

delivery of effective HIV prevention services for high-risk racial/ethnic minority populations.

b. Funds available under this announcement (for Focus Areas 1 and 2) must support CBA that gives priority to CBOs directly-funded by CDC, followed by CBOs funded by state and local health departments.

c. These federal funds may not supplant or duplicate existing funding.

d. No funds will be provided for direct provision of health education and risk reduction and avoidance (HERR) services or patient care, including substance abuse treatment, medical treatment, or medications.

e. These Federal funds may not be used to support the cost of developing applications for other federal funds.

f. Before using funds awarded through this cooperative agreement to develop HIV prevention materials, awardees must check with the CDC National Prevention Information Network (NPIN) to determine if suitable materials are already available. Also, materials developed by awardees must be made available for dissemination through the CDC NPIN. For further information on NPIN services and resources, contact NPIN at 1-800-458-5231; visit its Web site at <http://www.cdcpin.org>; or send requests by fax to 1-888-282-7681 (TTY users: 1-800-243-7012).

If you are requesting indirect costs in your budget, you must include a copy of your indirect cost rate agreement. If your indirect cost rate is a provisional rate, the agreement must be less than 12 months of age.

Guidance for completing your budget can be found on the CDC Web site, at the following Internet address: <http://www.cdc.gov/od/pgo/funding/budgetguide.htm>.

Additional information may be included in the application appendices. The appendices will not be counted toward the narrative page limit.

#### Appendices

In addition to the documents required in the Proof of Eligibility section of your application, the following appendices should be included in your application, if relevant:

a. list of all organizations with which you will cooperate to avoid duplication of effort and ensure that gaps in CBA services are addressed. Include Memoranda of Agreement from each such organization as evidence of cooperative relationships. Memoranda of Agreement should specifically describe the proposed cooperative activities. These documents must be submitted annually with each interim progress report.

b. A list of culturally-, linguistically-, and developmentally-appropriate materials that are available and currently being delivered.

c. A description of funding received from CDC or other sources (federal, state, local, private, etc.) to conduct similar activities that includes:

(1) A summary of current funds and income received to conduct CBA programs. This summary must include the name of the sponsoring organization/source of income, level of funding, a description of how the funds have been used, and the budget period. In addition, identify proposed personnel who will conduct the activities of this project and who are supported by other funding sources (include their roles and responsibilities).

(2) A summary of the objectives and activities of the funded programs that are described above.

(3) An explanation of how funds requested in this application will be used differently or in ways that will expand upon programs that are supported with existing or future funds.

(4) An assurance that the requested funds will not duplicate or supplant funds that have been received from any other Federal or non-Federal source. CDC-awarded funds may be used to expand or enhance services supported by other Federal or non-Federal funding sources.

d. Independent audit statements from a certified public accountant for the previous two years.

e. A copy of the organization's current negotiated Federal indirect cost rate agreement, if applicable.

**Note:** Materials, which should be part of the basic plan, will not be accepted if placed in the appendices.

#### Submission Date, Time, and Address

**LOI Deadline Date:** December 22, 2003.

**LOI Submission Address:** Submit your LOI by express, delivery service, or e-mail to: Samuel Taveras, Team Leader, Centers for Disease Control and Prevention, National Center for HIV, STD, and TB Prevention, Division of HIV/AIDS Prevention, 1600 Clifton Road, Mailstop E-40, Atlanta, Georgia 30333, Telephone: 404-639-5241, E-mail address: [syt2@cdc.gov](mailto:syt2@cdc.gov).

**Application Deadline Date:** January 26, 2004.

**Application Submission Address:** Submit your application by mail or express delivery service to: Technical Information management-PA 04019, CDC Procurement and Grants Office, 2920 Brandywine Road, Atlanta, GA 30341. Applications will not be accepted by fax or email.

#### Explanation of Deadlines:

Applications must be received in CDC Procurement and Grants Office by 4 p.m. Eastern Time on the deadline date. If you send your application by the United States Postal Service or commercial delivery service, you must ensure that the carrier will be able to guarantee delivery of the application by the closing date and time. If CDC receives your application after closing due to: (1) carrier error, when the carrier accepted the package with a guarantee for delivery by the closing date and time, or (2) significant weather delays or natural disasters, you will be given the opportunity to submit documentation of the carrier's guarantee. If the documentation verifies a carrier problem, CDC will consider the application as having been received by the deadline.

If you have a question about the receipt of your application, first contact your courier. If you still have a question, contact the Procurement and Grants Office—Technical Information Management (TIMS) staff at: 770-488-2700. Before calling, please wait two to three days after the application deadline. This will allow time for applications to be processed and logged.

CDC will not notify applicants concerning receipt of applications.

#### Intergovernmental Review of Applications

Your application is subject to Intergovernmental Review of Federal Programs, as governed by Executive Order (EO) 12372. This order sets up a system for state and local governmental review of proposed federal assistance applications. You should contact your state single point of contact (SPOC) as early as possible to alert the SPOC to prospective applications, and to receive instructions on your state's process. Click on the following link to get the current SPOC list: <http://www.whitehouse.gov/omb/grants/spoc.html>.

#### V. Application Review Information

**Review Criteria:** You are required to provide measures of effectiveness that will demonstrate the accomplishment of the various identified objectives of the cooperative agreement. Measures of effectiveness must relate to the performance goals stated in the "Purpose" section of this announcement. Measures must be objective and quantitative, and must measure the intended outcome. These measures of effectiveness must be submitted with the application and will be an element of evaluation. Therefore, you must set baseline, annual, and five