

information) and other public health information related to HIV prevention and pregnancy among Maternal and Child Health (MCH) populations.

c. Collaborate with other funded national organizations and the CDC, Division of HIV/AIDS and other Centers, Institutes, and Offices (CIOs) within CDC which address HIV prevention relevant to MCH populations, to assess needs and provide technical assistance.

d. Participate in an annual CDC-sponsored meeting on perinatal HIV prevention.

## 2. CDC Activities

a. Facilitate and assist in the development of training materials and curricula, administrative tools and policy manuals.

b. Participate in defining the scope of perinatal HIV transmission and other prevention needs relevant to MCH populations, and provide information and technical assistance in meeting those needs.

c. Work with each awardee to facilitate and support collaboration among funded national organizations as well as CDC-funded perinatal HIV prevention and surveillance programs.

d. Provide a synthesis of known best practices and interventions regarding prevention of perinatal transmission of HIV for all pregnant women, including women with little or no prenatal care and unknown HIV status at labor and delivery.

e. Collaborate in the development of forums that focus on perinatal HIV transmission and other public health information that relates to HIV prevention among maternal-child health populations.

f. Assist in the evaluation of perinatal HIV prevention education, training, and materials.

g. Collaborate in the presentation and publication of evaluation findings.

h. Conduct site visits to monitor progress of the programs.

## 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 18 pages, single-spaced, printed on one side, with one-inch margins, and un-reduced 12-point font.

The narrative should consist of:

1. Abstract (not to exceed one page): An executive summary of your program covered under this announcement.

2. Program Plan (Not to exceed 17 pages): In developing the application under this announcement, please review the recipient activities and, in particular, evaluation criteria and respond concisely and completely. The program plan should address activities to be conducted over the entire four-year budget period.

3. *Budget*: Submit an itemized budget and supporting justification that is consistent with your proposed program plan.

## G. Submission and Deadline

### Application Forms

Submit the signed original and two copies of 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 August 1, 2003. Submit the application to: Technical Information Management-PA# 03094, 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 regarding educational material and training on perinatal HIV prevention. 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.

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

1. *Scope of Plan (30 points)*: a succinct statement of the intent and desired outcome(s) of the project and clearly stated and measurable outcome objectives to be achieved by the project. These objectives must be quantifiable in terms of outputs and time frame for achievement. The statement of intent and outcome objectives should address the purpose of the cooperative agreement, which is to: (1) Develop, provide and disseminate technical assistance and other educational and training materials needed to improve perinatal HIV prevention efforts nationally; (2) promote the integration of universal voluntary HIV testing into prenatal care across the United States, rapid HIV testing for women with unknown HIV status in labor, and offering repeat HIV testing to women at risk for seroconversion during pregnancy; and (3) foster the exchange of information, ideas and experiences of perinatal HIV prevention among maternal and child health providers, HIV care providers and consumers.

2. *Personnel and Staffing (30 points)*: the qualifications and experience of key personnel, other professional staff and support staff available to carry out the perinatal HIV prevention activities.

3. *Methods (25 points)*: Clear statement of approach and activities required to achieve the stated perinatal HIV prevention outcome objectives. The relationship between activities and objectives must be explicitly demonstrated. Description of activities must include a delineation of resources required, identification of the personnel