



National Center for Environmental Health

Notice of Funding Opportunity

Application due April 15, 2024 - 11:59 p.m. ET



State Biomonitoring Programs: Assessing Disproportionate Exposure to Environmental Chemicals among Communities

Opportunity number: CDC-RFA-EH-24-0043

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Before you begin

If you believe you are a good candidate for this funding opportunity, secure your [SAM.gov](#) and [Grants.gov](#) registrations now. If you are already registered, make sure your registration is active and up-to-date.

SAM.gov registration (this can take several weeks)

You must have an active account with SAM.gov. This includes having a Unique Entity Identifier (UEI).

[See Step 2: Get Ready to Apply](#)

Grants.gov registration (this can take several days)

You must have an active Grants.gov registration. Doing so requires a Login.gov registration as well.

[See Step 2: Get Ready to Apply](#)

Apply by April 15, 2024

Applications are due by 11:59 p.m. Eastern Time on April 15, 2024.



Step 1:

Review the Opportunity

In this step

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Basic information

Department of Health and Human Services Centers for Disease Control and Prevention

National Center for Environmental Health



Have questions?
See [Contacts & support](#).

Because everybody should have an opportunity for good health

Summary

We seek to leverage the capability and capacity of state public health laboratories to conduct high-quality biomonitoring science to assess human exposure to environmental chemicals. We include a specific focus on investigations for communities unequally affected by exposure to possibly harmful chemicals.

Improved exposure assessment helps states identify exposures to certain environmental chemicals, reduce or eliminate them, and assess the effectiveness of interventions to prevent harm.

You may propose biomonitoring activities based on one or more of the following strategies to complete during a three-year funding cycle:

- **Strategy A:** Community biomonitoring investigations, which can be a new investigation in an affected community or surveillance activities in a previously exposed community.
- **Strategy B:** Statewide population surveillance with oversampling of a racial and ethnic minority group or other population that may be unequally affected by environmental chemical exposure.
- **Optional strategy C:** One-time funding to buy laboratory equipment for your biomonitoring investigations.

Funding details

Type: Cooperative agreement

Expected total program funding over the performance period: \$15,000,000

Expected total program funding per budget period: \$5,000,000

Expected awards: 7

Key facts

Opportunity Name:

State Biomonitoring Programs: Assessing Disproportionate Exposure to Environmental Chemicals among Communities

Opportunity Number:

CDC-RFA-EH-24-0043

Federal Assistance Listing:

93.070 – Environmental Public Health and Emergency Response

Key dates

Application deadline:

April 15, 2024

Informational webinar:

February 21, 2024, at 1:00 p.m. EST

Expected award date:

August 5, 2024

Expected start date:

September 1, 2024

Funding range per applicant per budget period: \$350,000 to \$1,100,000

Expected average award amount per budget period: \$700,000

We plan to award funding for three 12-month budget periods for a three year period of performance.

The number of awards is subject to available funds and program priorities.

Funding strategy

We will use a two-part method to award funding based on funds availability:

Method 1: Strategies A & B

Awards under this method provide you with funds for one or both of Strategies A and B.

For community investigations and/or statewide population surveillance, you will receive funding based on the size and the complexity of the:

- Biomonitoring sampling approach
- Sample collection strategies
- Sample analysis
- Results reporting

We will not penalize you for selecting only one strategy.

Method 2: Strategy C

You must apply for one or both of Strategies A and B to also apply for Strategy C.

Awards under this method provide you with funds to strengthen laboratory capability and capacity. Under Strategy C, you may receive funding to purchase laboratory equipment to analyze human biomonitoring samples.

We will consider Strategy C awards based on availability of funds.



To help you find what you need, this NOFO uses internal links. In Adobe Reader, you can go back to where you were by pressing Alt + Left Arrow on your keyboard.

Eligibility

Who can apply

Eligible applicants

Only these types of organizations may apply:

- State governments
- County governments
- City or township governments
- Special district governments
- Independent school districts
- Public and state-controlled institutions of higher education
- Native American tribal governments (federally recognized)
- Public housing authorities and Indian housing authorities
- Native American tribal organizations, other than federally recognized tribal governments
- Territorial governments in 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
- Nonprofits having a 501(c)(3) status, other than institutions of higher education
- State-controlled institutions of higher education
- Nonprofits without 501(c)(3) status, other than institutions of higher education
- Private institutions of higher education

Cost sharing and matching funds

This program has no cost-sharing requirement or matching funds requirement. If you choose to include cost-sharing funds as a contribution to the award, we won't consider it during review of your application. If you receive an award, voluntary cost-sharing funds will be a requirement of your award and you will need to report on them.

Program description

Background

Overview

Every day, people are exposed to potentially harmful chemicals from the air, water, soil, food, and consumer products.

Some communities, such as those that include families with a low-income, communities living near industrial sites, or people from racial and ethnic minority groups, have higher exposure to environmental chemicals than most of the U.S. population. These exposures may lead to poor health outcomes for affected people.

Our goal is to provide you with resources to conduct biomonitoring investigations that inform communities or groups of possible harmful exposure and educate them on ways they can help reduce their risk. These actions can help give unequally affected communities a chance at better health now and for future generations.

Biomonitoring – What is it?

Biomonitoring measures levels of environmental chemicals, or their products, in people's blood, serum, and urine from all sources of exposure.

The CDC [National Biomonitoring Program](#) (NBP) develops laboratory tests to measure over 400 man-made and naturally occurring environmental chemicals in a person's blood, serum, or urine for CDC's [National Health and Nutrition Examination Survey](#).

We publish the findings and national reference ranges in scientific literature and a regularly updated summary, the [National Report on Human Exposure to Environmental Chemicals](#).

CDC's biomonitoring data provide exposure information at a national level but cannot provide exposure information for a specific state, territory, or locality.

How can you help?

