

## G. Submission and Deadline

### *LOI Submission*

A letter of intent is requested by August 1, 2003. Submit the LOI to: Regina Hardy, Division of Diabetes Translation, CDC National Center for Chronic Disease Prevention and Health Promotion, 4770 Buford Highway, NE., Mailstop K-10, Atlanta, GA 30341.

### *Application Forms*

Submit the signed original and two copies of the PHS 5161 Form. Forms are available at the following Internet address: [www.cdc.gov/od/pgo/forminfo.htm](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, please contact the CDC Procurement and Grants Office Technical Information Management Section (PGO-TIM) at: 770-488-2700. Applications forms can be mailed to you.

### *Submission Date, Time, and Address*

The application must be received by 4 p.m. Eastern Time, August 18, 2003. Submit the application to: Technical Information Management—PA 03189, CDC Procurement and Grants Office, 2920 Brandywine Rd., Atlanta, GA 30341-4146.

Applications may not be submitted electronically.

### *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. Applications sent 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 returned to the applicant. 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 goal 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 objective review group appointed by CDC will evaluate each application against the following criteria:

### *1. Work Plan (40 points)*

The degree to which the applicant describes a plan that is time-phased, feasible and measurable. The work plan must be specific and meet the expectations in the Program Requirements and Application Content sections of this program announcement. The degree to which the plans reflect and build upon existing capabilities and assets, and utilize the capacity of the affiliates. The extent to which the plan includes efforts to sustain the program long-term. The extent to which the application describes plans to collaborate with CDC in developing an evaluation framework and performance measures. The extent to which appropriate data sources are available to define the problems of blindness and vision loss and plans to acquire additional data sources. The extent to which the application provides clear definitive plans to make the program nationwide in scope.

### *2. Program Leadership and Management (25 points)*

The extent to which the organizational structure is designed to implement the proposed work plan including leadership and decision-making processes. The extent to which the proposed staffing will have the appropriate qualifications and experience to implement the proposed work plan. The extent to which the applicant describes clearly defined roles for program staff and the roles of the affiliates.

The extent to which the application demonstrates a capacity to guide and support their affiliates.

### *3. Background and Need (25 points)*

The extent to which the problem of blindness and vision loss is described and supported by institutional data. The extent to which the application identifies the strengths and weakness of

the current prevention programs in the United States. The extent to which the application identifies potential collaborators and the strengths they offer to the program. The extent to which the applicant has the necessary organizational capabilities to deliver the services of the program including database development and management. The extent of the applicant's ability to train and certify screeners and screening activities. The extent to which the application demonstrates a history and evidence of delivering vision loss and blindness program services.

### *4. Budget and Budget Narrative (10 points)*

The extent to which the budget appears reasonable and consistent with the proposed activities and intent of the program.

## I. Other Requirements

### *Technical Reporting Requirements*

Provide CDC with original and two copies of:

1. Interim progress report will be due April 1, 2004 containing a brief description of the program accomplishments/narrative and progress made in the first six months of the program; reasons for not achieving proposed objectives and activities; progress in allocating and dispersing the budget; and details for changes in the program for the remainder of the time for which funds are provided.

2. An annual progress report summarizing the past year's accomplishments, and a financial status report, no more than 90 days after the end of the budget period.

3. Final financial, performance, and evaluation reports, no more than 90 days after the end of the five-year project period (depending upon availability of funds).

Send all reports to the Grants Management Specialist identified in the "Where to Obtain Additional Information" section of this announcement.

### *Additional Requirements*

The following requirements are applicable to this program. For a complete description of each, see Attachment I of the program announcement as posted on the CDC Web site.

- AR-7 Executive Order 12372 Review
- AR-8 Public Health Systems Reporting Requirements
- AR-10 Smoke-Free Workplace Requirements
- AR-11 Healthy People 2010
- AR-12 Lobbying Restrictions