REQUEST FOR PROPOSALS

State, Territorial, Local and Tribal Based Projects to Assess Emerging Surveillance Issues in Climatic Exposures and Respiratory Health Outcomes

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PART I: OVERVIEW INFORMATION

Issuing Organization: Council of State and Territorial Epidemiologists (CSTE) at www.cste.org

Participating Organizations: CSTE and Centers for Disease Control and Prevention (CDC) – Cooperative Agreement number 1 NU38OT000297-01-00.
Section I. Funding Opportunity Description

Background
To better understand the field of climate and respiratory health, applied epidemiologists and informaticians need to develop and standardize the best methods for surveillance and monitoring. Public health professionals need the most current information on climatic exposures impacting the population in their jurisdiction, information on which surveillance or novel epidemiological efforts/methods best describe the problem, and solutions or initial insights for addressing respiratory health outcomes of climate-related exposures.

Often the applied environmental epidemiologists and other public health professionals at the state or local level are the first to see trends and issues emerging within their population. Therefore, it is critical for public health professionals to understand what issues are arising and to develop best methods for tracking and understanding these situations in a timely matter.

It is important to assess, understand, pilot and evaluate emerging and novel ways of tracking health conditions, and improving surveillance and epidemiology practices related to emerging issues and challenges within state, local, tribal, and territorial (STLT) jurisdictions. This RFP provides a mechanism for supporting proposals to assess, evaluate and address emerging climate and respiratory health concerns. This RFP will provide support (up to $10,000 per request) for jurisdictional projects to pilot projects related to capacity building in responding to public health issues related to climate and respiratory health outcomes.

The following are examples of potential pilot projects:

a) Developing novel epidemiological methods for identifying communities at risk;

b) Developing novel epidemiological and surveillance methods on collecting data from vulnerable populations (e.g., immunocompromised individuals, children, asthma-sufferers);

c) Exploring using big data (e.g., greenspace data, wildfire smoke exposure, aeroallergen/pollen counts) for identifying proxies for respiratory health outcomes

d) Developing novel epidemiological and surveillance methods on collecting data on the impact of a unique situation (e.g., wildfires, intense pollen season, heat wave) and their respiratory health;

e) Evaluating the economic cost for implementing climate and respiratory health surveillance systems in a community.

Note: These are just a few examples and do not represent the full range of potential pilot projects. If you have additional questions on your specific pilot project, please contact Hayleigh McCall at hmccall@cste.org.
Objectives
By July 31, 2019, the funded jurisdictions or agencies will develop and complete proposed pilot projects surrounding emerging climate and respiratory health issues with a focus on the applied epidemiology, surveillance, and/or informatics implications. Final reports to CSTE will use a template to report on a summary of the emerging issues identified, novel surveillance and epidemiology methods, key next steps, and challenges experienced that may impact standardization of the methods.

Deliverables
To meet the above-mentioned objective, the awardee will be required to:
- Participate in conference calls with CSTE staff, members, and partners as needed
- Provide regular progress reports and invoices to CSTE
- Lead the development of pilot project
- Provide a detailed description of deliverables that are specific to the individual pilot project
- Implement the pilot project and collect and analyze all relevant data
- Prepare and distribute final report on findings to CSTE along with recommendations for other jurisdictions for handling the emerging issue
- Present findings to the relevant CSTE subcommittee and/or workgroup via webinar, conference call, or meeting

Timeline

<table>
<thead>
<tr>
<th>Week/Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Week of December 10, 2018</td>
<td>RFP release</td>
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<tr>
<td>Friday, January 11, 2019</td>
<td>Applications due date</td>
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<tr>
<td>Friday, January 25, 2019</td>
<td>Notification of award</td>
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<tr>
<td>Week of January 28, 2019</td>
<td>Initial Project conference calls &amp; contract development</td>
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<tr>
<td>Week of February 11, 2019</td>
<td>Project implementation start date</td>
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<tr>
<td>Month of April 2019</td>
<td>Mid-project conference calls and progress reports</td>
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<tr>
<td>Wednesday, July 31, 2019</td>
<td>Project completion, final invoice and full report due to CSTE</td>
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*Please note that the timeline is subject to change

Section II. Award Mechanism

Mechanism(s) of Support
CSTE will manage matters related to financial support for this project.

Funds Available
Funding for this project will be firm-fixed. CSTE intends to commit up to $10,000 per pilot project for approximately three projects.

