



Grant Number: 3U58DP002006-02W1

Principal Investigator(s):
MARIO H GARCIA, MD

Project Title: HEALTHY COMMUNITIES, TOBACCO CONTROL, DIABETES PREVENTION AND CONTROL, AND BEHAVI

JAMES O'CONNELL
CONNECTICUT DEPT./PUBLIC HEALTH
410 CAPITOL AVENUE
HARTFORD, CT 06134

Award e-mailed to: Mary.Fuller@ct.gov

Budget Period: 09/30/2010 – 03/31/2011
Project Period: 09/30/2010 – 03/31/2011

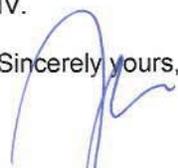
Dear Business Official:

The Centers for Disease Control and Prevention hereby awards a grant in the amount of \$304,080 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to CT ST DEPT OF PUBLIC HEALTH in support of the above referenced project. This award is pursuant to the authority of 301A,311BC,317K2(42USC241A,243BC247BK2) and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Acceptance of this award including the "Terms and Conditions" is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

If you have any questions about this award, please contact the individual(s) referenced in Section IV.

Sincerely yours,


Vivian F. Walker
Grants Management Officer
Centers for Disease Control and Prevention

Additional information follows

choose to remain anonymous. This note replaces the Inspector General contact information cited in previous notice of award.

SECTION III – TERMS AND CONDITIONS – 3U58DP002006-02W1

This award is based on the application submitted to, and as approved by, CDC on the above-titled project and is subject to the terms and conditions incorporated either directly or by reference in the following:

- a. The grant program legislation and program regulation cited in this Notice of Award.
- b. The restrictions on the expenditure of federal funds in appropriations acts to the extent those restrictions are pertinent to the award.
- c. 45 CFR Part 74 or 45 CFR Part 92 as applicable.
- d. The HS Grants Policy Statement, including addenda in effect as of the beginning date of the budget period.
- e. This award notice, INCLUDING THE TERMS AND CONDITIONS CITED BELOW.

This award is funded by the following list of institutes. Any papers published under the auspices of this award must cite the funding support of all institutes.

National Center For Chronic Disease Prev And Health Promo (CCDPH)
Office Of The Director, Centers For Disease Control & Prevention (ODCDC)

Treatment of Program Income: Additional Costs

SECTION IV – DP Special Terms and Conditions – 3U58DP002006-02W1

ADDITIONAL TERMS AND CONDITIONS OF THIS AWARD:

1. The purpose of this amended Notice of Award is to authorize supplemental funds under Funding Opportunity Announcement DP09-90103SUPP10 in the amount of \$304,080. These funds will be used to support the State Competitive Supplemental Funding for Behavioral Risk Factor Surveillance System (BRFSS), Component I: ILI, Multimode, and Module Support. Budget/Project period for Year 02: September 30, 2010 through March 31, 2011. The awarded dollars are comprised of new funds.
2. **RESPONSE TO TECHNICAL REVIEW:** Attached to this Notice of Award is a Technical Review of the application. A response to the Recommendations and Weaknesses within the Technical Review must be submitted to the Grants Management Specialist no later than 30 days after receipt of this award. Failure to respond could result in enforcement actions, including withholding of funds or termination.
3. All other terms and conditions issued with the original award will remain in full effect throughout the budget period unless otherwise changed, in writing, by the Grants Management Officer.

PLEASE REFERENCE THE AWARD NUMBER ON ALL CORRESPONDENCE.

STAFF CONTACTS

Grants Management Specialist: Anella Higgins
Centers for Disease Control and Prevention
PGO

Koger Center, Colgate Building
2920 Brandywine Road, Mailstop K75
Atlanta, GA 30341

Email: ahiggins@cdc.gov **Phone:** 770-488-2710 **Fax:** 770-488-2688

SPREADSHEET SUMMARY

GRANT NUMBER: 3U58DP002006-02W1

INSTITUTION: CONNECTICUT STATE DEPT OF PUBLIC HEALTH

<i>Budget</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Year 4</i>	<i>Year 5</i>
Consortium/Contra ctual Cost	\$304,080			
TOTAL FEDERAL DC	\$304,080			
TOTAL FEDERAL F&A				
TOTAL COST	\$304,080	\$0	\$0	\$0