State, territory, and local public health laboratories can develop programs like the NBP to measure environmental exposures in their areas. You can select a subset of chemicals to measure that matter most to the communities or populations in your investigations. Those measurements can help inform local communities; state, territory, or local policymakers; and health officials

of state-specific or community-specific exposure concerns to support exposure interventions.

Related work

- [Public Health Laboratory Biomonitoring Planning Grant](#)
- [Public Health Laboratory Biomonitoring Implementation Program](#)
- [CDC-RFA-EH09-902, State-Based Public Health Laboratory Biomonitoring Programs](#)
- [CDC-RFA-EH14-1402, State-Based Public Health Laboratory Biomonitoring Programs](#)
- [CDC-RFA-EH19-1901, State-Based Public Health Laboratory Biomonitoring Programs](#)

Purpose

Our purpose is to help communities unequally affected by possibly harmful exposures by measuring environmental chemicals or their products using laboratory analysis. You will:

- Develop and execute plans for a biomonitoring investigation(s) within a community unequally affected by exposure to environmental chemicals, or statewide with oversampling of a racial and ethnic minority group or other population that may be unequally affected by chemical exposure.
- Use existing laboratory testing capability to conduct biomonitoring investigations by measuring levels of certain environmental chemicals in people.
- Educate the community on possible ways they are exposed and actions to take to prevent exposure.

Approach

Overview

The following logic model includes the strategies and activities required under this NOFO. It also includes the program's expected outcomes. The outcomes indicated by an asterisk (*) are those we expect you to achieve during the three-year period of performance.

Outcomes are the results that you intend to achieve and usually show the intended direction of change, such as increase or decrease.

The table shows how they apply. You will use these outcomes as a guide for developing performance measures.

Program logic model

The logic model shows the strategies and activities of the program along with the outcomes we expect over time. We will require you to report on the following outcomes indicated by an asterisk (*). Each of the outcomes relates to both strategies A and B.

Strategies and Activities	Short-Term Outcomes	Intermediate Outcomes	Long-Term Outcomes
Strategy A: Community Biomonitoring Studies - Conduct biomonitoring investigations in communities unequally affected by exposure to environmental chemicals Strategy B: Statewide Surveillance - Conduct statewide population surveillance using biomonitoring, with oversampling of a racial and ethnic minority group or other population that may be unequally affected by exposure to environmental chemicals Strategy C: Building Biomonitoring Infrastructure - Buy laboratory equipment needed for biomonitoring	Increased use of high-quality biomonitoring to measure environmental chemical exposures to guide actions in affected communities* - Increased community awareness and knowledge about environmental chemical exposures happening in unequally affected communities - Increased collaborations with key partners within your organization for biomonitoring activities	- Increased ability to track chemical exposures happening in your state Increased use of intervention strategies in affected communities* - Improved partnerships with local health care systems to address environmental health concerns	- Improved high-quality biomonitoring of chemical exposure assessment across the U.S. - Less exposures to harmful environmental chemicals so that everyone has an equal chance for better health - Increased engagement with local health care systems to educate providers on environmental health

Strategies & activities

This section elaborates on the strategies and activities described in the logic model and provides our expectations.

You will need to:

- Use one or more of the following outlined strategies. You can propose investigations in strategy A, B, or a combination of the two.
- Propose **no more than two investigations** during the three-year period of performance.
- Provide the potential impact for the community of your biomonitoring investigation. If you've completed investigations previously, provide the impact your investigation had in the community of focus to demonstrate success of your program.
- Work towards the outcomes outlined in the logic model and report on progress in the Measuring Performance section.

Strategy A: Community biomonitoring investigations

This strategy gives you an opportunity to investigate environmental exposures in a community unequally exposed to environmental chemicals.

Strategy B: Statewide population surveillance

This strategy gives you an opportunity to conduct statewide population testing, such as surveillance. This includes recruiting more participants from a racial and ethnic minority group or other population that may be unequally affected by chemical exposure.

All investigations under Strategies A and B should:

- Perform outreach in communities to raise awareness of your investigation.
 - Provide background information on your investigation
 - Communicate what you will measure
 - Communicate how this investigation benefits the community and participants
- Use a statistically relevant sampling approach for surveillance activities. See [Biomonitoring Study Guidance \(cdc.gov\)](https://www.cdc.gov/biomonitoring/studyguidance/).
- Use a convenience sampling design if needed to reach a specific group from the Focus populations.
- Measure relevant chemical markers from among those included in the [CDC's National Report on Human Exposure to Environmental Chemicals](https://www.cdc.gov/nceh/ehp/nationalreport/).

This is a subset of chemicals markers relevant to your proposed investigation.

- Develop risk communication plans for reporting laboratory results back to participants.
- Develop and implement a Data Management Plan.
- Educate the community. Examples include written materials, community events, and town hall meetings. Include:
 - Ways they may have been exposed to environmental chemicals
 - Actions they can take to decrease their exposure risk
- Follow-up with participants to determine if they used a strategy to lower their risk of exposure to show the impact of the investigation.
- Communicate data and findings to key audiences including:
 - Communities of focus
 - Health care communities
 - Scientific communities
 - Policymakers
- Report data publicly, as applicable, through available databases in your state or on national networks.

Strategy C: Building biomonitoring infrastructure

This strategy is one-time funding to buy laboratory equipment for use in your biomonitoring investigation. This funding is limited and based on the availability of funds. You will need to demonstrate a need for the equipment. To apply for this funding provide a narrative with your bona fide need and a quotation for the equipment proposed.

Resources:

- [ATSDR Community Engagement Playbook](#)
- [APHL Guidance for Laboratory Biomonitoring Programs](#)
- [Council of State and Territorial Epidemiologists: Biomonitoring in Public Health](#)

Outcomes

This section includes outcomes recipients are expected to report progress on and achieve within the performance period.

See the [logic model](#) for the short-term and intermediate outcomes we expect you to achieve.

Focus populations

You should work in clearly defined communities expected to be unequally affected by exposure to environmental chemicals (in no order of preference).

