

(HRSA) and other State, and local agencies who are working to address health care issues in the Anniston area.

b. Work in collaboration with Federal, State, and local agency staff, community members, and local healthcare providers to develop a plan to improve healthcare services and/or access to occupational and environmental healthcare services in the Anniston area if needed.

c. Work in collaboration with Federal, State, and local agency staff, community members, and local healthcare providers to develop a report which (1) describes the current health care services in Anniston; (2) describes the community's access to current services; and (3) provides specific plans and recommendations to improve the healthcare services and the community's access to healthcare services in Anniston, with a special emphasis on environmental and occupational medicine services.

d. Provide evidence of on-going collaborative efforts with community representatives, local elected officials, State and local health departments, etc., to enhance communication and information exchange with the Anniston community.

e. Establish a mechanism to work with community members to gather input on study issues, including outreach, participation, and education.

f. Meet monthly, either telephonically or in person, with ATSDR and other Anniston-area program participants to coordinate planned efforts and review progress.

g. Disseminate project results and other necessary information to community members, and publish in written format for distribution.

2. ATSDR Activities

a. Provide information regarding public health studies and other activities associated with Anniston.

b. Assist with the development of questionnaires or other tools to gather the information necessary for this project.

c. Provide assistance with the dissemination of information resulting from this project, including the publication of a final report.

d. Facilitate monthly meetings between the awardee, community members and other Anniston-area program participants to coordinate planned efforts and review progress.

F. Content

Letter of Intent (LOI)

A LOI is required for this program. The Program Announcement title and number must appear in the LOI. The

narrative should be no more than two pages, single-spaced, printed on one side, with one-inch margins, and unreduced 12-point font. Your letter of intent will be used to enable ATSDR to determine the level of interest in this announcement, and should include the following information:

1. Issues/concerns regarding access to healthcare services in Anniston, Alabama.
2. Proposed methods.
3. Time line.
4. Experience of key personnel related to the proposed project.

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 30 pages, double-spaced, printed on one side, with one-inch margins, and unreduced 12-point font.

The narrative should consist of, at a minimum, a Proposed Project Plan, Program Objectives, Methods, Evaluation, Budget, and Time line. The project plan should address activities to be conducted over the entire two-year project period.

G. Submission and Deadline

Letter of Intent (LOI) Submission

On or before July 7, 2003, submit the LOI to the Grants Management Specialist identified in the "Where to Obtain Additional Information" section of this announcement.

Application Forms

Submit the signed original and two copies of the PHS 5161 form. 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 21, 2003. Submit the application to: Technical Information Management—PA #03124, 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

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 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 ATSDR will evaluate each application against the following criteria:

1. Proposed Program (50 percent)

a. The applicant's understanding of the health care delivery system in Anniston, Alabama; ability to develop a plan, conduct, and evaluate a program and/or process to gather information regarding the healthcare system in Anniston; and collaborate effectively with a variety of public health partners including other federal, state, and local agencies who are working to evaluate and address the healthcare system in Anniston.