

f. Evaluate the effectiveness of these programs in enhancing the ability of obstetricians/gynecologists in providing effective prevention/health promotion services.

g. Collaborate with organizations such as the American Academy of Pediatrics, American College of Obstetricians and Gynecologists, March of Dimes, American College of Nurse Midwives and others that could provide professional development activities and assist in the dissemination of information on birth defects and health promotion for women with disabilities.

h. Convene selected panels of experts to assist in identifying the knowledge and practices in the areas related to birth defects and developmental disabilities, and to provide expert opinions and advice on needed research services and education.

i. Disseminate information on prevention of birth defects, developmental disabilities and health promotion for women with disabilities.

j. Develop and utilize collaborative relationships with State and local medical societies and health care professionals, in order to enhance health care providers' understanding of the information and resources available in the areas relating to birth defects prevention and health promotion among women with disabilities.

k. Identify research topics that address prevention effectiveness and development of best practices.

## 2. CDC Activities

a. Participate in the panel of experts meeting and assist in the identification of knowledge and practices in the areas related to birth defects and developmental disabilities, and disability and health.

b. Assist in developing and evaluating projects in health and disability services.

c. Assist in providing data for targeting or evaluation of various initiatives carried out through this project.

d. Participate in materials development and evaluation to support interventions.

e. Assist in the development of forums and critical issues related to health and disability services.

f. Participate in the development of health care provider training programs.

g. Participate in planning meetings that identify gaps in services and research topics on prevention effectiveness.

h. Serve as a resource for sharing regional and/or national pertinent data.

## F. Content

### *Letter of Intent (LOI)*

A LOI is requested for this program. The Program Announcement title and number must appear in the LOI. The narrative should be no more than 2 pages, double-spaced, printed on one side, with one-inch margins, and unrounded 12-point font. Your letter of intent will be used to enable CDC to determine the level of interest in the announcement and plan the review more efficiently.

### *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. The application will be evaluated on the criteria listed, so it is important to follow them in completing the description of the program plan. The application narrative should be no more than 25 double-spaced pages, printed on one side, with one-inch margins, and unrounded font. Applicants should include a Table of Contents (not to exceed one page) to provide a guide for locating key topics.

1. Understanding of the Project. Briefly identify and describe the target audience of the project.

2. Objectives. Establish long-range (five year) and short-term (one year) objectives for programmatic plans. Objectives should be specific, measurable, time-phased and realistic.

3. Operational Plan. Describe the operation plan for achieving the objectives. Describe each component or major activity and how it will be carried out.

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

5. Program Management. Give the name and qualifications of the professional personnel who will manage this project.

6. Collaborate with State/Local Health Departments. Describe plans for coordination with state or local health departments.

7. Budget. Submit a detailed and line item justification that is consistent with the project purpose and proposed activities.

## G. Submission and Deadline

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

On or before June 2, 2003, submit the LOI to the Program Officer, at the address designated for programmatic technical assistance identified in the "Where to Obtain Additional

Information" section on this announcement.

### *Application Forms*

Submit the original and two copies of PHS-5161 (OMB Number 0937-0189) 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 at telephone number (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 on June 20, 2003. Submit the application to: Technical Information Management Section—PA #, 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 the purpose