

the training programs on- and off-site, including subcontracting costs for experts to assist in developing the curriculum, course materials, and conduct the training.

Recipient Financial Participation

Matching funds are not required.

E. Program Requirements

In conducting activities to achieve the purpose of this project, the recipient will be responsible for the activities listed in 1. Recipient Activities. CDC will be responsible for the activities listed in 2. CDC Activities.

1. Recipient Activities:

a. Organize an eight to ten-member Healthy Homes Training Work Group, with input and approval from CDC and HUD, of environmental public health and housing experts to advise the award recipient on matters related to the development of the curriculum and course materials.

b. Develop the National Healthy Homes Training Center and Network, including a curriculum that includes a variety of course and seminar materials that can be presented on- and off-site.

Note: The curriculum and all course materials will be submitted to CDC for review and approval. Courses, seminars, and related materials will focus on the concept of healthy homes, methods of inspection and approaches to remediation, evaluation, and resource identification to create healthy and safe homes.

c. Conduct at least one training session within the first year of operation, limited to 15 enrollees.

d. Evaluate the activities, process, and outcome of the Healthy Homes Training Center and Network. The evaluation will include an analysis of the curriculum, and participant assessments.

2. CDC Activities:

a. Serve as technical consultants to the Healthy Homes Training Work Group that provides recommendations to the award recipient on matters related to the development of the curriculum and course materials. This includes ongoing consultation with appropriate recipient staff and other experts.

b. Review and approve the curriculum and course materials, and participate with the recipient and others in conducting courses. This includes identification of presenters, selection of the pilot training site and future training sites, and onsite participation of selected CDC experts in all workshops.

c. Participate with the award recipient in the selection of the pilot-training site and assist the award recipient in the evaluation of the pilot training program.

d. Assist the recipient in an analysis of the curriculum, the evaluation of courses, and participant assessments.

This will include review and approval of evaluation materials.

F. Content

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. 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 20 pages, double-spaced, printed on one side, with one-inch margins, and unrounded 12-point font. Appendices should not exceed 30 pages, and curriculum vitae summaries are acceptable.

The narrative should consist of a Statement of Need and Plan; Collaboration and Partnerships; Personnel and Technical Experts; Objectives and Methods; Timeline; Evaluation; and Budget. The Timeline should address activities to be conducted over the entire three-year project period.

G. Submission and Deadline

Application Forms

Submit the signed original and two copies of the application PHS 5161-1 (OMB Number 0920-0428. 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 (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, July 28, 2003. Submit the application to: Technical Information Management—PA#03076, CDC Procurement and Grants Office, 2920 Brandywine Road, 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

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 goal 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. Statement of Need and Plan (20 points)

a. The extent to which the applicant understands the need, requirements, problems, and complexities of this healthy homes work force training project, and the need to increase the capacity and performance of the environmental public health and housing work forces.

b. The adequacy of the operational plan to develop and implement the National Healthy Homes Training Center and Network, including the curriculum, course materials, and to conduct two pilot training programs.

2. Collaboration and Partnership (20 points)

The extent to which the applicant demonstrates their ability to collaborate on this project with other agencies, organizations, and academic institutions that have a vested interest and responsibility that supports creating and