

c. Develop a peer-based technical assistance network and provide assistance to State and territorial health departments in the roles and function of injury prevention and control programs and units. This may include onsite visits in which assistance and recommendations will be provided to improve the structure of injury programs.

d. Develop and submit to each State, territorial public health agency, and CDC a report of the condition of injury control and prevention in the States and territories. Submit reports on particular injury topics as necessary to facilitate translation of the state-of-the-art for the injury field.

e. Develop and disseminate materials and conduct/sponsor training or conferences/meetings to address identified needs or topics. Implement plans for educating public health injury staff regarding topics of increasing interest, such as the National Violent Death Reporting System.

f. Conduct scientific and programmatic meetings, workshops, sessions, and briefings to disseminate information, gain input or support for injury plans or strategies, or educate injury staff and associated policy makers on current injury developments and topics. Content should be inclusive of the breadth of the injury field and include the state-of-the-art in topics of interest.

g. Strengthen existing collaboration with organizations such as the Association of State and Territorial Health Officials and its affiliates, the National Association of County and City Health Officials, the National Association of Local Boards of Health, the National Association of Injury Control Research Centers, injury prevention and control specialist in managed care, and other organizations related to injury prevention and control research, practice, and professional preparation and training.

2. CDC Activities:

a. Provide continuing updates on scientific, operational, policy, and funding developments related to injury prevention and control.

b. Provide assistance in determination of methods and processes for supplying peer-based technical assistance to States, networks, and injury practitioners.

c. Provide assistance in the selection and performance of topics, audiences, and locations for State, regional, or multi-state meetings, workshops, sessions, or briefings.

d. Provide information and assistance relative to defining the scope of injury-related training and information needs

at the State and territorial level, and provide scientific and programmatic review of materials proposed to address such needs.

e. Provide assistance in planning, conducting, and evaluating injury prevention and control activities, in identifying regional networks, and in identifying relevant groups for development of collaborative arrangements.

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

The narrative should consist of, at a minimum, an Abstract, Table of Contents, the Background and Coordination, Scope, Goals, and Objectives, Operational Plan, Administration and Management, Evaluation, and Budget. The operational plan must cover activities to be conducted over the entire five year project period.

G. Submission and Deadline

Application Forms

Submit the signed original and two copies of PHS 5161 (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-PA03098, 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

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 against the following criteria:

1. Operational Plan (30 Points). The extent to which the applicant provides an operational plan that addresses achievement of each of the objectives proposed. Does the applicant provide a description of each component or major activity, how it relates to objectives, and how it will be accomplished? Does the plan include a detailed time-line for completion of each component or major activity? Does the plan cover the entire five-year project period?

2. Background and Coordination (25 points). The extent to which the applicant demonstrates successful experience in related projects, and describes the context and needs related to the purpose of this program announcement. The extent to which the