

1. DEPARTMENT OF HEALTH AND HUMAN SERVICES

2. AGENCY: Department of Health and Human Services, Office of the Secretary, Office of Global Health Affairs (OGHA).

3. FUNDING OPPORTUNITY TITLE: Border Influenza Initiative.

4. ACTION: Notice.

5. ANNOUNCEMENT TYPE: Single-Source Cooperative Agreement

6. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 93.018

7. AUTHORITY: FY 2009 Labor/HHS/Education appropriations act, Pub. L. 111-8, 123 Stat. 524, 778 (Mar. 11, 2009), as amended by Pub. L. 111-32, 123 Stat. 1859, 1884 (Jun. 24, 2009).

8. DATES: To receive consideration, applications must be received by the Office of Public Health and Science (OPHS), Office of Grants Management, 1101 Wootton Parkway, Suite 550, Rockville, MD 20852, no later than 5 P.M. Eastern Time on September 30, 2009. Applications that are electronically submitted through GrantSolutions.gov will be accepted until 11:00 P.M. on this date. Applications will not be accepted by fax, nor will the submission deadline be extended. The application due date requirement specified in this announcement supersedes the instructions in the OPHS-1. Applications which do not meet the deadline will be returned to the applicant unread. See heading “APPLICATION and SUBMISSION INFORMATION” for information on application submission mechanisms.

9. SUMMARY: The Office of the Secretary, Office of Global Health Affairs (OGHA) announces the availability of \$1.222 million in funds to support the development of

capacity to prepare, monitor and respond to the 2009 H1N1 influenza outbreak in the U.S.-Mexico border region.

I. FUNDING OPPORTUNITY DESCRIPTION

This notice announces the intention of HHS/OGHA to obligate approximately \$1.222 million of Fiscal Year (FY) 2009 funds via a single source cooperative agreement to the Texas Department of State Health Services Office of Border Health/Texas Outreach Office to support the development of capacity to prepare, monitor and respond to the 2009 H1N1 influenza outbreak in the U.S.-Mexico border region. This award will be used:

- 1) To provide primary support to border area local health departments in the Texas-Mexico border region to insure their capacity to prepare, monitor and respond to the 2009 H1N1 influenza outbreak through the provision of appropriate training of clinical, surveillance and support personnel; development and distribution of public information on H1N1 and influenza generally with emphasis on prevention messages, to include culturally appropriate and bilingual media; purchase of vaccine clinic materials, equipment and supplies; expansion and conduct of vaccine clinics to meet public service requirements; and, to support binational collaboration and development of action plans that includes support of existing or planning of new influenza surveillance networks.
- 2) To provide support to border area public health agency entities and partners serving rural areas of the State's border region to insure their capacity to prepare, monitor and respond to the 2009 H1N1 influenza outbreak through the provision of appropriate training of clinical, surveillance and support personnel; development and distribution of public information on H1N1 with emphasis on prevention messages; to include culturally appropriate and bilingual media; purchase of vaccine clinic materials, equipment and supplies; expansion and conduct of vaccine clinics to meet public service requirements; and, to support binational collaboration and development of action plans that includes support of existing or planning of new influenza surveillance networks.

- 3) To provide support to affiliated binational and/or community-based organizations and/or councils throughout the U.S.-Mexico border region working in concert with local health departments and state offices of border health/outreach offices for the purpose of collaboration and sharing of appropriate public health information on influenza and strengthening of existing or new information exchange networks through the border region.
- 4) To provide funds for the management of the overall project including provision of technical assistance to sub-grantees, grantee orientation and training, and monitoring site visits.

Background:

The intention of this opportunity is to support the development of capacity to prepare, monitor and respond to the 2009 H1N1 influenza outbreak in the U.S.-Mexico border region. The first cases during the first wave of H1N1 confirmed in the U.S. were identified in the border region. The border region is a dynamic area where multiple cultures (U.S., Mexican, indigenous) come together and interrelate across geopolitical boundaries. Border residents are often bound by inseparable ties among binational families and economically intertwined communities. This social dynamic requires effective collaboration between government agencies on both sides of the border to address complex policy issues such as the H1N1 influenza pandemic. The mobility of millions of daily legal crossings and a large portion of families who have strong social networks on both sides create a vibrant binational community which requires unique and deliberate approaches.

