

(e) Participate in any mandatory training conducted or sponsored by CDC.

(f) Ensure that your CBO's financial manager attends a CDC-sponsored financial training. If the financial manager leaves your agency, his/her replacement must attend training within six months.

2. In your application, please answer the following questions:

(a) What are your immediate, intermediate and long term CBA needs; and how do you plan to address them?

(b) How do you plan to share any new CBA needs that develop during the project period with your project officer?

#### J. Guidance on Use of Funds

You must consider the following funding restrictions when you are creating your project budget:

- Funds may be used to hire contractors or support coalition partners to strengthen program activities. CDC encourages you to develop coalitions with other prevention providers, medical providers, and health departments to implement your proposed program; however, your CBO, not the contract organization(s) or the coalition partner(s), must conduct the largest portion of the activities (including managing the program and activities) funded by this award.

- Funds cannot be used to provide medical or substance abuse treatment.

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

For budget guidance, visit the CDC Web site <http://www.cdc.gov/od/pgof/funding/budgetguide.htm>.

#### 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: William Bancroft, Public Health Analyst, CDC, NCHSTP, DHAP, IR, 1600 Clifton Road, MS E58, Atlanta, GA 30333, [Pa04064@cdc.gov](mailto:Pa04064@cdc.gov).

**Application Deadline Date:** February 6, 2004.

**Application Submission Address:** Submit your application by mail or express delivery service to: Technical Information Management—PA# 04064, CDC Procurement and Grants Office, 2920 Brandywine Road, Atlanta, GA 30341.

#### Explanation of Deadlines:

Applications must be received in the 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 your application does not meet the submission deadline, it will not be eligible for review and will be discarded. You will be notified that you did not meet the submission requirements.

CDC will not be sending postcards to confirm application receipt. Please contact your mail carrier to confirm delivery. If you still have questions, contact the PGO-TIM staff at 770-488-2700. Before calling, please wait two to three days after the application deadline. This will allow time for the applications to be processed and logged.

*Intergovernmental Review of Applications:* Executive Order 12372 does apply to this program.

#### 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.

There are 2 steps to the evaluation process.

##### Step One

In the first step of the evaluation process, your application will be evaluated based on each item referenced in Section IV., entitled, "Application and Submission Information." Your application will be evaluated by an independent review panel assigned by CDC. The panel will assign your application a score using scored evaluation criteria as specified in Section V., entitled, "Application Review Information," and based on your responses to the questions in Section

IV., entitled, "Application and Submission Information" beginning with B. Justification of Need. Your application will be ranked based on this score. The highest-ranked applications will be considered for a pre-decisional site visit (Step two).

##### Step Two

The second step of the review process is conducted via pre-decisional site visits which are worth 100 points. To be considered for funding, you must score at least 70 points during this process. If you fail to reach 70 points, your CBO will be disqualified. CDC will invite health department staff to participate in the site visit.

#### Criteria for Step One: Application Review

Your application will be evaluated on the following criteria:

##### A. Eligibility (not scored)

This section of your application will be reviewed to determine if you are eligible for funding.

##### B. Justification of Need (200 points)

This section of your application will be scored based on your description of:

- The target population's needs.
- How your proposed intervention meets the needs of the jurisdiction's HIV Prevention Comprehensive Plan.
- Your experience and credibility in working with the proposed target population.

##### C. Targeted Outreach and Health Education/Risk Reduction for High-Risk Individuals (150 points)

This section of your application will be scored based on your target levels of performance for each core indicator and your plans to:

- Increase the number of persons at high risk for HIV infection who learn their HIV serostatus.
- Identify persons at high risk for HIV infection.
- Identify and address your target population's barriers to accessing HE/RR.
- Involve the target population when planning and implementing your program(s).
- Adapt and tailor CDC procedures, including REP and DEBI.
- Offer voluntary HIV counseling and testing to each individual reached by your program.
- Ensure that individuals who consent to HIV testing receive a test either through your CBO or via referral.
- Develop, implement, and maintain quality assurance strategies.
- Train, support, and retain staff.