Strategy A: Community biomonitoring investigations

Examples of communities include those:

- In high-ranked [Environmental Justice Index \(EJI\)](#) Communities
- Residing in pre-1970 housing
- Near Superfund sites
- In rural areas with pesticide use
- Near an industrial manufacturing facility
- With natural occurrence of environmental chemicals, such as in drinking water or soil
- With known drinking water contamination
- With concern over environmental chemical exposure in their area
- Populations with higher risk of exposure to environmental chemicals such as:
 - People from racial and ethnic minority groups
 - Agricultural workers
 - Children
 - Persons 55 years of age or older
 - Pregnant women
 - Tribal nations
 - People with a disability or disabilities

Strategy B: Statewide population surveillance

This strategy gives programs an opportunity to conduct statewide population surveillance. You must recruit more participants from a racial and ethnic minority group or other population that may be unequally affected by chemical exposure.

Resources:

- [Social Vulnerability Index](#)
- [Environmental Justice Index](#)
- [Environmental Justice Dashboard](#)

- [Executive Order 13985: Advancing Racial Equity and Support for Underserved Communities Through the Federal Government](#)

Health disparities

The goal of health equity is for everyone to have a fair and just opportunity to attain their highest level of health. Health disparities are often caused by social determinants that influence which populations are most disproportionately affected by health conditions.

A health disparity is a difference in health burdens between groups of people with differing social determinants of health.

[Social determinants of health](#) are conditions in the environments where people are born, live, learn, work, play, worship, and age. These determinants affect a wide range of health, functioning, and quality-of-life outcomes and risks.

- Biomonitoring can be a tool to identify health inequities in specific populations.
- Investigations of specific communities focused on inequities in exposure to environmental chemicals can aid in supporting public health decisions and resources.
- This program's required strategies aid in improving health equity in your state.

Organizational capacity

You must have an active public health laboratory and demonstrate legal authority to conduct biomonitoring investigations in your state.

You can apply as a consortia of public health laboratories to share resources for biomonitoring activities. See the [Attachments](#) section for needed documentation. Where applicable, provide CVs of staff who will directly support your investigation. Include letters of support from programs or organizations who will offer support in-kind.

Examples of programs within your organization you need support from are:

- Epidemiologists
- Toxicologists
- Communications capacity
- Community outreach specialists

You must demonstrate your laboratory's ability to complete analysis by meeting at least one of the two following requirements:

- Listing existing Clinical Laboratory Improvement Act of 1988 (CLIA) compliant laboratory methods you will use for the investigation(s)
- Outlining a plan to validate a CLIA compliant method(s) within the first year of the agreement

You must also:

- List equipment that the laboratory has available to analyze samples for the investigation
- Provide CVs of laboratory staff who will work on the investigations
- Provide your CLIA certificate

You should have adequate infrastructure, communication systems, and workforce ability to complete your biomonitoring investigation and communicate with participants of the investigation.

Collaborations

We encourage you to collaborate with partners or organizations in the affected communities for each strategy. These collaborations help build trust and show support for your investigation in the community.

In your Attachments, provide a [letter of support](#) or [Memorandum of Understanding](#) to demonstrate your partnerships.

You must convene and seek feedback from an advisory panel on your investigation design and plans for communicating with participants and the broader community about the results of your investigation.

Possible members for your panel include:

- Leaders in or members of the community you will serve
- Poison Control director
- Medical doctor(s) from local health care systems
- Academic partners
- Other CDC-funded program recipients in your state:
 - Laboratory Response Network – Chemical (LRN-C),
 - ATSDR's Partnership to Promote Local Efforts to Reduce Environmental Exposure (APPLETREE)
 - Environmental Health Tracking Program (EPHT)

We encourage you to collaborate with other NCEH/ATSDR -funded programs in your state.

We encourage you to join and participate in the Association of Public Health Laboratories' (APHL) National Biomonitoring Network.

Data, monitoring, & evaluation

CDC strategy

Our evaluation and performance measurement strategy will assess your success during the performance period. Performance measures will guide continuous program improvement and achievement of outcomes.

Required performance measures

Following are the draft performance measures you will need to report on after the award. We will likely refine the required measures for this program. If so, we will work with you to finalize them before we require you to submit any data.

Strategy performance measures

- Developed and implemented a biomonitoring approach that allows sample collection in your community of focus.
- Educated the community on your investigation and how they are exposed to environmental chemicals.
- Educated the community on ways to decrease their risk of exposure and follow-up about use of strategies presented.
- **Strategy A:** Developed and implemented relevant biomonitoring approach for specific affected community's investigations.
- **Strategy B:** Developed and implemented statewide biomonitoring surveillance approach.
- **Strategy B:** Included an approach to sample participants in a racial and ethnic minority group or other population that may be unequally affected by chemical exposure under a statewide biomonitoring surveillance investigation.

Biomonitoring capability performance measures

- Number of chemical markers that are measured based on known or community concerns.
- Number of appropriate staff supporting biomonitoring activities through collaboration between laboratories and state public health departments. This should include epidemiologists or toxicologists, laboratory personnel, communications support, and outreach support personnel.
- Number of appropriate trainings for biomonitoring staff.
- CLIA compliance and certification for all biomonitoring methods.
- If developing a CLIA method, validated method for measuring relevant chemical markers reported in NHANES by August 31, 2025.
- Developed integrated collaborations to further biomonitoring in your state.
- Number of advisory board meetings held and summary of recommendations for biomonitoring activities.

Reporting performance measures

- Developed and implemented a Data Management Plan (DMP).
- Developed and implemented a risk communication plan for reporting results back to biomonitoring participants. Included in this plan should be material about how to share their results with their primary care doctor.
- Number of different communication approaches on biomonitoring activities with key audiences. Examples include:
 - Community town halls or meetings to inform the community about the results of your investigation
 - Meetings with local public health labs
 - Scientific peer-reviewed literature
 - Public health or scientific conferences
 - Grand Rounds at health care systems to educate on environmental health concerns in their community
- Evaluation report of the public health impact of biomonitoring in your state or locality.
- Completed consultation with CDC on results reporting materials.

