers to questions—submitted by interested individuals and groups—specifically related to the non-research announcement (RFA-OH-12-1201)
- 3) Discussion of new questions
- 4) Adjourn

**A Conference Line Call in Number:** will be available for individuals who would like to phone in a question. The conference line can accommodate up to **50 callers.**

The conference call line is **1-866-679-0194** followed by Participant code: **22108386**

The submitted questions, corresponding answers, and the list of the public meeting attendees will be made publically available by NIOSH. The information will be posted on the NIOSH/OEP web site <http://www.cdc.gov/niosh/oep> on Monday June 4, 2012.