Via this announcement, HHS seeks to support increased ability of local health departments and community-based organizations to confront the challenges of the current pandemic and to strengthen their capacities to address other influenza related emergencies which they may confront in the future.

Office of Global Health Affairs

The Office of Global Health Affairs (OGHA) provides policy and staffing support to the Secretary and other HHS leaders in the area of global health, and provides policy advice,

leadership and coordination of international health matters across HHS, including leadership on major crosscutting global health initiatives and the Department's relationships with multilateral organizations.

II. AWARD INFORMATION:

HHS intends to make available \$1.222 million in funding via this single source cooperative agreement to support the development of capacity to prepare, monitor and respond to the 2009 H1N1 influenza outbreak in the U.S.-Mexico border region.

The administrative and funding instrument for this program will be the cooperative agreement, in which OGHA will have substantial scientific and/or programmatic involvement during the performance of the project. Under the cooperative agreement, OGHA will support and/or stimulate the activities of the award recipients by working with them in a non-directive partnership role. OGHA staff will be substantially involved in the program activities, above and beyond routine monitoring. Through this cooperative agreement, OGHA will collaborate in an advisory capacity with the award recipient, especially during the development and implementation of a mutually agreed-upon work plan. OGHA will actively participate in periodic reviews, and in a final evaluation of the program.

The anticipated start date is September 30, 2009 OGHA will make one award to the Texas Department of State Health Services/Office of Border Health from this announcement. The project period for the cooperative agreements under this announcement is for one year. Funding beyond the first year is dependent on the availability of appropriated funds in subsequent Fiscal Years, the satisfactory performance of the grantee(s), and a decision that funding is in the best interest of and/or addresses priority issues for the Federal Government. The award recipient must comply with all HHS management requirements for meeting progress against milestones, and for financial reporting for this cooperative agreement.

III. ELIGIBILITY INFORMATION:

This is a single-source cooperative agreement offered to the Texas Department of State Health Services/Office of Border Health. The Texas Office of Border Health works jointly and cooperatively with the four U.S. Border States and their respective Offices of Border Health and has extensive past experience in supporting its binational goals, objectives and initiatives. Because the Texas Office of Border Health has taken the lead among the four Border States on the priority of infectious disease it is best positioned to address and accomplish the goals set forth in this announcement. The Texas Office of Border Health, as the U.S.- Mexico Border Health Commission's (USMBHC) lead on border infectious diseases, already is planning to organize and host two key events during 2010 that align with the goals and objectives of this announcement. The first will be the second bi-annual strategic planning summit to be attended by among others, community representatives of the fifteen binational health councils located along the border region and the ten Border States. The second is the first annual binational infectious disease conference which will bring together Federal, State, local and private representatives and subject-matter experts to address issues of border infectious disease, activities and actions surrounding the H1N1 influenza pandemic and other influenza issues, and a number of other key binational surveillance, data and information sharing initiatives.

IV. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package: Application kits may be obtained electronically by accessing the electronic grants system at www.GrantSolutions.gov. Hard copy application kits may be requested from, and applications submitted to: Office of Public Health and Science (OPHS)/Office of Grants Management (OGM), 1101 Wootton Parkway, Suite 550, Rockville, MD, 20852, or phone 240-453-8822. Application requests may be submitted by fax to 240-453-8823. Applications must be prepared using Form OPHS-1 "Grant Application,@ (version 3) which includes budget forms, standard federal assurances, and instructions. The OPHS-1 can be obtained at the web site noted above, and is included in the application kit.

1. Content and Form of Application Submission: Applications must be submitted on the Form OPHS-1, "Grant Application," and in the manner prescribed in the application kit.

The application narrative should be submitted in an easily readable serif typeface such as Times Roman, Courier, or GC Times, 12 point font. In addition to the application narrative, a budget; budget justification; required forms, assurances, and certifications as part of the OPHS-1; or appendices should be included. All pages, charts, figures and tables should be numbered, and a table of contents should be provided.

The application narrative should be numbered. Appendices may provide supportive information, and should be limited to only that which is necessary to support the application narrative as specified in ‘Application Content’ below (i.e. conceptual drawings, labor and costing tables, project timeline, Gantt charts, key personnel resumes). All information that is critical to the proposed project should be included in the narrative. Appendices should be clearly labeled.