Outcome measures

You must submit outcome performance measures throughout the three-year period of performance related to the short-term outcomes in the logic model.

- Increased use of high-quality biomonitoring to measure environmental chemical exposures to guide actions in affected communities.
 - **Program Measure:** Number of previously unavailable biomonitoring results measured during the performance period.
- Increased community awareness and knowledge about environmental chemical exposures happening in unequally affected communities.
 - **Program Measure:** Number of education materials or outreach opportunities to educate the community on your investigation and their exposure to environmental chemicals.
- Increased collaborations with key partners within your organization for biomonitoring activities.
 - **Program Measure:** Number of collaborations between the laboratory, epidemiologists or toxicologists, communications specialists, outreach specialist, and environmental health stakeholders.

Evaluation and performance measurement plan

You must provide an evaluation and performance measurement plan. Use the [Required Performance Measures](#).

Include the following elements.

Methods

Describe:

- How you will:
 - collect data for the performance measures
 - evaluate if your activities will achieve the outcomes identified in the logic model
 - use evaluation findings for continuous program quality improvement
 - assess the effectiveness of your results reporting in reducing or eliminating health disparities from environmental chemical exposures, if relevant
 - incorporate evaluation and performance measurement into planning, implementation, and reporting of project activities

- How key program partners will participate in the evaluation and performance measurement process.
- How you will share evaluation findings with communities and populations of interest in a way that meets their needs.

Data management

For all public health data you plan to collect, describe:

- The data you plan to collect and their available data sources
- The feasibility of collecting appropriate evaluation and performance data
- A data management plan (DMP) that includes:
 - the data you will collect or generate
 - if there are reasons why you cannot share data collected or generated under this award with CDC. These could include legal, regulatory, policy, or technical concerns.
 - who can access data and how you will protect it
 - data standards that ensure released data have documentation that describes collection methods, what the data represent, and data limitations
 - archival and long-term data preservation plans
 - how you will update the Data Management Plan (DMP) as new information is available over the life of the project. You will provide updates to the DMP in annual reports. For more information about CDC's policy on the DMP, see [Data Management and Access Requirement](#) at CDC's website.
- Other relevant data information, such as performance measures you propose.

For a definition of "public health data" and other key information, see [AR 25: Data Management and Access](#) on our website.

Evaluation activities

You must take on specific evaluation activities. Describe:

- The type of evaluations, such as process, outcome, or both
- Key evaluation questions addressed by these evaluations
- Other information such as measures and data sources

An initial draft of your Evaluation and Performance Measurement Plan, including the DMP, should be submitted with your application. You must submit a more detailed plan within the first six months of the award. See [Reporting](#).

Work plan

You must provide a work plan for your project. The work plan connects your period of performance outcomes, strategies and activities, and measures. It provides more detail on how you will measure outcomes and processes.

The work plan should address the following:

- Activities and timeline to support achievement of NOFO outcomes
- Specific public health needs the state biomonitoring program will address
- Personnel and equipment to support implementation of the award
- Validation and continuous quality assessment of laboratory methods
- Internal and external training for staff
- Activities to establish and maintain an advisory panel or seek citizen and stakeholder input
- Communication plans for reporting laboratory results to biomonitoring participants and the community as well as publishing findings in peer reviewed literature
- Protocol for follow-up and treatment referral in response to exposures above a known toxicity threshold
- Collaboration with other biomonitoring stakeholders
- Evaluation and assessment processes to ensure successful implementation and quality assurance

Table: Sample format

Activities to be Implemented	Progress or Process Measure(s) From Data, Monitoring, and Evaluation section	Relevant Period of Performance Outcome(s) From Outcomes section	Evaluation and Performance Measurement	Responsible Position or Party	Completion Date
Strategy 1:					
1.					
2.					
3.					
Strategy 2:					
1.					
2.					
3.					

Paperwork Reduction Act

Any activities involving information collections from 10 or more individuals or organizations may require you to follow the Paperwork Reduction Act (PRA). This requires review and approval by the White House Office of Management and Budget. For further information about CDC's requirements under PRA see [CDC Paperwork Reduction Act Compliance](#). Collections include items like surveys and questionnaires.

Funding policies & limitations

General guidance

- Your budget is arranged in eight categories: salaries and wages, fringe benefits, consultant costs, equipment, supplies, travel, other, and contractual.
- You may use funds only for reasonable program purposes consistent with the award, its terms and conditions, and federal laws and

regulations that apply to the award. Questions about this determination should be posed to the grants management specialist.

- Generally, you may not use funds to purchase furniture or equipment. Clearly identify and justify any such proposed spending in the budget.
- You may use funds to ensure state, tribal, local, and territorial employees funded by CDC grant or cooperative agreement awards are adequately trained and prepared to effectively participate in jurisdictional emergency response activities.
- You must have an active public health laboratory and demonstrate legal authority to conduct biomonitoring investigations.

Unallowable Costs

You may not use funds for:

- Research
- Clinical care except as allowed by law
- Pre-award costs unless CDC gives you prior written approval
- Other than for normal and recognized executive-legislative relationships:
 - Publicity or propaganda purposes, including preparing, distributing, or using any material designed to support or defeat the enactment of legislation before any legislative body
 - The salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before any legislative body

See [Guidance on Lobbying for CDC Recipients](#).

Indirect costs

Indirect costs are those for a common or joint purpose across more than one project and that cannot be easily separated by project. Learn more at [45 CFR 75.414](#), Indirect Costs, and [CDC Budget Preparation Guidelines](#).

To charge indirect costs you can select one of two methods:

Method 1 – Approved rate. You currently have an indirect cost rate approved by your cognizant federal agency.

