

g. Conduct an assessment to determine what needs exist following implementation of efforts, and how to best fill those needs.

## 2. CDC Activities (Applicable to Both Parts 1 and 2)

a. Provide technical advice in the development of systems to identify potential issues of interest. This includes assisting recipient to ascertain the extent to which EMS systems are involved in initiatives to improve preparedness and response capacities. CDC will also assist recipient with identifying and sharing any innovations that may have potential application to this project.

b. Provide consultation and scientific and technical assistance in the planning of the project.

c. Work with the organization funded under Part 2 to identify opportunities for collaboration as well as assisting the recipient to identify the level of integration between state and territorial EMS offices and prevention and preparedness initiatives at the federal, state and local levels.

d. Provide program and policy information for dissemination to award recipients.

## 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 ten double-spaced pages, printed on one side, with one-inch margins, and un-reduced font. Applicants interested in conducting optional (Part 2) coordination activities may submit a narrative not to exceed fifteen pages.

The narrative should consist of, at a minimum, a Plan, Objectives, Methods, Evaluation and Budget addressing Recipient Activities above. The program Plan should briefly address activities to be conducted over the entire three-year project period.

## G. Submission and Deadline

### *Application Forms*

Submit the signed original and two copies of PHS 5161-1 (OMB Number 0920-0428). Forms are available in the application kit and 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 Page  
Checklist  
Assurances  
Certifications  
Disclosure Form  
Indirect Cost Rate Agreement (if applicable)  
Narrative

### *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—PA 03107, CDC Procurement and Grants Office, 2920 Brandywine Road, Atlanta, GA 30341-4146.

Applications may not be submitted electronically.

### *CDC Acknowledgment 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—Part 1*

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 goal as stated in the purpose section of this announcement. Measures must be objective and quantitative and must measure the intended outcome. These measures of effectiveness shall be submitted with the application and shall be an element of evaluation.

Each application will be evaluated individually against the following criteria by an independent review group appointed by CDC:

1. Staffing, Facilities, and Management (35 points). The degree to which the applicant provides evidence of an ability to carry out the proposed project, the extent to which the applicant institution documents the capability to achieve objectives of this project, and the extent to which professional personnel involved in this project are qualified, including evidence of past achievements appropriate to this project.

2. Program Plan (25 points). The adequacy of the applicant's plan for administering the proposed project.

3. Objectives (20 points). The degree to which proposed objectives are clearly stated, realistic, measurable, time-phased, related to the purpose of this project, and regularly monitored and evaluated.

4. Background (15 points). The extent to which the applicant understands the requirements, problems, objectives, complexities, and interactions required of this cooperative agreement.

5. Measures of Effectiveness (5 points). The extent to which the applicant's measures of effectiveness are clearly designed to measure the intended outcome.

6. Budget (not scored). Extent to which the estimated cost to the Government of the project is reasonable and clearly justified.

### *Application—Part 2*

In addition to addressing the criteria for Part 1 above, applicants for Part 2 funding must separately address the following criteria in their narrative:

1. Outreach Plan (40 points). The adequacy of the plan of outreach and coordination to facilitate linkages between acute care, trauma, and EMS organizations and state and local injury programs.

2. Information gathering (30 points). The adequacy of the applicant's plan to conduct a periodic survey of these organizations regarding the status of linkages with state and local injury control programs.