

The narrative should address the following:

1. Experience: Demonstrate your experience representing program officials who are actively engaged in directing STD Prevention Program efforts, in providing a National network of communications to State and local STD Prevention Programs, and in establishing or expanding National level partnerships which support the development of STD prevention staff and the enhancement of STD Prevention Program efforts.

2. Collaboration and Representation: Document your organizations' affiliation and relationship with State and local STD Prevention Programs.

3. Understanding of the Project: Describe the problems to be addressed with the requested assistance and briefly propose a programmatic plan for each.

4. Objectives: Establish long (5 year) and short-term (1 year) objectives for programmatic plans. Objectives must be specific, measurable, time-phased, and realistic.

5. Operational Plan and Timetable: Describe the operational plan for achieving each objective established. Concisely describe each component or major activity and how it will be carried out. Include a time line for completing each component or major activity.

6. Staff Capacity: Provide position descriptions, qualifications, and past achievements for the positions/ personnel proposed to be involved in the administration of this project. Also provide the qualifications and past achievements of the personnel proposed to provide technical program direction.

7. Evaluation Plan: Discuss the plan for monitoring progress toward each of the objectives.

8. Budget: Submit a detailed budget and line-item justification that is consistent with the program purpose and proposed activities.

#### G. Submission and Deadline

Submit the signed original and two copies of the application PHS Form 5161-1 (OMB Control Number 0920-0428) along with your application narrative. 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.

#### Submission Date, Time, and Address

The application must be received by 4 p.m. eastern time June 23, 2003.

Submit the application to: Technical Information Management-PA# 03045, CDC Procurement and Grants Office, 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

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 grant. Measures of effectiveness must relate to the performance goals, which are stated in the purpose section 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. Experience (15 Points)

The extent to which the applicant documents more than five years of experience in representing program officials who are actively engaged in directing STD Prevention Program

efforts, in providing a National network of communications and support to state and local STD Prevention Programs, and in expanding National level partnerships to support the development of STD prevention staff and the enhancement of STD Prevention Program efforts.

##### 2. Collaboration and Representation (15 Points)

The extent to which applicant organizations have representatives with established day-to-day programmatic relationships with state/local STD Prevention programs in every U.S. state and U.S. Territory. The extent to which organization includes representatives of STD Prevention Programs who are actively engaged in directing STD Prevention Program efforts, and who represent State and local STD Prevention program efforts from all parts of the nation.

##### 3. Understanding of the Project (15 points)

Extent to which the applicant understands the requirements, problems, objectives, complexities, and interactions required of this project.

##### 4. Objectives (15 points)

Degree to which the proposed objectives are clearly stated, realistic, time phased, and related to the purpose of this project.

##### 5. Operational Plan and Timetable (15 points)

The extent to which the applicant's plan to carry out the activities proposed is feasible and consistent with the stated objectives in this proposal. The extent to which the timetable incorporates major activities and milestones that is specific, measurable and realistic. Dates, tasks, and persons responsible for accomplishing tasks should be included.

##### 6. Staff Capacity (15 points)

Extent to which the professional personnel proposed to be involved in administering this project and the professional personnel proposed to provide program leadership has the capacity to perform the work proposed. This would include individual qualifications with evidence of past achievements for staff identified.

##### 7. Evaluation Plan (10 points)

The extent to which the evaluation plan appears feasible for monitoring progress toward meeting project objectives. In addition to evaluating outcome-related project objectives, the plan should clearly describe how the