Justification: Provide a summary of the rate. Enclose a copy of the current approved rate agreement in the Attachments.

Method 2 – De minimis rate. Per [45 CFR 75.414\(f\)](#), if you have never received a negotiated indirect cost rate, you may elect to charge a de minimis rate. If you are awaiting approval of an indirect cost proposal, you may also use the de minimis rate. If you choose this method, costs included in the indirect cost pool must not be charged as direct costs.

This rate is 10% of modified total direct costs (MTDC). See [45 CFR 75.2](#) for the definition of MTDC. You can use this rate indefinitely.

Other indirect cost policies

- As described in [45 CFR 75.403\(d\)](#), you must consistently charge items as either indirect or direct costs and may not double charge.
- Indirect costs may include the cost of collecting, managing, sharing, and preserving data.

National public health priorities & strategies

Healthy People 2030

[Environmental Health - Healthy People 2030 | health.gov](#)

Statutory authority

Section 317(k)(2) of the Public Health Service Act, [42 U.S.C. Section 247b(k)(2)], as amended.



Step 2:

Get Ready to Apply

In this step

Get registered

Get registered

While you can review the requirements and get started on developing your application before your registrations are complete, you must be registered in both SAM.gov and Grants.gov to apply.

SAM.gov

You must have an active account with SAM.gov. This includes having a Unique Entity Identifier (UEI). SAM.gov registration can take several weeks. Begin that process today.

To register, go to [SAM.gov Entity Registration](#) and click Get Started. From the same page, you can also click on the Entity Registration Checklist for the information you will need to register.

Grants.gov

You must also have an active account with [Grants.gov](#). You can see step-by-step instructions at the Grants.gov [Quick Start Guide for Applicants](#).

Need Help? See [Contacts & support](#).

Find the application package

The application package has all the forms you need to apply. You can find it online. Go to Grants Search at [Grants.gov](#) and search for opportunity number CDC-RFA-EH-24-0043.

If you can't use Grants.gov to download application materials, you may request them by calling 770-488-2700 or email OGS ogstims@cdc.gov.

To get updates on changes to this NOFO, click Subscribe from the View Grant Opportunity page for this NOFO on Grants.gov.

Help applying

For help with the application process and tips for preparing your application see [How to Apply](#) on our website. For other questions, see [Contacts & support](#).

Join the webinar

Join us for an informational webinar on February 21, 2024, at 1 p.m. EST.

Link: <https://cdc.zoomgov.com/s/1619235559pwd=c2cvakZHWGNCSndIRlI3U3ROOHNiZz09>



Step 3:

Prepare Your Application

In this step

Application contents & format

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Application contents & format

Applications include five main elements. This section includes guidance on each. Make sure you include each of these:

Element	Submission Form
Project Abstract	Use the Project Abstract Summary form
Project Narrative	Use the Project Narrative Attachment form
Budget Narrative Justification	Use the Budget Narrative Attachment form
Attachments	Insert each in the Other Attachments form
Standard Forms	Upload using each required form

We will provide instructions on document formats in the following sections. If you don't provide required documents, your application is incomplete. See [Initial review](#) to understand how this affects your application.

Required format for project abstract, project narrative, and budget narrative

Font: Calibri

Format: PDF

Size: 11-point font

Footnotes and text in graphics may be 10-point.

Spacing: Single-spaced

Margins: 1-inch

Include page numbers

Project abstract

Page Limit: 1

File name: Project Abstract Summary

Provide a self-contained summary of your proposed project, including the purpose and outcomes. Do not include any proprietary or confidential

information. We use this information when we receive public information requests about funded projects.

Project narrative

Page Limit: 10

File name: Project Narrative

Your project narrative must use the following exact headings, subheadings, and order. See [Merit Review Criteria](#) to understand how reviewers will evaluate your Project Narrative.

Background

Describe the problem you plan to address.

- How did you select the community you will work in?
- How did you select the racial and ethnic minority group or other population you will oversample?
- Is there community interest in biomonitoring?

Be specific to your population and geographic area.

See [Program Description, Background](#).

Approach

Strategies and activities

Describe how you will implement the proposed strategies and activities to achieve the period of performance outcomes. Explain whether they are:

- Designed with a statistically relevant sampling approach or will use a convenience sampling
- Will measure chemical markers that are based on known exposures or community concerns

See [Program Description, Strategies and Activities](#).

Outcomes

Using the logic model in [Program Description, Approach](#), identify the outcomes you expect to achieve or make progress on by the end of the period of performance.

Evaluation and performance measurement plan

You must provide an evaluation and performance measurement plan. This plan describes how you will fulfill the requirements in [Program Description, Data, Evaluation, and Performance Measurement](#).

Work plan

Include a work plan using the requirements in [Program Description, Work Plan](#).

Focus populations and health disparities

Describe the specific population or populations you plan to address under this award. Explain how you will include them and meet their needs in your project. Describe how your work will benefit public health as well as the populations and help alleviate health disparities.

See Program description, Focus populations.

Organizational capacity

Describe how you will address the organizational capacity requirements in [Program Description, Organizational Capacity](#).

You must provide attachments that support this section including:

- [Resumes and Job Descriptions](#)
- [Organization Chart](#)
- [Applicable letters of support and/or Memorandum of Understanding or Memorandum of Agreement](#)

Collaborations

Describe how you will collaborate with programs and organizations, either internal or external to CDC. Explain how you will address the collaboration requirements in [Program Description, Collaborations](#).

Budget narrative

Page limit: None

File name: Budget Narrative

The budget narrative supports the information you provide in Standard Form 424-A. See [Standard Forms](#).

As you develop your budget, consider If the costs are reasonable and consistent with your project's purpose and activities. CDC will review and must approve costs prior to award.

