

objectives including STEPS to a HealthierUS, and the performance goals for NCCDPHP as indicated in the purpose section of this announcement. The extent to which the applicant has submitted goals that are specific and feasible for the two-year project period and are consistent with the purpose of the priority/category and program requirements.

b. *Objectives:* The extent to which the applicant has submitted objectives for the first 12-month budget period that are specific, measurable, feasible, and directly related to the goals, purpose, and program requirements.

c. *Activities:* The extent to which the applicant describes activities that are likely to achieve the objectives identified, provides a timetable, and identifies the person(s) responsible for each activity.

d. The extent to which the overall operational plan reflects a coherent, effective strategy for achieving optimal impact and results within the priority area addressed.

e. The extent to which the applicant demonstrates realistic evidence of collaboration with federal agencies, other organizations, and state and local education and health agencies to achieve the purposes of the program.

f. The extent to which the overall operational plan includes activities to reach communities of color and youth at highest risk for health problems.

## 2. Need and Capacity (30 Points)

a. The extent to which the applicant justifies the need and demonstrates the ability to implement strategies that serve the greatest unmet needs for the proposed activities.

b. The extent to which the applicant demonstrates the capacity and ability of their organization and constituency to address the identified needs and implement the proposed activities.

## 3. Project Management and Staffing (15 Points)

The extent to which the applicant identifies staff that have the responsibility, qualifications, and authority to carry out the activities proposed, as evidenced by job descriptions, curriculum vitae, organizational charts, and letters documenting the role of collaborating organizations.

## 4. Program Monitoring and Evaluation (15 Points)

The extent to which the applicant describes relevant data collection plans for program monitoring and evaluation that include the type of data to be collected, methods of data collection

and analysis, and how the data will be used.

## 5. Budget and Accompanying Justification (Not Scored)

The extent to which the applicant provides a detailed and clear budget consistent with the operational plan.

## I. Other Requirements

### Technical Reporting Requirements

Send an original and two copies of the following reports to the Grants Management Specialist identified in the "Where to Obtain Additional Information" section of this announcement:

### 1. Interim Progress Report and Continuation Plan

For the first year of the project, an interim progress report and continuation plan will be due by February 15, 2005. The interim progress report will be used as evidence of achievement to date in meeting approved goals, objectives, and performance measures. Continuation funding decisions will be made on the basis of satisfactory progress on performance measures and the availability of funds. The interim progress report/continuation plan should include:

a. HIV Assurance and Compliance Forms (for recipients of HIV funding only): These include the form certifying compliance with Web Site Notices, and CDC Form 0.1113 signed by the chairperson of the HIV Review Panel which lists the names of current review panel members. The applicant should also submit documentation, signed by the chairperson, of materials reviewed, and the panel's decision to approve or disapprove each item.

b. A succinct description (no longer than ten pages) of progress made to date in meeting each program objective, including discussion of any significant delays or barriers and what is being done to correct the situation.

c. A financial progress report which provides an estimate of the overall obligations for the current budget period, and the actions to be taken if unobligated or insufficient funds are anticipated.

d. An operational plan for the next budget period, which includes all goals, objectives, and activities. Descriptions of staffing or evaluation activities are necessary only if there are significant changes from those provided in the original application.

e. A line item budget and budget justification for the next budget period (including information needed for

proposed contracts and consultants as described in Section F: Content, Budget and Accompanying Justification).

## 2. Annual Progress Report

Within 90 days after the end of the first budget period (by August 14, 2005), submit an annual progress report that includes information described in (a) above (if applicable) and (b) above, with the exception that the period covered should be the entire budget period (May 15, 2004 to May 14, 2005). Within 90 days after the end of the entire two-year project period (by August 14, 2006), submit a final progress report.

## 3. Financial Status Report

Within 90 days after the end of the first budget period (by August 14, 2005), submit a Financial Status Report. Within 90 days after the end of the entire two-year project period (by August 14, 2005), submit a final Financial Status Report.

### Additional Requirements

Projects that involve the collection of information from 10 or more individuals and funded by a cooperative agreement will be subject to review and approval by the Office of Management and Budget (OMB) under the Paperwork Reduction Act.

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

- AR-1 Human Subjects Requirement
- AR-5 HIV Review Panel Requirements (HIV funded projects only)
- AR-7 Executive Order 12372 Review
- AR-9 Paperwork Reduction Act Requirements
- AR-10 Smoke-Free Workplace Requirements
- AR-11 Healthy People 2010
- AR-12 Lobbying Restrictions
- AR-13 Prohibition on Use of CDC Funds for Certain Gun Control Activities
- AR-15 Proof of Non-Profit Status
- AR-20 Conference Support

## J. Where To Obtain Additional Information

This and other CDC announcements, the necessary applications, and associated forms can be found on the CDC Web site, Internet address: <http://www.cdc.gov>. Click on "Funding," then "Grants and Cooperative Agreements."

For general questions about this announcement, contact: Technical Information Management, CDC Procurement and Grants Office, 2920 Brandywine Road, Atlanta, GA 30341-4146, Telephone: 770-488-2700.