FY 2010 – Funding Opportunity Announcement (CDC-RFA-DP09-90103-SUPP10)
(Division of Behavioral Surveillance)
Technical Review Form

Grantee's Name: Connecticut Department of Public Health _____

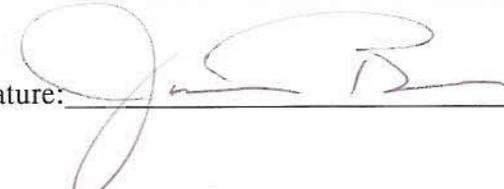
Grantee #: U58DP002006

Type of Award: Continuation _____ New x Earmark _____

Requested Amount: \$ 304,080

Recommended Award Amount: \$ 304,080

Reviewer's Name: Julie S. Brown _____

Signature:  _____ Date: 9/15/10

Summary of Major Strengths:

- The CT Department of Health has been administering the CT Behavioral Risk Factor Survey (CTJBRFS) as a component of the national BRFSS since 1990. The CT Department of Health data collection activities conducted in connection with the CTBRFS always conform to the "BRFSS User's Guide" and numbered memoranda issued by the Centers for Disease Control and Prevention's Division of Behavioral Surveillance(DBS).
- CT BRFSS has implemented the Influenza-Like Illness Optional Module, Sleep, and COPD and continues to conduct any emerging issues modules. They have maintained the landline data collection and they have increased their cell phone data collection efforts.
- They are conducting multi-mode surveys which include the Landline Survey, Cell Phone and Mail Surveys. Using these survey modes will increase efforts in identifying emerging health issues, establishing health objectives and developing and evaluating public health policies and programs.

Summary of Major Weaknesses:

None

Recommendations:

None

Research Determination – CDC-RFA-DP09-90103-SUPP10 is only for non-research activities supported by CDC. For the definition of research, please see the CDC Web site at the following Internet address: <http://www.cdc.gov/od/ads/opspoll1.htm>

No research activities have been proposed

Research activities have been proposed, but were disapproved/disallowed

Reviewer Comments:

None

Other Relevant Comments: (LIST OTHER RELEVANT COMMENTS AND SELECT ONE OF THE BELOW)

The recipient is asked to submit to its Project Officer responses to Other Relevant Comments within 30 Days

No response to Other Relevant Comments is needed.

**CONNECTICUT BEHAVIORAL RISK FACTOR SURVEILLANCE SYSTEM
SUPPLEMENTAL APPLICATION PROJECT NARRATIVE**

Funding Period: 09/30/2010 – 03/31/2011

CDC-RFA-DP09-90103-SUPP10 CT Award 5U58DP002006-02

SUMMARY

The Connecticut Department of Public Health (DPH) is requesting \$304,080 to support additional land line completed interviews, additional cell phone interviews, implementation of a mail follow up survey to land line non responders, and inclusion of the Influenza Like Illness, Child Selection, Inadequate Sleep, and Chronic Obstructive Pulmonary Disease (COPD) Modules. Funds will be used to pay our contractor, ICF Macro International, for data collection.

ICF Macro International has been the BRFSS contractor for the Connecticut Department of Public Health (DPH) for more than 10 years. They were awarded the most recent contract after an RFP process that was conducted in the fall of 2009. The BRFSS coordinator is Diane Aye, MPH, PhD. Dr. Aye has been the BRFSS coordinator since 2003 and is responsible for all BRFSS activities. She prepares the contract with ICF Macro International, and ensures that the contractor is in compliance with all CDC protocols regarding data collection, monitoring, and reporting.

PROJECT ACTIVITIES

COMPONENT IA

Implementation of Influenza Like Illness Module

The DPH will include the Influenza Like Illness (ILI) Module for a seven month period, approximately September 2010 through March 2011 in the CT BRFSS landline survey. The DPH contractor, ICF Macro International, will comply with all CDC requirements for data collection and submission. Data will be submitted on a biweekly basis for the duration of the time the ILI Module is in the CT BRFSS. It is anticipated that 2,100 completed land line interviews will be conducted in 2010 and 2,500 land line completed interviews will be completed

**CONNECTICUT BEHAVIORAL RISK FACTOR SURVEILLANCE SYSTEM
SUPPLEMENTAL APPLICATION PROJECT NARRATIVE**

Funding Period: 09/30/2010 – 03/31/2011

CDC-RFA-DP09-90103-SUPP10 CT Award 5U58DP002006-02

in the first quarter of 2011 (that will include the ILI Module). The cost of including the ILI and Child Selection Modules is \$20,250. Also, \$46,000 is requested for an additional 1,000 completed land line interviews in the first quarter of 2011 to increase the sample size from 1,500 between January to March, 2011. This increase will enhance data collection during the flu season.

