

this program. The letter of intent should include the following information:

1. The name of the organization.
2. The primary contact person's name, mailing address, phone number, fax number and email address (if available).
3. The mission/activities of the organization.
4. The number of members in the organization.

Application: 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. The narrative should be no more than 25 pages, double-spaced, printed on one side, with one-inch margins, and unreduced 12-point font.

The narrative should consist of, at a minimum, Background, a Program Plan, Objectives, Methods of Operation, Program Management, Evaluation Plan and Budget Information.

1. Background

a. Provide background information on the applicant organization that includes evidence of relevant experience in coordinating activities among constituents and a clear statement of the purpose of the project.

b. A copy of the applicant organization's By-Laws and a list of the current office holders and Executive Committee members should be attached.

2. Program Plan

a. Provide a position description for all proposed staff.

b. Indicate the proposed location for the project.

c. Describe the problems to be addressed with the requested assistance and briefly propose a programmatic plan for each.

d. Provide a plan for disseminating reports of project activities indicating the frequency, timing, format and intended recipients of the reports.

3. Objectives

a. Establish long-term (five years) and short-term (one year) objectives for the programmatic plan.

b. Objectives must be specific, realistic, measurable, and time-phased.

4. Methods of Operation

a. Describe the operational plan for achieving each objective established. Concisely describe each component or major activity and how it will be carried out.

b. Include a time-line for completing each component or major activity.

5. Program Management

Describe the professional personnel involved in the management of this project and their qualifications.

6. Evaluation Plan

Describe the plan for monitoring progress toward achievement of each of the objectives.

7. Budget Information

a. Provide a detailed budget with justification. The budget proposal should be consistent with the purpose and program plan.

b. Provide an itemized (line-item) budget categorized by objective.

G. Submission and Deadline

Letter of Intent (LOI) Submission

On or before June 5, 2003, submit the LOI to the Grants Management Specialist 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 Numb 0920-0428). Forms are available in the application kit and at the following Internet address:
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 20, 2003. Submit the application to: Technical Information Management-PA03082, CDC Procurement and Grants Office, 2920 Brandywine Road, Atlanta, GA 30341-4146.

Forms must be submitted in the following order:

Cover Letter
Table of Contents
Application
Budget Information Form
Budget Justification
Checklist
Assurances
Certifications
Disclosure Form
Narrative

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

Letter of Intent

The Letter of Intent will not be evaluated, but will be used to assist in planning for the objective review of applications.

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 as stated in the purpose section 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: (100 points maximum)

1. Experience (15 points)

The extent to which the applicant documents experience in representing program officials who are actively engaged in directing immunization program efforts, in providing a national network of communications and support to state and local immunization programs, and in expanding national level partnerships to support the