

Narrative

You must include a project narrative with your application and must include the following items in the order listed below. Your application will be evaluated on the information in these sections. It is important to follow the format provided in laying out your program proposal.

Program Plan

The program plan will include a description of your CBA program and strategy, objectives, activities, and timeline as follows:

CBA Program and Strategy

a. If applying for Focus Area 1, provide a description of your proposed program and the strategy for implementation. Include a description of the administrative, financial, accounting, and human resource models used to build organizational infrastructure capacity of HIV prevention CBOs (e.g., grant writing, fiscal management, board development, staff and volunteer development, and strategic planning).

b. If applying for Focus Area 2, provide a description of your proposed program and the strategy for implementation. Include a description of the HIV prevention interventions you have helped to implement (adapted or adopted) or evaluated. Your strategy must include information on how you intend to build capacity for interventions such as: Health education and risk reduction and avoidance; outreach capacity and preparation for testing; testing; referrals; prevention and partner counseling; prevention case management; and interventions to prevent perinatal transmission.

c. If applying for Focus Area 3, provide a description of your model. Also include information on: (1) Data demonstrating evidence that your model will be successful; (2) how this model is appropriate for the selected community; (3) conditions you expect to influence; (4) outcomes you expect to achieve; (5) a strategy for implementation; and (6) description of training materials including curricula.

d. If applying for Focus Area 4, provide a description of your proposed program and the strategy for implementation. Include a description of how CPG needs will be addressed including, but not limited to, orientation to the community planning process; process management; parity, inclusion and representation; using data to support decision making; needs assessments; priority setting; intervention effectiveness; and evaluation of the planning process.

Objectives

What are your objectives to address the general and focus area-specific awardee activities in the focus area for which you intend to apply?

Note: Some of these objectives should address the development of protocols for these activities—i.e., a protocol for undertaking a coordinated systems approach to delivering regionally structured CBA services.

Activities

Describe your proposed activities. These activities must relate to each of the objectives listed above.

Timeline

Provide a timeline and list staff responsible for implementing activities in the first year.

Program Experience

a. Describe your organization's program experience as it relates to the focus area for which you intend to apply.

b. Address the methods that you have used to provide CBA services and to whom.

c. Address your organization's program experience collaborating with other CBA providers and state and local health departments.

d. Address your organization's program experience in providing CBA that responds effectively to the cultural, gender, environmental, social, and linguistic characteristics of your CBA consumers. In answering this question, describe the types of services provided and list any culturally-, linguistically-, and developmentally appropriate curricula and materials that your organization has adapted or developed.

Organizational Capacity

a. Submit your organizational chart and indicate where the proposed program will be located.

b. Describe your fiscal management systems and how it functions.

c. Describe your human resource management system and how it functions.

d. Describe your Management Information System (MIS), its functional role and software assets.

e. Provide the number, and describe the organizational expertise, of your full-time employees (FTEs).

f. Summarize how the systems and assets described above will be used to support and manage the proposed program.

Evaluation Monitoring Plan

a. Provide baseline, one-year interim and five-year overall target performance

goals based on the core performance indicators and performance indicators by focus area.

b. Describe the process and outcome data you will collect.

Note: Data collected must relate to your objectives and the performance indicators.

c. Describe your methods for collecting, analyzing, interpreting and reporting process and outcome data.

d. Describe your plans for using process and outcome data to improve your program.

Budget and Staffing Breakdown and Justification:

a. Provide a detailed budget for each proposed activity. Justify all operating expenses in relation to the planned activities and stated objectives. CDC may not approve or fund all proposed activities. Be precise about the program purpose of each budget item and itemize calculations wherever appropriate.

b. For each contract and consultant contained within the application budget, describe the type(s) of organizations or parties to be selected and the method of selection; identify the specific contractor(s), if known; describe the services to be performed, and justify the use of a third party to perform these services; provide a breakdown of and justification for the estimated costs of the contracts and consultants; specify the period of performance; and describe the methods to be used for contract monitoring.

c. Provide a job description for each position, specifying job title, function, general duties, and activities. Also provide salary range or rate of pay and the level of effort and percentage of time to be spent on activities that would be funded through this cooperative agreement. If the identity of any key personnel who will fill a position is known, his/her name and resume should be attached. Experience and training related to the proposed project should be noted. If the identity of staff is not known, describe your recruitment plan. If volunteers are involved in the project, provide job descriptions.

Note: If indirect costs are requested, you must provide a copy of your organization's current negotiated Federal indirect cost rate agreement.

Funding Restrictions

Funding restrictions, which must be taken into account while writing your budget, are as follows:

a. Funds available under this announcement must support CBA that improves the capacity of the CBA consumers to implement, improve, and sustain programs that support the