

Performance under Priority 6 will be measured by the extent to which the organization is able to:

a. Plan and implement training events for CDC-funded organizations consistent with their needs. Evidence might include: results of Professional Development Consortium meetings demonstrating how the training needs of organizations were considered in determining the training topics selected; and progress reports documenting the implementation of training events (e.g. agendas, lists of participants, training materials, etc.).

b. Evaluate training events to determine the degree to which desired results were achieved and to inform changes needed in future training designs. Evidence might include: summaries of participant evaluations (content, format, delivery, and recommendations for improvement); results of follow-up surveys; documentation of de-briefing meetings with CDC and the Professional Development Consortium; and revised agendas demonstrating changes made in training designs as a result of evaluations and feedback.

## 2. CDC Activities

a. Provide and periodically update information related to the purposes or activities of this program announcement.

b. Coordinate with national, state, and local education, health, social service, and other relevant organizations in planning and implementing the components of a broad strategy designed to prevent health risks among school-age youth.

c. Provide consultation and guidance to grantees on program planning, implementation, and evaluation; assessment of program objectives and performance measures; and dissemination of successful strategies, experiences, and evaluation reports.

d. Provide assistance with program planning to assure consistency with the overall strategy, including assistance with the use of logic models and other public health tools and resources.

e. Assist in the evaluation of program activities, including review and feedback of evaluation plans, and linking grantees to additional evaluation expertise from CDC or its contractors.

f. Plan and implement funded partners meetings, conferences, trainings, and work group meetings to provide forums through which grantees can increase their knowledge and skills, learn from each other, share resources, and work collaboratively together to address issues and program activities related to improving the health,

education, and well being of young people.

## F. Content

### Technical Assistance Conference Call

Technical assistance will be available for potential applicants on two conference calls scheduled as follows:

#### First Call (Conference #7329384)

*Date:* 10/21/2003.

*Time:* 1–3 p.m. Eastern Time.

*Telephone Number:* 1–888–566–0007.

*Pass Code:* 22135.

*Leader:* Ms. Judy Powers.

#### Second Call (Conference #7329405)

*Date:* 10/23/2003.

*Time:* 1–3 p.m. Eastern Time.

*Telephone Number:* 1–866–556–1092.

*Pass Code:* 19953.

*Leader:* Ms. Judy Powers.

Potential applicants are requested to call in using only one telephone line. The pass code and leaders name will be required to join the call. The purpose of the conference calls is to help potential applicants understand the scope and intent of the program announcement, Public Health Service funding policies, and application and review procedures. Participation in these conference calls is not mandatory.

### Letter of Intent (LOI)

A LOI is required for this program. The Program Announcement title and number must appear in the LOI, as well as the priority(ies) and category(ies) being applied for. The narrative should be no more than two pages, single-spaced, printed on one side, with one-inch margins, in 12 point, un-reduced font. Your LOI will be used to provide evidence of eligibility and to plan the objective review process. Failure to submit a LOI will preclude you from submitting an application. However, it will not influence review and funding decisions. The LOI should provide evidence of eligibility; supportive documentation of eligibility may be attached.

### Applications

The Program Announcement title and number must appear in the application, as well as the Priority and Category being applied for. A complete, separate application is required for each priority/category applied for. Use the information in the Purpose, 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. All application pages must be

clearly numbered with one-inch margins. Content and narrative must be single-spaced and typewritten in un-reduced 12-point font. Applications should be printed on one side only.

Applicants are required to have a Dun and Bradstreet (DUNS) number to apply for a grant or cooperative agreement from the Federal government. The DUNS number is a nine-digit identification number, which uniquely identifies business entities. Obtaining a DUNS number is easy and there is no charge.

To obtain a DUNS number, access the following Web site: <http://www.dunandbradstreet.com> or call 1–866–705–5711.

### Executive Summary

All applications should begin with a clear, concise, one to two page summary, to include: (1) The priority/category being applied for, (2) the amount of funds requested, (3) a brief summary of the overall strategy and the groups and organizations to be reached, and (4) the major activities reflected in the operational plan.

#### 1. Need and Capacity (not more than eight pages)

a. Describe the need for the proposed activities, including the specific groups targeted and the need for the particular strategies and activities planned.

b. Describe the capacity and ability of your organization to address the identified needs and implement the proposed activities, including current and past experience with the priority area and target population(s).

c. Describe the existing organizational structure and how that structure will support the proposed program activities. Include an organizational chart, which may be placed in an appendix.

#### 2. Operational Plan (not more than 15 pages)

a. *Goals:* List goals that specifically relate to the purpose of the priority/category and program requirements, and indicate what the program will have accomplished by the end of the two-year project period.

b. *Objectives:* List objectives that are specific, measurable, and feasible to accomplish during the first 12-month budget period. The objectives should relate directly to the project goals and program requirements.

c. *Activities:* Identify and describe specific activities that will be accomplished to meet each objective. Indicate when each activity will occur, identify the person(s) responsible for each activity and display on a timetable. The plan should also address activities