Application Content: Applications for these single source one-year funds should:

- 1) Reflect a thorough understanding of the content included in this announcement through the inclusion of a discussion of your organization’s understanding of the need, purpose and requirements of this cooperative agreement. The discussion shall be sufficiently specific, detailed and complete to clearly and fully demonstrate that the applicant has a thorough understanding of all the legal, financial and technical requirements of this announcement. The application should reflect a desire to closely collaborate with OGHA.
- 2) Include a comprehensive and effective plan to address the activities proposed to be supported that addresses each of the three primary activities identified in Section I, to include a description of past and current collaboration with the state’s local health departments, public health regional offices, community and binational health councils and the remaining border state offices of border health. Applicant must describe how the proposed activities will align with the goals of the USMBHC and other key stakeholder partners, such as the U.S.-Mexico Border Governors’ Conference.
- 3) Include specific performance measures for all activities to be supported that are objective and quantitative, and must measure the intended outcomes.

- 4) Include a project staffing and management plan that demonstrates how your organization will accomplish the requirements within this announcement. The plan must include time lines and sufficient detail to ensure the proposed activities will meet the Federal Government's requirements in a timely and efficient manner.
- 5) Include a proposed budget and justification complying with the criteria for applications. The proposed budget should be reasonable, itemized, clearly justified, and consistent with the intended use of funds. The justification must be fully supported by information adequate to establish the reasonableness of the proposed budget. The justification should include a description of how the applicant will efficiently and effectively make use of the requested funds.

3. Submission Dates and Times: To be considered for review, applications must be received by the OPHS Office of Grants Management by 5 P.M. Eastern Time (11:00 P.M. Eastern Time if submitting through GrantSolutions.gov) on the date specified in the "DATES" section of this announcement. Applications will be considered as meeting the deadlines if they are received on or before the deadline date and time. The application due date in this announcement supersedes the instructions in the OPHS-1 form.

Submission Mechanisms.

The Office of Public Health and Science (OPHS) provides multiple mechanisms for the submission of applications, as described in the following sections. Applicants will receive notification from the OPHS Office of Grants Management confirming the receipt of applications submitted using any of these mechanisms. Applications submitted to the OPHS Office of Grants Management after the deadlines described will not be accepted for review. Applications which do not conform to the requirements of the grant announcement will not be accepted for review and will be returned to the applicant.

While applications are accepted in hard copy, the use of the electronic application submission capabilities provided by GrantSolutions.gov system is encouraged. Applications may only be submitted electronically via the electronic submission mechanisms specified below. Any applications submitted via any other means of

electronic communication, including facsimile or electronic mail, will not be accepted for review.

Electronic grant application submissions must be submitted no later than 11:00 P.M. Eastern Time on the deadline date specified in the DATES section of the announcement using one of the electronic submission mechanisms specified below. All required hardcopy original signatures and mail-in items must be received by the OPHS Office of Grants Management, no later than 5:00 P.M. Eastern Time on the next business day after the deadline date specified in the DATES section of the announcement. Applications will not be considered valid until all electronic application components, hardcopy original signatures, and mail-in items are received by the OPHS Office of Grants Management according to the deadlines specified above. Application submissions that do not adhere to the due date requirements will be considered late and will be deemed ineligible, and may be returned to the applicant unread.

Applicants are encouraged to initiate electronic applications early in the application development process, and to submit early on the due date or before. This will aid in addressing any problems with submissions prior to the application deadline.

Electronic Submissions via the GrantSolutions System

OPHS uses GrantSolutions for the electronic processing of all grant applications, as well as the electronic management of its entire Grant portfolio. When submitting applications via the GrantSolutions system, applicants are still required to submit a hard copy of the application face page (Standard Form 424) with the original signature of an individual authorized to act for the applicant agency and assume the obligations imposed by the terms and conditions of the grant award. When submitting the required hardcopy forms, do not send the entire application. Complete hard copy applications submitted after the electronic submission will not be considered for review. Hard copy materials should be submitted to the OPHS Office of Grants Management at the address specified above.

Electronic applications submitted via the GrantSolutions system must contain all completed online forms required by the application kit, the Program Narrative, Budget Narrative and any appendices or exhibits. The applicant may identify specific mail-in

items to be sent to the Office of Grants Management (see mailing address above) separate from the electronic submission; however, these mail-in items must be received by the due date requirements specified above.

