

organizational charts, and other similar supporting information. The total appendices should not exceed 25 pages, printed on one side.

All pages in the application should be clearly numbered and a complete index to the application and any appendices included. All materials should be provided unbound, one-sided, with one-inch margins, suitable for photocopying.

The applicant should provide a detailed description of first-year objectives and activities and should also describe future-year objectives and activities. A project timeline should be included. The application should contain the following:

1. Executive Summary (2 pages, double-spaced)

Provide a clear concise summary of the application.

2. The Narrative

The narrative should consist of:

a. Understanding of the purpose of data linkage as a tool for capacity building

b. Existing resources

c. Collaborative relationships

d. Operational plan and methods

e. Organizational and program personnel capability

The narrative should specifically address the "Program Requirements".

3. Budget and Justification

a. Provide a detailed budget and line item justification of all proposed operating expenses consistent with the program activities described in this announcement, including how resources will be shared between collaborating agencies/programs.

b. The annual budget should include funding for two staff members to make two three-day trips to Atlanta for stakeholders/workgroup meetings, one two-day trip to Atlanta for a reverse site visit, and funding for one person to travel to Atlanta to attend the 6th National Environmental Health Conference December 3–5, 2003 and the annual PHIN meeting in May, 2004. (Review the CDC/NCEH web site for additional information about the 6th National Environmental Health Conference: <http://www.cdc.gov/nceh/default.htm>)

c. If applicable, applicant's proposed contracts should include the name of the person or firm to be contracted, a description of services to be performed, an itemized and detailed budget including justification, the period of performance and the method of selection.

d. Funding levels for years two and three should be estimated.

G. Submission and Deadline

Letter of Intent (LOI) Submission

On or before July 3, 2003, submit the LOI to the Project Officer identified in the "Where to Obtain Additional Information" section of this announcement.

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.

Application forms must be submitted in the following order:

Cover Letter
Table of Contents
Application
Budget Information Form
Budget Justification
Checklist
Assurances
Certifications
Disclosure Form
HIV Assurance Form (if applicable)
Human Subjects Certification (if applicable)
Indirect Cost Rate Agreement (if applicable)
Executive Summary
Narrative
Appendices

Submission Date, Time, and Address

Applications must be received by 4 p.m. EST, July 29, 2003. Submit the application to: Technical Information Management Section, PA#03074, Procurement and Grants Office, Centers for Disease Control and Prevention, 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. EST 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

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.

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

1. Operational plan and methods (30 points)

The extent to which the applicant has clearly described a proposed approach to carrying out the activities listed under Section E. "Program Requirements." This includes: (1) Descriptions of project objectives that are specific, measurable and realistic; (2) inclusion of an implementation schedule/timeline that is reasonable and appropriately reflects major steps in recipient activities; (3) a protocol for conducting the data linkage project that is methodologically sound, includes key stakeholders, and provides adequate justification for selection of the specific hazard/exposure/health effect data to be linked; (4) a plan for providing and enhancing geo-coded data items in existing surveillance/monitoring systems; (5) steps for developing a communications/use of data strategy; (6) a plan for evaluating the linkage project and data dissemination/communication efforts; and (7) a demonstration of the project's potential for improving the capacity of both health effects and environmental exposure/hazard monitoring data systems and promoting sustained ability to link health, exposure, and environmental hazard data on an ongoing basis.

Research projects involving human subjects also need to address the