



Environmental Public Health Tracking: Phase II Capacity Building Grants

Program Overview

The Association of State and Territorial Health Officials (ASTHO) is pleased to announce the recent launch of its *Phase II Capacity Building Program for Environmental Public Health Tracking*. This program, made possible by the Centers of Disease Control and Prevention (CDC), is the first of its kind and aims to provide non-funded S/T health agencies with in-depth, hands-on experience and technical assistance to develop Environmental Public Health Tracking (EPHT) Programs and/or initiate EPHT-related activities within their jurisdictions.

Through the new program, state or territorial health agencies* (S/THAs) that are not currently funded as part of the CDC EPHT Program receive funding and support to perform the following:

- i. Establish a technical advisory group to oversee the development of plans and recommendations as outlined in CDC's "[Guide to Building an Environmental Public Health Tracking Network](#)"
- ii. Implement a state tracking demonstration project and/or demonstration portal
- iii. Attend a National Tracking Workshop and conduct a site visit at a CDC grantee state or city
- iv. Provide a written final report

In addition, eligibility for ASTHO's *Phase II Capacity Building Program*, the second phase of its fellowship program, requires that prospective applicants have completed the [Peer-to-Peer Fellowship Program](#) (Phase I).

*City, county, and tribal health departments that have completed Phase I and met program requirements are also eligible for support through ASTHO's Phase II program.

Deliverables and Expectations

Applications to ASTHO's Phase II Program are accepted once each year in the fall/winter. Grants are awarded for a one-year period. The state or territorial health agencies (S/THAs) receiving the funds are expected to pursue the following:

1. *Establish a Technical Advisory Group*
 - Grant recipients will be encouraged to establish a Technical Advisory Group (TAG) comprised of epidemiologists, informatics/information technology specialists, environmental professionals, communications specialists, laboratorians, and public health program officials.
 - The TAG will provide recommendations for implementing an environmental public health tracking network and will oversee plans for meeting requirements outlined in CDC's "[Guide to Building an Environmental Public Health Tracking Network](#)". The S/THA will also be expected to develop a document that outlines how they will address the guidelines provided in the CDC manual.
2. *Develop a state tracking demonstration project*
 - As an extension to pilot projects carried out in Phase I, grant recipients will be expected to either (1) create a demonstration portal or use a current database system to display health and environmental data collected, or (2) Perform data analysis that links both health and environmental data and shows a need for tracking in their state.
 - Grant recipients are encouraged to follow recommendations outlined in CDC's [Guide to](#)

[Building an Environmental Public Health Tracking Network](#) and utilize referenced materials, tools, methods, and products to aid in their efforts to develop state environmental public health tracking programs and transfer nationally consistent data onto the National Tracking data repository.

3. *Collaborate and network with state environmental health programs and CDC grantees*
 - Grant recipients will be paired with current CDC EPHT Program Grantees who have compatible Tracking Programs through a “mentor-mentee” relationship. The ASTHO Grant recipients will receive guidance for acquiring or customizing the tracking systems or data that are currently being used by their respective EPHT Grantee mentor. Please note that ASTHO will make every attempt to arrange for Phase II fellowship grantees to visit their original mentoring sites.
 - The mentor-mentee arrangement setup may involve one or all of the following:
 - i. In-depth site visit(s) at a CDC tracking grantee (mentor)
 - ii. Technical assistance from a Grantee or CDC Tracking Branch staff to help answer questions on developing a tracking system
 - iii. Travel to a CDC National Tracking Workshop
4. *Provide a written final report that includes a project description, activities, outcomes, including a link to the demonstration portal or data analysis (see item #2 above), TAG recommendations and action plan, contacts and collaborations, accomplishments/challenges, lessons learned, and recommendations for improvement of the grant.*
 - Written final reports will be made available for posting on ASTHO and CDC’s websites and distribution to ASTHO members and CDC partners.

Eligibility Guidelines

To be eligible for the Phase II Capacity Building Grant, the applicant must:

- Have completed ASTHO’s *Peer-to-Peer Fellowship Program* (phase I). Applicant’s Phase I final report will be reviewed for completeness and accuracy in meeting all proposed project goals and objectives as part of the selection process for Phase II.
- Propose a project that is reasonable in scope, complements current activities at the STHA, and advances the goals of the national EPHT program.
- Demonstrate the state or territorial health agency’s commitment to the proposed effort, including how the fellowship builds the capacity for that STHA to promote and collaborate with peers on EPHT activities.
- Be willing to share resources and lessons learned with ASTHO, CDC, and other STHA’s across the country.
- Agree to fulfill all expectations for participation.

Use of Grant Funds

Phase II funds may be used towards IT infrastructure and portal development, supplies and services, travel, and support of personnel who will be working on the project. Software purchases are allowed only if reasonable justification is provided. The applicant will be responsible for maintaining any software licensing and other related fees beyond the Phase II project completion. Please be advised that funds **cannot** be used towards the purchase of hardware such as a laptop and other related equipment.

Application Submission Process

Grant applications are submitted electronically using a PDF fillable form, which is made available by ASTHO at the start of each application year. Applicants should also include the following elements in their submission:

- I. *Project Description and Statement of Need*
 - a. Background information, including a summary of accomplishments, lessons learned, and planned next steps identified or achieved during Phase I of the *State-to-State Peer Fellowship Program*
 - b. A brief description of the EPHT content area(s) of concern
 - c. Plans for collaboration
 - d. Project timeline with milestones.
 - e. Anticipated challenges in meeting the goals set forth in the project description
 - f. Reasons why the proposed project will have a high probability of success
- II. *Budget Narrative*

Each application is reviewed and rated by a Review Committee, consisting of ASTHO staff and CDC’s EPHT program staff, on the following evaluation criteria:

- Completeness
- Evidence of commitment to build peer networks and advance EPHT within the applicant’s jurisdiction
- Strength of the Phase I proposal and how well the applicant met the goals outlined in his or her Phase I final report
- Realistic and effective goals and objectives proposed for Phase II
- Relevance and how closely the proposed project complements current activities at the national level
- Work plan, including activities, timeline, goals, and milestones
- Appropriate budget request

For questions about the Phase II Grants Program, please contact:

Ify J. Mordi, MPH

Analyst

Environmental Health

Association of State and Territorial Health Officials

2231 Crystal Drive, Suite 450 Arlington, VA 22202

(571) 527-3172

imordi@astho.org



The Association of State and Territorial Health Officials (ASTHO) is the national nonprofit organization representing the state and territorial public health agencies of the United States, the U.S. Territories, and the District of Columbia. ASTHO’s members, the chief health officials of these jurisdictions, are dedicated to formulating and influencing sound public health policy, and to assuring excellence in state-based public health practice.