

written. "Substantive" means the interaction between the twinning partners is significant and lasts for a period of time. "Collaboration" means that the partner organizations work together on a specific project or exchange information and skills.

A centrally-funded TC will broker and facilitate relationships between twinning partners, plan and fund logistics for the VHC, and fund in-country twinning partners. The twinning plan will build upon existing relationships between U.S. and target country institutions as well as initiate new twinning partnerships.

**Eligible Applicants:** Public or nonprofit private entities, including schools and academic health sciences centers, community-based organizations, and faith-based organizations are eligible to apply for the CATC. Eligible organizations for twinning funding assistance at the in-country level will depend on the specific twinning activity, but may include hospitals, health clinics, training/educational institutions, and non-government organizations, including community- and faith-based organizations. Applicants for the TC must have domestic and international experience providing technical assistance to HIV/AIDS service organizations.

**Authorizing Legislation:** Department of Health and Human Services: Section 307 of the Public Health Service (PHS) Act, 42 U.S.C. 242l. United States Agency for International Development: Foreign Assistance Act of 1961, as amended, and Executive Order 11223.

**Availability of Funds:** Funds are available under the appropriation included in Pub. L. 107-116 for International HIV/AIDS activities. It is estimated that up to \$150,000,000 for up to 5 years may be available to support the TC and twinning activities in the 14 target countries, with \$2,000,000 for the TC and up to \$2,000,000 for twinning activities in the 14 countries during the first year. There will be 2 separate awards to the same recipient for these activities: funding for target country twinning activities will be awarded by USAID, and funding for the provision of technical assistance activities by the TC will be awarded by HRSA/DHHS. Funding awards will be made during the first or early second quarter of the Federal fiscal year 2004 (calendar year October 1, 2003 to March 31, 2004). The TC will be funded for a 12-month budget period, with a project period of up to 5 years. Continuation awards for the TC after the first year will be made based upon satisfactory performance and the availability of Federal funds.

Funding for in-country twinning activities funded by USAID will be made on a specific project basis, with funding for 1 year and a project period of up to 5 years. Continuation funding for specific twinning activities will be based upon satisfactory performance of existing twinning partnerships, initiation of new twinning partnerships, and availability of Federal funds.

**Application Deadline:** Applications for this cooperative agreement must be received in the HRSA Grants Application Center (GAC) by close of business December 29, 2003. Applications shall be considered as meeting the deadline if they are either (1) received on or before the deadline date or (2) postmarked on or before the deadline date, and received in time for submission to the objective review panel. One original and two copies of an application will be required. A legible dated receipt from a commercial carrier or the U.S. Postal Service will be accepted instead of a postmark. Private metered postmarks will not be accepted as proof of timely mailing. Grant applications postmarked after the deadline will be returned.

**Late applications:** Applications which do not meet the criteria above are considered late applications. Health Resources and Services Administration (HRSA) shall notify each late applicant that its application will not be considered in the current competition.

The Chief Grants Management Officer (CGMO) or a higher level designee may authorize an extension of published deadlines when justified by circumstances such as acts of God (e.g., floods or hurricanes), widespread disruptions of mail service, or other disruptions of services, such as a prolonged blackout. The authorizing official will determine the affected geographical area(s).

**Electronic Submission:** HRSA encourages applicants to submit applications on-line. To register and/or log-in to prepare your application, go to <https://grants.hrsa.gov/webexternal/login.asp>. For assistance in using the on-line application system, call 877-GO4-HRSA (877-464-4772) between 8:30 am to 5:30 pm ET or e-mail [callcenter@hrsa.gov](mailto:callcenter@hrsa.gov).

Application narratives and spreadsheets will need to be created separately and submitted as attachments to the application. You will be prompted to "upload" your attachments at strategic points within the application interface. The following document types will be accepted as attachments: WordPerfect (.wpd), Microsoft Word (.doc), Microsoft Excel (.xls), Rich Text

Format (.rtf), Portable Document Format (.pdf).

To look for funding opportunities, go to <http://www.hrsa.gov/grants> and follow the links.

**DUNS Number:** Beginning October 1, 2003, applicants will be required to have a Dun and Bradstreet (DUNS) number to apply for a grant or cooperative agreement from the Federal Government. If applicants are submitting an application on or after October 1, 2003 a DUNS number is required. To obtain a DUNS number, access [www.dunandbradstreet.com](http://www.dunandbradstreet.com) or call 1-866-705-5711. Please include DUNS number next to OMB Approval Number on the application face page. Applications will not be reviewed without a DUNS number.

Additionally, the applicant organization will be required to register with the Federal Government's Central Contractor Registry (CCR) in order to do business with the Federal Government, including electronic. Information about registering with the CCR can be found at <http://www.hrsa.gov/grants.htm>.

**Where to Request and Send an Application:** To prepare and submit an application, organizations must obtain: (1) the CATC Program Guidance and (2) the official Federal grant application kit required for these cooperative agreements, PHS Form 5161-1, along with 2 separate budgets (one budget for the HRSA-funded activities and one budget for the USAID-funded activities) using Standard Form (SF) 424. The Program Guidance is available on the HIV/AIDS Bureau Web site at the following Internet address: <http://www.hab.hrsa.gov/grant.htm>. The PHS Form 5161-1 is available at the following Internet address: <http://forms.psc.gov/forms/PHS/phs.html>. The SF 424 is available at the following Internet addresses: [http://forms99.psc.gov/Forms/sf-424\\_2.htm](http://forms99.psc.gov/Forms/sf-424_2.htm) (instructions for HRSA budget) and [http://www.usaid.gov/procurement\\_bus\\_opp/procurement/forms/SF-424/](http://www.usaid.gov/procurement_bus_opp/procurement/forms/SF-424/) (instructions for USAID budget). For those organizations who do not have access to the Internet, hard copies of the Program Guidance, PHS Form 5161-1 and SF 424 may be obtained from the HRSA GAC. You can reach the HRSA GAC toll-free at (877) 477-2123, fax (877) 477-2345, or e-mail: [hrsagac@hrsa.gov](mailto:hrsagac@hrsa.gov). Please request the Office of Management and Budget Catalogue of Federal Domestic Assistance Number 93-145, HRSA 04-076 and Program Code CATC.

**Notification of Letter of Intent:** Letters of intent will be used by the Funding Agencies to estimate the number of applications which will be submitted.