CDC Cooperative Agreement number 1 NU38OT000297-01-00. Funds awarded to contractors under this announcement are subject to the laws, regulations and policies governing the U.S. Public Health Service grant awards. All estimated funding amounts are subject to the availability of funds.
Section III. Eligibility Information

Eligible Applicants
Eligible applicants are any state, local, tribal, and territorial public health organization or agency with an active applied epidemiology team and expertise in the field of climate and health.

Section IV. Application and Submission Information

Content and Form of Application Submission
The application should be no longer than 10 pages, and should be written using a 12-point, double-spaced, unreduced, Times New Roman font, on 8.5x11 inch paged paper with one-inch margins. Additional pages or appendices may not be reviewed. Please include the headings below in the order listed, and address all the issues included under each heading.

1. Contact Information (1/2 page limit)
   • Provide applicant contact information including email address, phone number, and mailing address for public health agency

2. Background (4 page limit)
   • Describe prior experience in applied epidemiology with an emphasis on climate epidemiology and/or climate and respiratory health
   • Describe emerging public health issue the proposed project will examine
   • Describe in detail all the anticipated deliverables for the unique individual pilot project

3. Plan/Methods (4 page limit)
   • Describe the process for assessing the emerging issue and building understanding of the epidemiology of the issue
   • Describe the implementation plan for completing the pilot project
   • Please include a timeline for key activities and milestones

4. Budget and Justification (2 page limit)
   • Provide detailed budget and budget justification.

For further assistance, technical questions, or inquiries about the application, contact Hayleigh McCall at CSTE (770-458-3811 or hmccall@cste.org). Representatives from CSTE will be available to speak to potential applicants to discuss technical or administrative questions. All questions and answers will be made available to all potential applicants upon request.
Submission Dates and Times
Submission, Review, and Anticipated Start Dates:

- Application Submission Receipt Date: Submissions due by 11:59 pm EST on Friday, January 11, 2019
- Award Notification Date: Friday, January 25, 2019
- Anticipated Start Date: Week of February 11, 2019

Submitting an Application:
Application materials should be sent to Hayleigh McCall at hmccall@cste.org by 11:59 pm EST on Friday, January 11, 2019. Applications submitted after this deadline may not be reviewed. Notification of successful receipt of the application will be sent to the applicant upon request. Electronic applications are encouraged – however, CSTE will accept applications mailed to CSTE National Office at the following address:

Hayleigh McCall
Council of State and Territorial Epidemiologists
2635 Century Parkway NE, Suite 700
Atlanta, GA 30345

Mailed applications must still arrive by the aforementioned deadline.

Section V. Application Review Information

Criteria
The following criteria will be used to review all submitted applications:

1. Background/Project Team (30 points)
   a. Applicants understanding of the project and deliverables (20 points)
   b. Demonstrated expertise and/or prior experience of applicant (and project staff, if applicable) (10 points)
2. Project Plan/Methods (50 points)
   a. Detailed deliverables specific to the proposed pilot project (20 points)
   b. Detailed work plan, method, and timeline for completing work (20 points)
   c. Feasibility of proposed work plan (10 points)
3. Budget and Justifications (20 points)

Review and Selection Process
Eligible applications that are complete will be evaluated for scientific and technical merit by CSTE in accordance with the review criteria stated above. A review panel of the CSTE National Office, Climate & Respiratory Health Workgroup members, and subject matter experts will score the applications. Funding awards will be made based upon the quality of the submitted proposal and the ability of the applicant to meet the criteria stated above.
Section VI. Award Admission Information

Award Notices
All applicants will be notified via email by Friday, January 25, 2019 after application submission deadline.

Award Recipient Responsibilities
The award recipient will have primary responsibility for the following:
1) Accomplish the objectives and deliverables listed in this announcement
2) Provide written progress reports and invoices to CSTE as required in the contract agreement
3) Be available through multiple avenues for feedback and discussion (conference calls, emails, etc.) on a regular basis
4) Actively engage partners and stakeholders

CSTE Responsibilities
CSTE will have the primary responsibility for the following:
1) Serve as the awardee’s principal point of contact
2) Facilitate work and provide avenues for communication between awardee and stakeholders
3) Monitor the terms of the agreement
4) Fund according to the terms of the contract agreement

For More Information
For more information, contact:

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Atlanta, GA 30345
770-458-3811 (phone)
770-458-8516 (fax)
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