

0920-0428). Forms are available 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 4:00 p.m. Eastern Time July 21, 2003. Submit the application to: Technical Information Management—PA#03114, 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

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 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.

Note: For the purposes of this cooperative agreement, "measures of effectiveness" are defined as the "evaluation measures" discussed with the Evaluation Plan criteria.

An independent review group appointed by CDC will evaluate each application against the following criteria:

1. Operational Plan (40 Points)
 - a. The extent to which the applicant describes three-year project goals that specifically relate to program requirements.
 - b. The extent to which the first-year objectives are specific, measurable, feasible, and relate directly to the project goals and recipient activities.
 - c. The extent to which the applicant describes specific activities that are related to each first-year objective, with timelines and responsible persons for each activity.
 - d. The extent to which the applicant describes reasonable milestones to be accomplished during years two and three.
 - e. The extent to which the applicant describes how project materials and accomplishments will be shared with others.
2. Ability to Carry Out the Proposed Plan (30 Points)
 - a. The extent to which the applicant describes the organization's ability to access and influence state and local health agencies through a network of affiliates, constituents, or members.
 - b. The extent to which the applicant describes current and previous experience administering or coordinating health-related, public health, or community-based data or information programs in conjunction with other national organizations and partners.
 - c. The extent to which the applicant's organizational structure; the qualifications, experience, and responsibilities of proposed staff; and available physical facilities and information technology resources demonstrate the ability to successfully carry out the project.
 - d. The extent to which the applicant describes proposed collaborative activities and provides evidence of the support, commitment, and capacity of proposed collaborating organizations.
3. Background and Need (15 Points)
 - a. The extent to which the applicant demonstrates an understanding of the needs of state and local health agencies with respect to population-based health information and data systems, and provides evidence of previous experience in addressing these needs.
 - b. The extent to which the applicant demonstrates the need for the specific activities proposed in the project plan.

c. The extent to which the applicant describes sound criteria for selecting the proposed project over possible alternatives.

4. Evaluation Plan (15 Points)

The extent to which the applicant presents an evaluation plan, with reasonable evaluation measures (*i.e.*, required "measures of effectiveness"), to measure the achievement of program objectives and monitor the implementation of proposed activities.

5. Budget Justification (not scored)

The extent to which the proposed budget is reasonable, clearly justified, and consistent with the intended use of cooperative agreement funds.

I. Other Requirements

Technical Reporting Requirements

Provide CDC with original plus two copies of:

1. Interim progress report, no less than 90 days before the end of the budget period. The progress report will serve as your non-competing continuation application, and must contain the following elements:
 - a. Current Budget Period Activities Objectives.
 - b. Current Budget Period Financial Progress.
 - c. New Budget Period Program Proposed Activity Objectives.
 - d. Detailed Line-Item Budget and Justification.
 - e. Additional Requested Information.
 2. Financial status report, no more than 90 days after the end of the budget period.
 3. Final financial and performance reports, no more than 90 days after the end of the project period.
- Send all reports to the Grants Management Specialist identified in the "Where to Obtain Additional Information" section of this announcement.

Additional Requirements

The following additional requirements are applicable to this program. For a complete description of each, see Attachment I of the program announcement, as posted on the CDC web site.

- AR-7 Executive Order 12372 Review
- AR-10 Smoke-Free Workplace Requirements
- AR-11 Healthy People 2010
- AR-12 Lobbying Restrictions
- AR-15 Proof of Non-Profit Status

J. Where To Obtain Additional Information

This and other CDC announcements, the necessary applications, and associated forms can be found on the