Monitoring

The CT BRFSS Coordinator and other DPH staff are able to remotely monitor interviews being conducted by ICF Macro. The most recent monitoring was conducted by the BRFSS Coordinator on September 1, 2010 and monitoring is expected to occur approximately monthly (more if needed). In addition to remote monitoring, calls are recorded and are available for review.

Data Collection, Processing, and Submission

ICF Macro checks and edits the data collected for all components using the CDC-provided PC-Edits programs. All data files are uploaded to the CDC upload/download site.

For the landline data, clean, unweighted data files are delivered in ASCII format according to the layout provided by the CDC. In addition to survey data, the data files provide a complete call history for each attempted record, a listing of each sampled telephone number, along with the disposition of all calls placed to that number; the disposition, date, time, length, and which interviewer made the final call; and the first eight digits of the telephone number, as specified by CDC. The data file includes the sample variables required by BRFSS Policy Memo 99.1. An interim BRFSS landline data file is provided bi-weekly and a final monthly dataset is

**CONNECTICUT BEHAVIORAL RISK FACTOR SURVEILLANCE SYSTEM
SUPPLEMENTAL APPLICATION PROJECT NARRATIVE**

Funding Period: 09/30/2010 – 03/31/2011

CDC-RFA-DP09-90103-SUPP10 CT Award 5U58DP002006-02

provided within 15 days following completion of each month of interviewing (or as requested by CDC).

ICF Macro has been conducting the BRFSS continuously for 20 years and is familiar with the protocol for data collection and processing. BRFSS standards as set forth in CDC memos and the BRFSS User's Guide with regard to number of attempts, call-back rules, refusal conversion process, recording of call histories, and data processing are followed.

COMPONENT IB

Restore BRFSS land line sample size to 2009 levels

In calendar year 2009, the CT BRFSS submitted data on 6,600 completed landline interviews. In 2010, the sample size was reduced to 6,000. Funds of \$27,000 are being requested as part of this application to restore the sample size to 6,600 for 2010. To achieve that objective, an additional 600 interviews will be conducted between October 1, 2010 and December 31, 2011. Additional sample will be requested from CDC, and our contractor, ICF Macro International, will conduct the interviews.

Cellular telephone interviews at 20% of landline sample

The land line sample for 2010 will be 6,600 completed interviews. CT had contracted with ICF Macro to complete 500 interviews by way of cellular telephones for 2010. An additional \$101,680 in funds is being requested to conduct an additional 820 ($6,600 \times 20\% = 1,320$) interviews by way of cellular telephones between October 1, 2010 and December 31, 2011. For the first quarter of 2011, it was anticipated that 125 interviews would be conducted by way of cellular telephones. \$47,250 is being requested for an additional 375 completed cellular

**CONNECTICUT BEHAVIORAL RISK FACTOR SURVEILLANCE SYSTEM
SUPPLEMENTAL APPLICATION PROJECT NARRATIVE**

Funding Period: 09/30/2010 – 03/31/2011

CDC-RFA-DP09-90103-SUPP10 CT Award 5U58DP002006-02

telephone interviews for the period January 1, 2011 to March 31, 2011 (2,500 land line interviews x 20% = 500 interviews).

Mail Follow up Survey

The CT DPH contracted with ICF Macro International to conduct a mail follow up survey on landline not respondents during 2010, however funding was not awarded to Connecticut for this project with the initial BRFSS award in March 2010. An additional \$42,500 is being requested to send a mail survey to 5,000 land line non respondents in 2011.

ICF Macro will conduct mail follow-up interviews following the protocol described in the BRFSS Multi-Mode Survey Pilot Operational Protocol, February 2, 2010 with the following modifications. Mail survey data are provided to CDC within 30 days after the end of mail data collection.

