

organization, and the principals of the organization;

- Specification of any arrangements or agreements with other local public or private organizations [e.g., Citizen Corps Council, Mayor's office, City Council, County Commission, County Chief Executive, Fire Department, Department of Health, Chief of Emergency Response for the Community, community hospital(s), Red Cross, local medical society and/or other health professions organizations, local-based government hospitals (VA, Indian Health Service), service organizations] for the purposes of planning, establishing, and utilization of a local MRC unit(s);

- Demonstration of linkages with and/or understanding of existing emergency medical response entities in the community (e.g., minutes of a planning meeting in which there was substantive involvement of other key community stakeholders, including NGOs);

- Demonstration of a linkage with local government health and emergency response authorities;

- A proposed budget which is consistent with the approved types of expenditures set forth below;

- Other letter(s) of support are optional.

Plan for sustaining the MRC unit after federal funding stops.

Use of CA Funds

Applicants may request funds for the following types of allowable expenses, subject to Federal Government regulations regarding non-allowable expenses in Federal assistance programs:

1. Organizing an MRC unit, including establishment of a leadership and management structure;

2. Implementation of mechanisms to assure appropriate integration and coordination with existing local emergency response and health assets and capabilities;

3. Recruiting volunteers for the MRC unit;

4. Assessing the community's risks and vulnerabilities;

5. Development of plans to develop, organize and mobilize the MRC unit in response not only to urgent needs but also to address other public health needs in the community;

6. Training for leadership and preparedness; and

7. Training in specific skills.

Review of Applications

Applications will be screened upon receipt. Those that are judged to be incomplete, non-conforming to the announcement, or arrive after the

deadline will be returned without review or comment. Applications will be reviewed for conformity with the applicant eligibility criteria.

Applications will be considered non-conforming and returned unread if the budget request exceeds the amount stated in the "Availability of Funds" section of this announcement, or exceeds the page limitations as stated in this section, "Review of Applications." Similarly, an application will be considered non-conforming if it requests funds in excess of the length of the projects funded years as stated in "Period of Support" section of this announcement. Accepted applications will be objectively reviewed for technical merit in accordance with HHS policies.

Applications will be evaluated by an objective review panel composed of experts in the fields of emergency medical response, medicine, public health, program management, community service delivery, and community leadership development. Consideration for award will be given to applicants that best demonstrate progress toward establishment of a local citizen volunteer MRC unit. Additionally, applications that best demonstrate the development of plausible strategies, including a time line for organizing, recruitment, and making operational a citizen volunteer MRC unit that is linked to other community-based programs for emergency response will rank more highly than those applications which do not. Applicants which have a linkage or plan a linkage with the community's Citizen Corps Council (if one has been established) should address that point, as applicable and appropriate.

Organization of Application

Applicants are required to submit: (1) an original ink-signed (blue ink in order to be distinguished from a copier product) and dated application; and (2) two photocopies. All pages must be numbered clearly and sequentially beginning with the Project Profile. The application must be typed double-spaced on one side of plain 8½" x 11" white paper, using at least a 12 point font, and contain 1" margins all around.

The Project Summary and Project Narrative must not exceed a total of 20 double-spaced pages, excluding any appendices. The original and each copy must be stapled. An outline for the minimum information to be included in the "Project Narrative" section and related appendices is presented below.

- I. Background (location, responsible organization/body, linkages within community)

- II. Objectives

- III. Summary of existing relevant community resources

- IV. Organization structure, local MRC initiative leadership and key staff (with biographical sketches)

- V. Strategy/plans with time line (can be in sequenced, bullet form)

- VI. Summary of community partnerships and linkages developed/being developed

- VII. Evaluation—how progress will be measured

- VIII. Statement of willingness to contribute written information on local MRC unit experiences, particularly what has worked well and lessons learned, to the OSG for sharing with other communities establishing MRC units.

- IX. Plan for sustaining the MRC unit in the years after federal funding stops.

Application Review Criteria

The technical review of applications will consider the following factors:

Factor 1: Implementation Plan—45 points

This section should discuss:

1. Brief summary of existing community resources and linkages to deliver coordinated emergency medical response services in a large scale (for the locality) emergency.

2. The role the MRC unit will most likely play in relationship to existing services, including local health department, fire department, community hospital(s), Red Cross and other NGOs; and, if an officially recognized Citizen Corps Council (CCC) has been established in the community, the nature of any linkage to the CCC.

3. The proposed plan and time line for establishment of an MRC unit, ranging from establishment of a planning/steering group, organizational meetings, goals and objectives, development of organizational structure, policies and procedures, recruitment, liaison and partnership building, training, etc.

Although components of an MRC unit do not necessarily have to be in place at the time the application is submitted, the applicant must discuss/describe the resources available to support these components and plans for phasing in the components of the action plan and the relationship of the plans to existing programs/institutions in the community/county/area.

Factor 2: Management Plan—20 points

Applicant organization's capability to manage the project as determined by the availability and qualifications of the proposed staff (may be either volunteer or hired). Applicant organization's listing of partners in the establishment and utilization of the citizen volunteer MRC unit and their relationships and