

the training modules. The training program is intended to provide CDC grantees with specialized training in public health principles and consultation that supplements their knowledge and skills. CDC-funded grantees should have priority in participating in the training modules. However, trainings will be open to other public health or community-based violence prevention practitioners as well. In addition, the recipient should develop a method that allows participants to apply for scholarships to assist in travel costs if travel is required to training location.

(l) Develop Training Objectives and Evaluation Plan

Develop training objectives and an evaluation plan to determine the effectiveness of each training module in enhancing the skills of the participants. It is anticipated that the evaluation plan will contain short- and long-term objectives. The short-term evaluation component may address issues such as the quality of the instruction, the adequacy of the materials and training site, the degree to which participant's learning objectives were met, whether the instructional objectives were achieved, whether participants feel confident in their ability to apply the skills learned and whether their community would be able and willing to use the techniques. After implementation of each training module, the recipient will refine the training module based on the participants' evaluations. The long-term evaluation component will assess the long-term impact of the training, and will focus on issues such as: (1) Have participants' skills in planning, implementing and evaluating violence prevention programs using public health principles improved as a result of participation in the training program? (2) Have participants been able to effectively use public health principles in their work as a result of the training?

2. CDC Activities

(a) Provide annual guidance on priority training topics.

(b) Provide technical assistance and consultation in all phases of planning, implementation and evaluation of the training program.

(c) Assist in the identification of state and local experts, leaders and CDC-funded grantees to represent the field on a steering committee.

(d) Provide assistance in identifying potential faculty members to be recruited from the private sector, professional and voluntary

organizations, academic institutions, and governmental agencies.

(e) Collaborate in the development of a curriculum for each training modules including the agenda, training materials, mode of delivery, and tools.

(f) Assist in the identification of participants for the training modules.

(g) Collaborate in the development of objectives for the training program as well as assist in the development of the short- and long-term evaluation plans.

(h) Assist in the design, development and dissemination of violence prevention tools and educational materials to maximize their use for CDC-funded grantees, violence prevention leaders and public health practitioners.

(i) Provide technical consultation on relevant current and emerging research.

(j) Participate in meetings and conference calls.

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 and attachments should be double-spaced, printed on one side, with one-inch margins, un-reduced 12-point font, and printed on 8.5 x 11 inch paper. The narrative should be no more than 25 pages, numbered consecutively. The application should not be bound.

The narrative should consist of at a minimum:

1. Abstract (one-page summary of the application).
2. Applicant's Relevant Expertise and Experience.
3. Plan to Develop and Implement the Training Program.
4. Plan to Integrate Public Health Principles and Theory into the Training Program.
5. Applicant's Capacity and Staffing.
6. Collaboration.
7. Measures of Effectiveness.
8. Proposed Budget and Justification (The proposed budget should specify core activities and detail those costs associated with topic specific trainings).

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 July 24, 2003. Submit the application to: Technical Information Management-PA#03071, 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. (See Evaluation Criteria number six for more specific details.)

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

1. Applicant's Relevant Expertise and Experience—(25 Points)

(a) The extent to which the applicant understands and has applied public