The budget narrative must explain and justify the costs in your budget. Provide the basis you used to calculate costs. It must follow this format:

- Salaries and wages
- Fringe benefits
- Consultant costs
- Equipment
- Supplies
- Travel
- Other categories
- Contractual costs
- Total direct costs (total of all items above)
- Total indirect costs

See [Funding Policies & Limitations](#) for policies you must follow.

Attachments

You will upload attachments in Grants.gov using the Other Attachments Form. When adding the attachments to the form, you can upload PDF, Word, or Excel formats.

Attachments do not have page limits.

Table of contents

Provide a detailed table of contents for your entire submission that includes all the documents in the application and headings in the "Project Narrative" section.

File name: Table of Contents

Indirect cost agreement

If you include indirect costs in your budget using an approved rate, include a copy of your current agreement approved by your [cognizant agency for indirect costs](#). If you use the de minimis rate, you do not need to submit this attachment.

File name: Indirect Cost Agreement

Proof of nonprofit status

If your organization is a nonprofit, you need to attach proof. We will accept any of the following:

- A copy of a current tax exemption certificate from the IRS.
- A letter from your state's tax department, attorney general, or another state official saying that your group is a nonprofit and that none of your net earnings go to private shareholders or others.
- A certified copy of your certificate of incorporation. This document must show that your group is a nonprofit.
- Any of the above for a parent organization. Also include a statement signed by an official of the parent group that your organization is a nonprofit affiliate.

File name: Nonprofit status

Resumes & job descriptions

For key personnel, attach resumes for positions that are filled. If a position isn't filled, attach the job description with qualifications and plans to hire.

File name: Resumes and job descriptions

Memorandum of Understanding or Memorandum of Agreement

Provide letters of support, a memorandum of understanding (MOU), memorandum of agreement (MOA), or other formal documentation for established collaborations, including a direct or administrative partnership with each state health department you plan to work with in a consortium.

CLIA certification

Provide documentation of your Clinical Laboratory Improvement Act of 1988 certificate. If a bona fide agent conducts biomonitoring analyses, then the bona fide agent must provide CLIA documentation as well as documentation of the mechanism (for example, contract) under which they perform measurements for the state.

Organization chart

Provide an organization chart that describes your structure. Include any relevant information to help understand how parts of your structure apply to your proposed project.

File name: Organization Chart

Letters of support

Attach three letters from relevant organizations supporting your organization's successful work.

File name: Letter of Support (if you upload each letter separately, add the organization name)

Equipment quotes

Provide a quotation for equipment from a vendor if applying to strategy C.

File name: Equipment Quotes

Duplication of efforts

You must provide this attachment only if you have submitted a similar request for a grant, cooperative agreement, or contract to another funding source in the same fiscal year and it may result in any of the following types of overlap:

Programmatic

- They are substantially the same project, or
- A specific objective and the project design for accomplishing it are the same or closely related.

Budgetary

- You request duplicate or equivalent budget items that already are provided by another source or requested in the other submission.

Commitment

- Given all current and potential funding sources, an individual's time commitment exceeds 100 percent, which is not allowed.

We will discuss the overlap with you and resolve the issue before award.

File name: Report on Overlap

Standard forms

You will need to complete some standard forms. Upload the following standard forms at Grants.gov. You can find them in the NOFO [application package](#) or review them and their instructions at [Grants.gov Forms](#).

Forms	Submission Requirement
Application for Federal Assistance (SF-424)	With application
Budget Information for Non-Construction Programs (SF-424A)	With application
Disclosure of Lobbying Activities (SF-LLL)	If applicable, with the application or before award



Step 4:

Learn About Review & Award

In this step

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Application review

Initial review

We review each application to make sure it meets responsiveness requirements. These are the basic requirements you must meet to move forward in the competition. We won't consider an application that:

- Is from an organization that doesn't meet eligibility criteria. See requirements in [Eligibility](#).
- Is submitted after the [deadline](#).
- Proposes research activities. See [45 CFR 75.2](#) for the definition of research.
- Does not include a CLIA certificate.
- Proposes more than 2 investigations.

Also, if you don't follow page limit or formatting requirements, we may remove pages from your application to solve for any unfairness.

Merit review

A panel reviews all applications that pass the initial review. The members use the following criteria.

Table: Criteria

Criterion	Total number of points = 100
1. Background and Approach	40 points
2. Organizational Capacity	35 points
3. Evaluation and Performance Measurement	25 points

Background and Approach (Maximum points: 40)

Ensure that responses are consistent with the following Program Description requirement sections.

Evaluate the extent to which the applicant provides:	Consistent with:
A background that supports a clear problem to address. 5 points	Background
Strategies and activities consistent with the program's logic model. 5 points	Approach, logic model
Outcomes consistent with the period of performance outcomes in the program's logic model. 5 points	Approach, logic model
Strategies and activities that are achievable and appropriate to achieve the project outcomes. Proposal includes no more than 2 investigations. 5 points	Strategies & Activities
At least one focus population for the project is clearly defined and consistent with the applicant's background and purpose. Explain why the community is believed to be unequally exposed to environmental chemicals. 5 points	Focus Populations
The approach describes how health disparities will be considered and addressed in designing and implementing strategies and activities. 5 points	Focus Populations, Health Disparities
A work plan that is aligned with the strategies, activities, outcomes, and performance measures in the approach and is consistent with the content and format proposed by CDC. A timeline to develop and validate any proposed new CLIA methods by August 31, 2025, is included. If a method is proposed and no timeline is provided, do not award full points. 5 points	Work Plan
A proposed use of funds that aligns to the work plan and is an efficient and effective way to implement the strategies and activities and attain the period of performance outcomes. 5 points	Work Plan

Organizational capacity (Maximum points: 35)

Ensure that responses are consistent with the Program Description section Organizational Capacity generally, including any of the following subsection or required attachments.