Upon completion of a successful electronic application submission, the GrantSolutions system will provide the applicant with a confirmation page indicating the date and time (Eastern Time) of the electronic application submission. This confirmation page will also provide a listing of all items that constitute the final application submission including all electronic application components, required hardcopy original signatures, and mail-in items.

As items are received by the OPHS Office of Grants Management, the electronic application status will be updated to reflect the receipt of mail-in items. It is recommended that the applicant monitor the status of their application in the GrantSolutions system to ensure that all signatures and mail-in items are received.

Mailed or Hand-Delivered Hard Copy Applications

Applicants who submit applications in hard copy (via mail or hand-delivered) are required to submit an original and two copies of the application. The original application must be signed by an individual authorized to act for the applicant agency or organization and to assume for the organization the obligations imposed by the terms and conditions of the grant award.

Mailed or hand-delivered applications will be considered as meeting the deadline if they are received by the Office of Public Health and Science (OPHS) Office of Grants Management, 1101 Wootton Parkway, Suite 550, Rockville, MD, 20852 (telephone 240-453-8822), on or before 5:00 PM Eastern Time on the deadline date specified in the DATES section of the announcement.

4. Intergovernmental Review: Not required for this announcement.
5. Funding Restrictions: None.
6. Other Submission Requirements: None.

V. APPLICATION REVIEW INFORMATION

1. Criteria

Eligible applications will be reviewed based on the criteria specified under ‘Application Content’ and repeated below.

Applications for these single source one-year funds should:

- 1) Reflect a thorough understanding of the content included in this announcement through the inclusion of a discussion of your organization’s understanding of the need, purpose and requirements of this cooperative agreement. The discussion shall be sufficiently specific, detailed and complete to clearly and fully demonstrate that the applicant has a thorough understanding of all the legal, financial and technical requirements of this announcement. The application should reflect a desire to closely collaborate with OGHA.
- 2) Include a comprehensive and effective plan to address the activities proposed to be supported that addresses each of the three primary activities identified in Section I, to include a description of past and current collaboration with the state’s local health departments, public health regional offices, community and binational health councils and the remaining border state offices of border health. Applicant must describe how the proposed activities will align with the goals of the USMBHC and other key stakeholder partners such as the U.S.-Mexico Border Governors’ Conference and the United States-Mexico Border Health Association.
- 3) Include specific performance measures for all activities to be supported that are objective and quantitative, and must measure the intended outcomes.
- 4) Include a project staffing and management plan that demonstrates how your organization will accomplish the requirements within this announcement. The plan must include time lines and sufficient detail to ensure the proposed activities will meet the Federal Government’s requirements in a timely and efficient manner.
- 5) Include a proposed budget and justification complying with the criteria for applications. The proposed budget should be reasonable, itemized, clearly justified, and consistent with the intended use of funds. The justification must be fully supported by information adequate to establish the reasonableness of the

proposed budget. The justification should include a description of how the applicant will efficiently and effectively make use of the requested funds.

2. Review and Selection Process

Applications will be reviewed by OGHA Program Staff.

VI. AWARD ADMINISTRATION INFORMATION:

1. Award Notices: When final funding decisions have been made, the applicant will be notified by letter of the outcome. The official document notifying an applicant has been approved for funding is the Notice of Grant Award (NGA), from the OPHS Office of Grants Management, which specifies to the grantee the amount of the award, the purposes of the grant, and its terms and conditions. Grantees should follow specific terms and conditions of the award as indicated on the NGA, as some may require a time-limited response.

2. Administrative and National Policy Requirements: As reflected in this document.

3. Reporting: Projects will be approved for one year. A final progress report will be due 90 days after the completion of the project period. The progress report will include a narrative description of progress toward meeting project objectives, including a summary description of training products established using project funds. The application will describe progress successes, challenges, and suggestions for next steps.

VII. AGENCY CONTACTS

Administrative and Budgetary Requirements

For information related to administrative and budgetary requirements, contact the OPHS Office of Grants Management at 240-453-8822.

Program Requirements

For information related to programmatic requirements, contact Dan Reyna, Project Officer OGHA, at 915-532-1006.