

health department's comprehensive terrorism preparedness and emergency response community planning process.

e. Develop collaborative relationships and linkages with behavioral and social scientists, national and local non-governmental organizations, state and local health departments, and other individuals and organizations that can assist in the accomplishment of the purpose of this cooperative agreement.

f. Evaluate Terrorism Preparedness and Emergency Response Training and Education Programs: Develop and implement an evaluation plan that describes how the accomplishment of the program objective at the national and local levels will be measured. The plan must include (a) a description of methods for monitoring program delivery; and (b) methods to measure outcome objectives for program improvement.

g. Conduct formative and summative evaluation as part of the instructional development process when designing program materials.

h. Design and implement systems to ensure training and education program quality.

i. Conduct process evaluation annually on program implementation and outcome evaluation on selected training and education programs periodically.

2. CDC Activities

a. Office of Terrorism Preparedness and Response (OTPR) shall provide consultation and technical assistance in the planning, development, implementation, and evaluation of program activities (*i.e.* training materials, identification and community-based organizations).

b. Depending on requirements, CDC Centers, Institutes, and Offices (CIOs), in close collaboration with OTPR, will provide up-to-date scientific information on the risk factors for terrorism preparedness, prevention measures, scientific research on behavioral intervention, and program strategies for terrorism preparedness. The CIOs include: The Agency for Toxic Substances and Disease Registry (ATSDR), the National Center for Environmental Health (NCEH), The National Center for Infectious Diseases (NCID), the National Immunization Program (NIP), The Public Health Practice Program Office (PHPPPO), and The Epidemiology Program Office (EPO).

c. OTPR Senior Management will assist the grantee in collaborating with behavioral and social scientists, national and local non-governmental organizations, State and local health

departments, community planning groups, other federally supported terrorism preparedness programs, and organizations that can assist the grantee in the accomplishment of the purpose of this cooperative agreement.

d. OTPR Senior Staff will facilitate the adoption and adaptation of effective education interventions and program models through meetings, workshops, conferences, newsletters, and communication with the project officer.

e. OTPR Senior Staff will provide program descriptions from research synthesis, scientific review, program feasibility activities, and CDC Scientific panels to be used in the development of terrorism preparedness and emergency response training and education programs.

f. OTPR Senior Staff will assist in the development of terrorism preparedness and emergency response training programs and materials based on empirical data on intervention effectiveness.

g. OTPR Senior Staff will assist the grantee in the dissemination of new programs by providing access to CDC partners in terrorism preparedness and emergency response.

F. Content

Letter of Intent (LOI)

A LOI is not required for this program.

Application

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

The narrative should consist of, at a minimum, a Plan, Objectives, Methods, Evaluation and Budget.

G. Submission and Deadline

Application Forms

Submit the signed original and two copies of PHS form 5161. Forms are available at the following Internet address: 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 March 14, 2003. Submit the application to: Technical Information Management-PA03039, 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 will 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. Technical Approach (30 Points)

The extent to which the application addresses:

a. An overall design strategy, including measurable time lines.