Evaluate the extent to which the applicant describes:	Consistent with:
Relevant experience and capacity to implement the activities and achieve the project outcomes. Experience includes laboratory, epidemiologist, communication, and outreach. 10 points	Organizational Capacity
Adequate laboratory space, staff, and equipment to analyze samples for proposed investigation. 10 points	Organizational Capacity
A staffing plan sufficient to achieve the project outcomes and that clearly defines staff roles. Provides an organizational chart that supports the structure. 8 points	Resumes and Job Descriptions Organization Chart
Collaborations that support your capacity or add value to the project. Include at least 3 letters of support to document collaborations. 7 points	Collaborations

Evaluation and performance measurement (Maximum points: 25)

Ensure that responses are consistent with the Program Description's Data, Evaluation, and Performance Measurement section generally, including any of the following subsections.

Evaluate the extent to which the applicant describes:	Consistent with:
Clear monitoring and evaluation procedures and how they will incorporate evaluation and performance measurement into planning, implementation, and reporting of project activities in the work plan. 10 points	Methods Work Plan
How they will report and use performance measurement and evaluation findings to demonstrate outcomes and for continuous program quality improvement. 3 points	Methods
Appropriate participation in the evaluation and performance measurement planning process by key partners. 3 points	Methods
How they will share evaluation findings with communities and populations of interest in a way that meets their needs. 6 points	Methods
A data management plan that includes data, access, standards, long-term and archiving plans, collection methods, data limitations. This includes how they will update the plan throughout an award. 3 points	Data Management

Optional Strategy C (Maximum points: 10)

Ensure that responses are consistent with the following Program Description requirement sections.

Evaluate the extent to which the applicant describes:	Consistent with:
A description of the intended purpose of the analytical equipment. 4 points	Strategies & Activities
A demonstration of a bona fide need for the equipment. Examples are to replace obsolete equipment, new technologies for measuring new chemical markers, increasing the laboratory's ability to develop new methods. 4 points	Strategies & Activities
Does the applicant provide a quote for the equipment. If not award zero points. 2 points	Equipment Quotes

Risk review

Before making an award, we review the risk that you will not prudently manage federal funds. As part of that review, we need to make sure you've handled any past federal awards well and demonstrated sound business practices. We use SAM.gov [Responsibility / Qualification](#) to check this history for all awards likely to be over \$250,000. We also check Exclusions.

You can comment on your organization's information in SAM.gov. We'll consider your comments before deciding on your risk level.

We may ask for additional information prior to award based on the results of the risk review.

If we find a significant risk, we may choose not to fund your application or to place specific conditions on the award.

For details, see [45 CFR 75.205](#).

Selection process

We will fund applications in order by score and rank determined by the review panel.

Our ability to make awards depends on available appropriations.

Award notices

If you are successful, we will email a Notice of Award (NoA) to your authorized official.

We will email you or write you a letter if your application is disqualified or unsuccessful.

The NoA is the only official award document. The NoA tells you about the amount of the award, important dates, and the terms and conditions you need to follow. Until you receive the NoA, you don't have permission to start work.

Once you draw down funds, you have accepted all terms and conditions of the award.

If you want to know more about NoA contents, go to [Understanding Your Notice of Award](#) at CDC's website.



Step 5:

Submit Your Application

In this step

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Application submission & deadlines

See [Find the Application Package](#) to make sure you have everything you need.

You must obtain the UEI number associated with your organization's physical location. Some organizations may have multiple UEI numbers. Use the UEI number associated with the location of the organization receiving the federal funds.

Make sure you are current with SAM.gov and UEI requirements before applying for the award. See [Get Registered](#).

You will have to maintain your registration throughout the life of any award.

Deadlines

Application

Due on April 15, 2024, at 11:59 p.m. ET.

Grants.gov creates a date and time record when it receives the application. If you submit the same application more than once, we will accept the last on-time submission.

The grants management officer may extend an application due date based on emergency situations such as documented natural disasters or a verifiable widespread disruption of electric or mail service.

Submission methods

Grants.gov

You must submit your application through Grants.gov.

For instructions on how to submit in Grants.gov, see the [Quick Start Guide for Applicants](#). Make sure that your application passes the Grants.gov validation checks or we may not get it. Do not encrypt, zip, or password protect any files.

See [Contacts & Support](#) if you need help.

Other submissions

Intergovernmental review

This NOFO is not subject to executive order 12372, Intergovernmental Review of Federal Programs. No action is needed.

Mandatory disclosure

You must submit any information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. See Mandatory Disclosures, [45 CFR 75.113](#).

Send written disclosures to CDC at LaQuanda Lewis at hrf6@cdc.gov and to the Office of Inspector General at grantdisclosures@oig.hhs.gov. [a]

Application checklist

Make sure that you have everything you need to apply:

Component	How to upload	Page limit
☐ Project Abstract	Use the Project Abstract Summary Form.	1 page
☐ Project Narrative	Use the Project Narrative Attachment form.	10 pages
☐ Budget Narrative	Use the Budget Narrative Attachment form.	None
Attachments	Insert each in a single Other Attachments form.	
☐ Table of Contents		None
☐ Indirect Cost Agreement		None
☐ Proof of Nonprofit Status		None
☐ Resumes and Job Descriptions		None
☐ MOU or MOA		None
☐ CLIA Certification		None
☐ Organization Chart		None
☐ Letters of Support		None
☐ Equipment Quotes (Strategy 3 only)		None
☐ Duplication of Efforts (if applicable)		None
Standard Forms (3 total)	Upload using each required form.	
☐ Application for Federal Assistance (SF-424)		None
☐ Budget Information for Non-Construction Programs (SF-424A)		None
☐ Disclosure of Lobbying Activities (SF-LLL)		None



Step 6:

Learn What Happens After Award

In this step

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Post-award requirements & administration

We adopt by reference all materials included in the links within this NOFO.