- 1) Fewer mailings: The CT mail survey will consist of an initial survey packet, followed by a reminder postcard 14 days later.
- 2) Reduced frequency of mailing: The operational protocol document specifies sending the first questionnaire within 1 week of the telephone contact. The CT mail survey will be sent approximately every 2 months in 4 batches to 5,000 households.
- 3) Address matched records: Mailings will only be sent to addresses with a reverse address match. Macro will not attempt to collect addresses during the telephone contact.
- 4) Survey Formatting: The initial survey packet will be reformatted to fit on 12 pages.

**CONNECTICUT BEHAVIORAL RISK FACTOR SURVEILLANCE SYSTEM
SUPPLEMENTAL APPLICATION PROJECT NARRATIVE**

Funding Period: 09/30/2010 – 03/31/2011

CDC-RFA-DP09-90103-SUPP10 CT Award 5U58DP002006-02

Monitoring

The CT BRFSS Coordinator and other DPH staff are able to remotely monitor interviews being conducted by ICF Macro. The most recent monitoring was conducted by the BRFSS Coordinator on September 1, 2010 and monitoring is expected to occur approximately monthly (more if needed). In addition to remote monitoring, calls are recorded and are available for review.

Data Collection, Processing, and Submission

ICF Macro checks and edits the data collected for all components using the CDC-provided PC-Edits programs. All data files are uploaded to the CDC upload/download site.

Clean, unweighted data files are delivered in ASCII format according to the layout provided by the CDC. In addition to survey data, the data files provide a complete call history for each attempted record, a listing of each sampled telephone number, along with the disposition of all calls placed to that number; the disposition, date, time, length, and which interviewer made the final call; and the first eight digits of the telephone number, as specified by CDC. The data file includes the sample variables required by BRFSS Policy Memo 99.1. Interim BRFSS data files are provided bi-weekly and a final monthly dataset is provided within 15 days following completion of each month of interviewing (or as requested by CDC).

For mail follow up survey data, data entry will be completed by ICF Macro International and 10% of the interviews will be double entered for quality control. Data will be submitted to CDC according to CDC protocol.

**CONNECTICUT BEHAVIORAL RISK FACTOR SURVEILLANCE SYSTEM
SUPPLEMENTAL APPLICATION PROJECT NARRATIVE**

Funding Period: 09/30/2010 – 03/31/2011

CDC-RFA-DP09-90103-SUPP10 CT Award 5U58DP002006-02

COMPONENT IC

Funding is requested for inclusion of the Chronic Obstructive Pulmonary Disease (COPD) Module (\$7,300) and the Inclusion of the Inadequate Sleep Module (\$12,100). It is estimated that the land line sample size for 2011 CT BRFSS will be 7,000 and the cellular phone sample will be approximately 875. These sample size estimates are dependent on funding provided by CDC and other funding partners (programs within and outside DPH).

As detailed in Component 1A, quality assurance and remote monitoring is conducted by the BRFSS Coordinator and BRFSS protocols for data collection, processing, and submission are followed by the CT BRFSS contractor, ICF Macro International.

While funds are being requested for inclusion of the Inadequate Sleep and COPD Modules, the content of the BRFSS questionnaire for 2011 has not yet been finalized. At this time, Connecticut cannot guarantee that the Inadequate Sleep and COPD Modules will be included even if funds are awarded by CDC. It is expected that the CT BRFSS Users Group will finalize their recommendations regarding the content of the 2011 BRFSS questionnaire by early October, 2010. Many programs are requesting space on the 2011 CT BRFSS so it is possible that there will not be sufficient space on the 2011 CT BRFSS to allow inclusion of both the Inadequate Sleep Module and the COPD Module. Preliminary discussions indicate that the COPD Module is considered a higher priority than the Inadequate Sleep Module because the Inadequate Sleep Module currently is in the 2010 CT BRFSS.

Monitoring

The CT BRFSS Coordinator and other DPH staff are able to remotely monitor interviews being conducted by ICF Macro. The most recent monitoring was conducted by the BRFSS

**CONNECTICUT BEHAVIORAL RISK FACTOR SURVEILLANCE SYSTEM
SUPPLEMENTAL APPLICATION PROJECT NARRATIVE**

Funding Period: 09/30/2010 – 03/31/2011

CDC-RFA-DP09-90103-SUPP10 CT Award 5U58DP002006-02

Coordinator on September 1, 2010 and monitoring is expected to occur approximately monthly (more if needed). In addition to remote monitoring, calls are recorded and are available for review.

