

title, function, general duties, and activities with which that position will be involved. Include the level of effort and allocation of time for each project activity by staff position.

Collaborative Activities

Describe past and proposed collaborative working partnerships with providers, community groups, or others who serve the priority population and have established linkages in the priority population.

Program Evaluation Plan

Identify methods for measuring progress toward attaining program goals and objectives and monitoring activities consistent with this program announcement. The evaluation plan should include quantitative assessment mechanisms; the outcome expected; the minimum information to be collected and the system(s) for reporting the information.

Budget and Justification

Provide a detailed line item budget and narrative justification of all operating expenses consistent with the proposed objectives and planned activities. Be precise about program purpose of each budget item and itemize calculations when appropriate.

Participation in CDC sponsored training, workshops, or meetings is essential to the effective implementation of cancer prevention, early detection, or survivorship programs. Travel funds should be budgeted for the following meetings:

Two persons to Atlanta, Georgia to attend the National Cancer Prevention and Control Conference (three days.)

Three to five persons to Atlanta, Georgia to report program implementation progress (reverse site visit) and for consultation and technical assistance. (two days, one trip per year.)

Up to two additional two-person trips to Atlanta, or other destinations to attend or assist with national workgroups, task forces, or committees (one to three days.)

G. Submission and Deadline

Letter of Intent (LOI) Submission

On or before April 11, 2003, submit the LOI to the Grants Management Specialist identified in the "Where to Obtain Additional Information" section of this announcement.

Application

Submit the signed original and two copies of PHS 5161-1 (OMB Number 0920-0428). Forms are available at the following Internet address: <http://www.cdc.gov/od/pgo/forminfo.htm> If

you do not have access to the Internet, or if you have difficulty accessing the forms on-line, you may contact the CDC Procurement and Grants Office Technical Information Management Section (PGO-TIM) at: (770) 488-2700. Application forms can be mailed to you.

Submission Date, Time, and Address

The application must be received by 4 p.m. Eastern Time April 28, 2003. Submit the application to: Technical Information Management-PA 03050, Procurement and Grants Office, Centers for Disease Control and Prevention, 2920 Brandywine Rd, Room 3000, Atlanta, GA 30341-4146.

CDC Acknowledgement of Application Receipt

A postcard will be mailed by PGO-TIM, notifying you that CDC has received your application.

Deadline

Letters of intent and applications shall be considered as meeting the deadline if they are received before 4 PM Eastern Time on the deadline date. Any applicant who sends their application by the United States Postal Service or commercial delivery services must ensure that the carrier will be able to guarantee delivery of the application by the closing date and time. If an application is received after closing due to (1) carrier error, when the carrier accepted the package with a guarantee for delivery by the closing date and time, or (2) significant weather delays or natural disasters, CDC will upon receipt of proper documentation, consider the application as having been received by the deadline.

Any application that does not meet the above criteria will not be eligible for competition, and will be discarded. The applicant will be notified of their failure to meet the submission requirements.

H. Evaluation Criteria

Applicants are required to provide measures of effectiveness that will demonstrate the accomplishment of the various goals and objectives identified in response to this announcement. Measures of effectiveness must relate to the performance goal stated in section "B. Purpose" of this announcement. Measures must be objective and quantitative and must measure the intended outcome. These measures of effectiveness shall be submitted with the application and shall be an element of evaluation.

An independent review group appointed by CDC will evaluate each application against the following criteria:

Evaluation Criteria (100 Points Total)

1. Goals and Objectives (30 Points)

The extent to which applicant's plan for achieving the proposed activities appears realistic and feasible and relates to the programmatic requirements and purposes of this program announcement including, the degree to which short-term (one year) and long-term (five year) objectives are specific, time-phased, measurable, realistic, and related to identified needs.

2. Project Management (25 Points)

The degree to which proposed staffing, organizational structure, staff experience and background, training needs or plan, job descriptions and curricula vitae for both proposed and current staff indicate past experience in carrying out similar programs, and the ability to carry out the purposes of the current program.

3. Evaluation Plan (20 Points)

The extent to which the proposed evaluation plan addresses progress toward meeting goals and objectives, assesses impact, and appears to be reasonable and feasible.

4. Collaborative Activities (15 Points)

The extent to which applicant describes clear and complete plans to develop relationships or conduct activities between the program and other organizations, agencies, or other partners that will relate to the program and provide for complementary or supplementary interactions.

5. Background and Need (10 Points)

The extent to which the applicant describes the cancer burden and specific needs related to the purpose of this program announcement.

6. Budget and Justification (Not Scored)

The extent to which the budget is reasonable and consistent with the purpose and activities of the program.

I. Other Requirements

Technical Reporting Requirements

Provide CDC with the original plus two copies of: 1. Interim progress report, no less than 90 days before the end of the budget period. The progress report will serve as your non-competing continuation application, and must contain the following elements:

- a. Current Budget Period Activities Objectives.
- b. Current Budget Period Financial Progress.
- c. New Budget Period Program Proposed Activity Objectives.