

women, men who have sex with men, injecting drug users and persons living with HIV.)

(6) Intended audience (number and description of conference attendees.)

(7) Conference objectives.

(8) Dollar amount requested.

(9) Total conference budget.

b. Biographical sketches and job descriptions of the individuals responsible for planning and coordinating the conference.

c. A budget narrative separately identifying and justifying line items to which the requested federal funds would be applied.

d. A draft agenda for the proposed conference.

e. Award number and title of funded programs for current recipients of CDC HIV funding. Applicants must have not submitted the same proposal for review for funding to other parts of CDC.

## G. Submission and Deadline

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

Cycle I: For conferences during the dates of October 1, 2003, to March 31, 2004, submit LOI on or before May 19, 2003.

Cycle II: Applications requesting support for conferences held during the dates of April 1, 2004, to September 30, 2004, will be solicited in a separate FY 2004 program announcement.

Submit LOIs to the Grants Management Specialist identified in the "Where to Obtain Additional Information" section of this announcement. If your LOI does not arrive on or before the due date, it will not be considered.

### *Application Forms*

Submit the original and two copies of PHS 5161-1 (OMB Number 0920-0428.) Forms are available 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.

Applicants should adhere to the instructions in this program announcement regarding the due date.

### *Submission Date, Time, and Address*

Applications must be received by 4 p.m. eastern standard time, July 28, 2003.

Submit the application to:

Technical Information Management—PA03002, Procurement and Grants

Office, Centers for Disease Control and Prevention, 2920 Brandywine Rd, Room 3000, Atlanta, GA 30341-4146.

Applications may not be submitted electronically.

### *CDC Acknowledgment 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 will be considered as meeting the deadline if they are received before 4 p.m. eastern time on the deadline date. Applicants sending applications 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.

Applications which do not meet the above criteria will not be eligible for competition and will be discarded. Applicants will be notified of their failure to meet the submission requirements.

## H. Evaluation Criteria

### *Letter of Intent*

The Letter of Intent will be evaluated against the following criteria:

1. The extent to which the applicant demonstrates the need for the conference. (20 points.)
2. The extent to which the applicant discuss the potential contribution to HIV/AIDS prevention. (20 points.)
3. The extent to which high risk populations will ultimately benefit from the conference. (20 points.)
4. The extent to which the conference will have potential contribution toward the National HIV Prevention Goals based on the CDC HIV Prevention Strategic Plan. (15 points.)
5. The extent to which the conference overall objectives are reliable, reasonable, measurable and specific. (15 points.)
6. The extent to which the estimate of the conference cost is reasonable. (10 points.)
7. In addition, the applicant is expected to complete the LOI requirements listed in section F. Content. LOI must also address one or more of the elements listed in section D under Funding Preferences.

### *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 goal stated in section A. 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:

**Note:** Use the following headings on your application.

#### a. Proposed Program and Technical Approach (30 points):

1. The extent to which the proposed conference description fits one of the Funding Preferences listed in section E.
2. The degree to which the conference objectives are specific, measurable, realistic, and time-phased. The extent to which evaluation of the conference assesses increased knowledge and attitudes of the conference participants.
3. The relevance and effectiveness of the proposed agenda in addressing the conference topic(s).
4. The degree to which conference activities relate to the prevention of HIV.

#### b. Applicant Capability and Experience (25 points):

1. The adequacy of existing resources to administer the program for the proposed conference.
2. The adequacy of existing and proposed facilities for conducting conference activities.
3. The degree to which the applicant has established relationships with related government agencies, community planning groups, and related community groups. Include letters of support (five only) from such agencies, addressing related applicant's capability and experience. Letters of support must explain how the agency will work with the applicant to plan the proposed conference. Letters that do not pertain directly to the proposed conference will not be considered.
4. The extent to which the applicant shows the need for the conference. c. Qualifications of Program Personnel (25 points):

1. The qualifications and experience of the principal staff person, and his or her ability to devote adequate time to provide effective leadership.