

section 317(a), 42 U.S.C. 247b(a), as amended.

**Purpose:** The purpose of this program is to provide partial support for specific non-federal conferences in the areas of health promotion and disease prevention information/education programs. Conference support by CDC creates the appearance of CDC co-sponsorship; therefore, CDC will actively participate in the development and approval of those portions of the agenda supported by CDC funds. In addition, CDC reserves the right to approve or reject the content of the full agenda, press events, promotional materials (including press releases), speaker selection, and site selection. CDC funds will not be used for portions of meetings that are not approved. This program addresses the "Healthy People 2010" focus area of HIV, and the New Initiative: Advancing HIV Prevention.

Measurable outcomes of the program will be in alignment with one or more of the following performance goals for the National Center for HIV, STD and TB Prevention (NCHSTP): Strengthen the capacity of our HIV prevention partners nationwide to monitor the HIV epidemic, develop and implement effective HIV prevention interventions, and evaluate prevention programs.

**Activities:**

Awardee activities for this program are as follows: a. Manage all activities related to conference content (e.g., objectives, topics, session design, workshops, special exhibits, speakers, fees, agenda composition, printing). Many of these items may be developed in concert with CDC personnel assigned to support the conference.

b. Provide draft copies of the agenda, objectives, and proposed related activities to the CDC Project Official for review and comment. Submit a copy of the final agenda, objectives, and proposed related activities to the CDC Grants Management Office for approval.

c. Determine and manage all promotional activities (e.g., title, logo, announcements, mailers, press). CDC must review and approve the use of any materials with reference to CDC involvement or support.

d. Manage all registration processes with participants and registrants (e.g., travel, reservations, correspondence, conference materials and hand-outs, badges, and registration procedures).

e. Plan, negotiate, and manage conference site arrangements, including all audiovisual needs.

f. Develop the content and manage the activities of the conference.

g. If the proposed conference is or includes a satellite broadcast, recipient will:

(1) Provide individual, on-camera rehearsals for all presenters.

(2) Provide at least one full dress rehearsal involving the moderator, all presenters, equipment, visuals, and practice telephone calls at least one day before the actual broadcast and as close to the actual broadcast time as possible.

(3) Provide full scripting and Teleprompter use for the moderator and all presenters.

h. Collaborate with CDC staff in reporting and disseminating conference results, recommendations, and relevant HIV prevention information. This information must be made available to appropriate Federal, State, and local agencies, healthcare providers, HIV/AIDS prevention and service organizations, and the general public.

In a cooperative agreement, CDC staff is substantially involved in the program activities, above and beyond routine grant monitoring.

CDC Activities for this program are as follows:

a. Provide technical assistance through telephone calls, correspondence, and site visits in the areas of program agenda development, implementation, and priority setting related to the cooperative agreement.

b. Provide scientific collaboration for appropriate aspects of the program, including selection of speakers, pertinent scientific information on HIV, preventive measures, and program strategies for the prevention of HIV infection.

c. Review draft agendas. The Grants Management Officer will approve or disapprove the final agenda and proposed related activities prior to release of restricted funds.

d. Assist applicant in reporting and disseminating results, recommendations, and relevant HIV prevention information.

## II. Award Information

**Type of Award:** Cooperative Agreement.

CDC involvement in this program is listed in the Activities Section above.

**Fiscal Year Funds:** 2004.

**Approximate Total Funding:** \$112,000.

**Approximate Number of Awards:** Five.

**Approximate Average Award:** \$20,000.

**Floor of Award Range:** \$15,000.

**Ceiling of Award Range:** \$25,000.

**Anticipated Award Date:** April 1, 2004.

**Budget Period Length:** Six months.

**Project Period Length:** Six months.

Contingency awards will be made allowing usage of only 10 percent of the

total amount to be awarded until a final full agenda, promotional materials (i.e., brochures, Save-the-Date, etc.), and evaluation questions are approved by CDC. Funding will be provided to support costs associated with preparation of the agenda. The remainder of funds will be released only upon CDC approval of the final and full agenda. CDC reserves the right to terminate co-sponsorship at any time.

## III. Eligibility Information

### III.1. Eligible Applicants

Applications may be submitted by public and private nonprofit organizations and by governments and their agencies, such as:

- Public nonprofit organizations
- Private nonprofit organizations
- Universities
- Colleges
- Technical Schools
- Research institutions
- Hospitals
- Community-based organizations
- Faith-based organizations
- Federally recognized Indian tribal governments

Bona Fide Agents (this includes the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, American Samoa, Guam, the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau)

A Bona Fide Agent is an agency/organization identified by the state as eligible to submit an application under the state eligibility in lieu of a state application. If you are applying as a bona fide agent of a state or local government, you must provide a letter from the state or local government as documentation of your status. Place this documentation behind the first page of your application form. Foreign organizations are not eligible to apply.

### III.2. Cost Sharing or Matching

Recipient financial participation is required for this program in accordance with this Program Announcement. CDC will not fund more than 75 percent of the total cost of the conference. At least 25 percent of the cost for the conference must be supported with non-federal funds. This factor will be included as an evaluation criterion in the review of your application.

### III.3. Other

If you request a funding amount greater than the ceiling of the award