Data Collection, Processing, and Submission

ICF Macro checks and edits the data collected for all components using the CDC-provided PC-Edits programs. All data files are uploaded to the CDC upload/download site.

For the landline data, clean, unweighted data files are delivered in ASCII format according to the layout provided by the CDC. In addition to survey data, the data files provide a complete call history for each attempted record, a listing of each sampled telephone number, along with the disposition of all calls placed to that number; the disposition, date, time, length, and which interviewer made the final call; and the first eight digits of the telephone number, as specified by CDC. The data file includes the sample variables required by BRFSS Policy Memo 99.1. An interim BRFSS landline data file is provided bi-weekly and a final monthly dataset is provided within 15 days following completion of each month of interviewing (or as requested by CDC).

ICF Macro has been conducting the BRFSS continuously for 20 years and is familiar with the protocol for data collection and processing. BRFSS standards as set forth in CDC memos and the BRFSS User's Guide with regard to number of attempts, call-back rules, refusal conversion process, recording of call histories, and data processing are followed.

**CONNECTICUT BEHAVIORAL RISK FACTOR SURVEILLANCE SYSTEM
SUPPLEMENTAL APPLICATION BUDGET JUSTIFICATION**

Funding Period: 09/30/2010 – 03/31/2011

CDC-RFA-DP09-90103-SUPP10 CT Award 5U58DP002006-02

An additional \$304,080 is being requested to support additional land line completed interviews, additional cell phone interviews, implementation of a mail follow up survey to land line non responders, and inclusion of the Influenza Like Illness, Child Selection, Inadequate Sleep, and Chronic Obstructive Pulmonary Disease (COPD) Modules. Funds will be used to pay our contractor, ICF Macro International, for data collection.

FEDERAL REQUEST: \$304,080

CONTRACT – ICF Macro International (contract awarded through RFP in fall 2009)

Name	Service	Cost
Component 1A		
1.) Influenza Like Illness and Child Selection Modules	CT 2010-2011 BRFSS	\$20,250
2.) Land Line Telephone Survey – Enhance sample size for Jan-March 2011	Costs for January – March 2011 (\$46/interview x 1000 interviews = \$46,000)	\$46,000
Component 1B		
3.) Land Line Telephone Survey – Restore 2010 sample size to 2009 level Oct-Dec 2010	Costs for October – December 2010 (\$45/interview x 600 interviews = \$27,000)	\$27,000
4.) Cell Phone Survey- Enhance sample size to 20% of land line sample for Sept-Dec 2010	Cost for Sept – Dec 2010 \$124/completed cell phone interview x 820 interviews = \$101,680	\$101,680
5.) Cell Phone Survey- Enhance sample size to 20% of land line sample for Jan-March 2011	Cost for Jan – March 2011 \$126/completed cell phone interview x 375 interviews = \$47,250	\$47,250
6.) Pilot Mail Follow-up Survey	\$8.50 /mailing for 5,000 non responders = \$42,500	\$42,500
Component 1C		
7.) Inadequate Sleep Module	CT 2011 BRFSS	\$12,100
8.) Chronic Obstructive Pulmonary Disease (COPD) Module	CT 2011 BRFSS	\$ 7,300
	TOTAL	\$304,080

JUSTIFICATION:

Component 1A

1.) Inclusion of Influenza Like Illness questions in the CT BRFSS will occur for a seven month period from the fall of 2010 through the spring of 2011, the Child Selection Module for 2011 also will be included so that the child ILI questions can be asked.

**CONNECTICUT BEHAVIORAL RISK FACTOR SURVEILLANCE SYSTEM
SUPPLEMENTAL APPLICATION BUDGET JUSTIFICATION**

Funding Period: 09/30/2010 – 03/31/2011

CDC-RFA-DP09-90103-SUPP10 CT Award 5U58DP002006-02

\$8.50 per mailing for 5,000 non responders = \$42,500. The cost includes data entry on completed surveys and creation of a data base of responses for CDC.

Component 1C

7.) Inclusion of the Inadequate Sleep Module \$ 12,100

8.) Inclusion of the Chronic Obstructive Pulmonary Disease (COPD) Module \$ 7,300

FEDERAL REQUEST: 304,080