Administrative & national policy requirements

There are important rules you need to read and know if you get an award. You must follow:

- All terms and conditions in the Notice of Award. The NoA includes the requirements of this NOFO.
- The rules listed [45 CFR part 75](#), Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards.
- The HHS [Grants Policy Statement](#) (GPS). This document has policies relevant to your award. If there are any exceptions to the GPS, they'll be listed in your Notice of Award.
- All federal statutes and regulations relevant to federal financial assistance, including the cited authority in this award, the funding authority used for this award, and those provisions in the [HHS Administrative and National Policy Requirements](#).
- If you receive an award, you must follow all applicable nondiscrimination laws. You agree to this when you register in SAM.gov. You must also submit an Assurance of Compliance ([HHS-690](#)). To learn more, see the [HHS Office for Civil Rights website](#).
- The following [CDC Additional Requirements](#) (AR) apply to this NOFO's awards:
 - [AR-7: Executive Order 12372](#)
 - [AR-8: Public Health System Reporting Requirements](#)
 - [AR-9: Paperwork Reduction Act](#)
 - [AR-10: Smoke-Free Workplace Requirements](#)
 - [AR-11: Healthy People 2030](#)
 - [AR-12: Lobbying Restrictions](#)
 - [AR-14: Accounting Systems Requirements](#)
 - [AR-24: Health Insurance Portability and Accountability Act](#)
 - [AR-25: Data Management and Access](#)

- [AR-26: National Historic Preservation Act of 1966](#)
- [AR-27: Conference Disclaimer and Use of Logos](#)
- [AR-29: Compliance with EO13513, "Federal Leadership on Reducing Text Messaging while Driving," October 1, 2009](#)
- [AR-30: Compliance with Section 508 of the Rehabilitation Act of 1973](#)
- [AR-34: Accessibility Provision and Non-Discrimination Requirements are incorporated into CDC General Terms and Conditions](#)
- [AR-37: Prohibition on certain telecommunications and video surveillance services or equipment for all awards issued on or after August 13, 2020](#)

Reporting

If you are successful, you will have to submit financial and performance reports. These include:

Report	Description	When
Recipient Evaluation & Performance Measurement Plan	• Builds on the plan in the application • Includes measures and targets • Shows how data are collected and used (Data Management Plan)	6 months into award
Annual Performance Report	• Serves as yearly continuation application • Includes performance measures, successes, challenges • Updates work plan • How CDC could help overcome challenges • Includes budget for the next 12-month budget period	No later than 120 days before the end of each budget period.
Federal Financial Report	• Includes funds authorized and disbursed during the budget period	90 days after the end of each budget period

Report	Description	When
	Indicates exact balance of unobligated funds and other financial information	
Data on Performance Measures	Includes information similar to the Annual Performance Report	CDC will only require this report if it needs more frequent reporting than in the Annual Performance Report.
Final Performance Report	Includes information similar to the Annual Performance Report	120 days after the end of the period of performance
Final Financial Report	Includes information in Federal Financial Report	120 days after the end of the period of performance

To learn more about these reporting requirements, see [Reporting](#) on the CDC website.

CDC award monitoring

Monitoring activities include:

- Routine and ongoing communication between CDC and recipients
- Site visits
- Recipient reporting, including work plans, performance reporting, and financial reporting

We expect to include the following in post-award monitoring:

- Tracking recipient progress in achieving the outcomes
- Ensuring the adequacy of your systems to hold information and generate data reports
- Creating an environment that fosters integrity in performance and results

We may also include the following activities:

- Ensuring that work plans are feasible based on the budget
- Ensuring that work plans are consistent with award intent
- Ensuring that you are performing at a level to achieve outcomes on time.
- Working with you to adjust your work plan based on outcome achievement, evaluation results, and changing budgets.

- Monitoring programmatic and financial performance measures to ensure satisfactory performance levels.
- Other activities that assist CDC staff to identify, notify, and manage risk, including high-risk recipients.
- Review of CLIA certifications annually for all biomonitoring methods

CDC's role

In a cooperative agreement, we share responsibility for success of the award and meeting identified outcomes. The following are potential areas of substantial involvement; others may also be included.

- Analytical method training at CDC for selected chemical biomarkers
- Quality assessment testing services to laboratories for selected, existing CDC analytical methods
- Technical review and consultation on chemical biomarker and matrix selection, sample collection, and other aspects of laboratory method and biomonitoring investigation design
- Assistance in developing and evaluating laboratory methods, especially with respect to Quality Assurance/Quality Control (QA/QC)
- Technical review of final laboratory method
- Technical review of scientific manuscripts or other documents disseminating biomonitoring findings before submission for publication
- Facilitation of communication among recipients and other active biomonitoring programs
- Facilitation of use of select reference materials to promote comparability of biomonitoring findings
- Assistance in developing training materials for laboratory methods, evaluations, risk communication, and other topics for state biomonitoring programs
- Convene recipients to facilitate information exchange and collaboration

Nondiscrimination & assurance

If you receive an award, you must follow all applicable nondiscrimination laws. You agree to this when you register in SAM.gov. You must also submit an Assurance of Compliance ([HHS-690](#)). To learn more, see the [Laws and Regulations Enforced by the HHS Office for Civil Rights](#).



Contacts & Support

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Agency contacts

Program & eligibility

Rebecca Hunt, Project Officer

jxq6@cdc.gov

770-488-2478

Financial & budget

Randall Slaven

jlf0@cdc.gov

404-718-5568

Grants.gov

Grants.gov provides 24/7 support. You can call 800-518-4726 or email support@grants.gov. Hold on to your ticket number.

SAM.gov

If you need help, call 866-606-8220 or live chat with the [Federal Service Desk](#).

Reference websites

- [U.S. Department of Health and Human Services \(HHS\)](#)
- [Grants Dictionary of Terms](#)
- [CDC Grants: How to Apply](#)
- [CDC Grants: Already Have a CDC Grant?](#)
- [Grants.gov Accessibility Information](#)
- [Code of Federal Regulations \(CFR\)](#)
- [United States Code \(U.S.C.\)](#)