

### Applications

The Program Announcement title and number must appear in the application. Use the information in the Program Requirements, Other Requirements, and Evaluation Criteria sections to develop the application content. Your application will be evaluated on the criteria listed, so it is important to follow them in laying out your program plan. Applications should include the following items, in the following order:

**Cover Letter:** A one-page cover letter stating that the applicant is applying and how the applicant fulfills eligibility requirements.

**Table of Contents:** A table of contents that provides page numbers for each of the following sections (all pages must be numbered).

**Abstract:** A one-page, single-spaced, typed abstract must be submitted with the application. The heading should include the title of the grant program, project title, organization name and address, project director and telephone number. The abstract should briefly summarize the project for which funds are requested, the activities to be undertaken, and the applicant's organization structure. The abstract should precede the program narrative.

**Budget and Budget Justification:** The budget should be reasonable, clearly justified, and consistent with the intended use of the agreement funds. The applicant must include a detailed first-year budget justification with future annual projections. Budgets should include costs for travel for two project staff to attend annual meetings. The applicant should provide a budget justification for each budget item. Proposed sub-contracts should identify the name of the contractor, if known; describe the services to be performed; provide an itemized budget and justification for the estimated costs of the contract; specify the period of performance; and describe the method of selection.

**Narrative:** The narrative should be no more than 30, double-spaced pages. The narrative is to be printed on one side, with one-inch margins, and un-reduced 12-point font. The narrative must contain the following sections:

- a. Understanding the Problem and Current Status
- b. Goals and Objectives
- c. Description of Program and Methodology (Include a timeline for the entire two-year project period.)
- d. Collaborative Efforts
- e. Evaluation Plan
- f. Staffing and Management System (A one-page CV or resume for each key personnel must be included in an

attachment). Plan must also provide details of the role of each key personnel.

- g. Organizational Structure and Facilities (Must include an organizational chart)
- h. Human Subjects Review

### G. Submission and Deadline

#### *Letter of Intent (LOI) Submission*

On or before May 13, 2003, submit the LOI to the Public Health Analyst identified in the "Where to Obtain Additional Information" section of this announcement.

#### *Application Forms*

Submit the signed original and two copies of PHS 5161-1 (OMB Number 0937-0189). Forms can be found at the following Internet address: [www.cdc.gov/od/pgo/forminfo.htm](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 June 9, 2003. Submit the application to: Technical Information Management—PA#03055, CDC Procurement and Grants Office, 2920 Brandywine Road, Atlanta, GA 30341-4146.

Applications may not be submitted electronically.

#### *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 p.m. 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

#### *Application*

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

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

1. Description of Program and Methodology (35 percent).
  - a. Extent to which applicant describes the methods they will use to address all recipient activities, such as: (1) Establishing and implementing an EHDI tracking and surveillance system; (2) describing methods of populating the data base; (3) standardizing data from multiple sources; (4) developing strategies for reporting system; (5) documenting methods for collecting data on infants/children with late onset or progressive hearing loss; (6) designing analytic plan; (7) documenting concerns; (8) describing advisory committee; (9) describing plans for integrating data sets; (10) collaborating with other state programs; (11) developing an evaluation plan; (12) preparing manuscripts; and (13) collaborating and sharing information.
  - b. Extent to which applicant provides a time line which includes activities to be accomplished, and personnel responsible to complete the project. The timeline should address activities to be conducted over the entire two-year project period.
2. Understanding the Problem and Current Status (20 percent).
  - a. Extent to which the applicant has a clear, concise understanding of the requirements and purpose of the cooperative agreement.
  - b. Extent to which the applicant understands the challenges, barriers, and problems associated with developing and implementing an EHDI tracking and surveillance program.
  - c. Extent to which the applicant describes the need for funds to develop/enhance an EHDI tracking and surveillance program in their State.