

indicated in your Notice of Grant Award from CDC. The Interim Progress Report will serve as your non-competing continuation application, and must contain the following elements:

- a. Current Budget Period Activities Objectives.
- b. Current Budget Period Financial Progress.
- c. New Budget Period Program Proposed Activity Objectives.
- d. Requested amount for the continuation award, to be submitted in accordance with your projected level of funding for the 2005 and 2006 budget periods.
- e. Detailed line item budget and justification for the amount requested.
- f. Modifications/adjustments concerning changes to support proposed subcontracts, if any.
- g. A description of any programmatic and staffing changes. Please submit a listing of your current staff and an organizational chart in support of your CDC program.

2. Annual Progress Report is due 90 days after the end of each budget period. The Annual Progress Report for years 2004, 2005 and 2006 should cover the entire budget period.

Annual progress reports will include a data requirement that demonstrates measures of effectiveness. (See the beginning of section "H. Evaluation Criteria" for the definition of measures of effectiveness.)

The progress report must include the following for each program, function, or activity involved:

- a. A description of the program accomplishments and a comparison of actual accomplishments with the objectives established in the work plan for the funding period.
- b. Other pertinent information that includes, but is not limited to analysis and explanation of unexpected delays or high costs of performance.
- c. A listing of presentations and publications produced by, supported by, or related to program activities.
3. Annual Financial Status Report, no more than 90 days after the end of the budget period.
4. Final financial and performance report for the entire project period (2004–2006), no more than 90 days after the end of the project period.

Send all reports to the Grants Management and Contracting Officer identified in the "Agency Contacts" section of this announcement.

VII. Agency Contacts

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

For business management and budget assistance in the states, contact: Carlos Smiley, Grants Management and Contracting Officer, CDC Procurement and Grants Office, 2920 Brandywine Road, Atlanta, GA 30341–4146, Telephone: 770–488–2722, E-mail address: anx3@cdc.gov.

For business management and budget assistance in the territories, contact: Vincent Falzone, Grants Management Specialist, CDC Procurement and Grants Office, 2920 Brandywine Road, Atlanta, GA 30341–4146, Telephone: 770–488–2763, E-mail: vcf6@cdc.gov.

For program technical assistance with Parts I–IV and VII of this announcement, contact: Debra Hayes-Hughes, Deputy Chief, Surveillance Branch, Division of HIV/AIDS Prevention-Surveillance and Epidemiology, National Center for HIV, STD and TB Prevention, Centers for Disease Control and Prevention, 1600 Clifton Road, Mailstop E–47, Atlanta, GA 30333, Telephone Number (404) 639–2050, E-mail address: dsh1@cdc.gov.

For program technical assistance with Parts V and VI of this announcement, contact: Ken A. Bell, Deputy Chief, Behavioral and Clinical Surveillance Branch, Division of HIV/AIDS Prevention-Surveillance and Epidemiology, National Center for HIV, STD and TB Prevention, Centers for Disease Control and Prevention, 1600 Clifton Road, Mailstop E–46, Atlanta, GA 30333, Telephone Number (404) 639–2970, E-mail address: kbell@cdc.gov.

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