

For more information, see the CDC Web site at: <http://www.cdc.gov/od/pgo/funding/pubcomm.htm>. If your application form does not have a DUNS number field, please write your DUNS number at the top of the first page of your application, and/or include your DUNS number in your application cover letter.

Additional requirements that may require you to submit additional documentation with your application are listed in section "VI.2. Administrative and National Policy Requirements."

IV.3. Submission Dates and Times

For conferences during the dates of April 1, 2004 to September 30, 2004.

LOI Deadline Date: January 19, 2004.

CDC requires that you send a LOI if you intend to apply for this program. Failure to submit a LOI precludes you from submitting an application.

Application Deadline Date: March 3, 2004.

Explanation of Deadlines: LOIs and 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 LOI or 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 LOI or 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 LOI or application as having been received by the deadline.

This program announcement is the definitive guide on LOI and application submission and address. It supersedes information provided in the application instructions. If your application does not meet the deadline above, 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 notify you upon receipt of your LOI and your application. If you have a question about the receipt of your LOI or application, first contact your courier. If you still have a question, 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

LOIs and applications to be processed and logged.

IV.4. Intergovernmental Review of Applications

Executive Order 12372 does not apply to this program.

IV.5. Funding Restrictions

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

1. CDC funds will not be used for non-approved portions of meetings. CDC funds may be used for only those parts of the conference specifically supported by CDC as listed on the Notice of Cooperative Agreement Award. CDC funds may be used for direct costs, such as

- a. Salaries.
- b. Speaker fees.
- c. Rental of conference-related equipment.
- d. Registration fees.
- e. Scholarships.
- f. Transportation costs (not to exceed economy class fares) for non-federal employees.
- g. Mileage for local participants.
2. CDC funds may not be used
 - a. To purchase equipment.
 - b. To pay honoraria.
 - c. For organizational dues.
 - d. To support entertainment.
 - e. For personal expenses not related to the conference.
 - f. For travel costs or payment to a Federal employee.
 - g. For per diem and expenses for local participants.
 - h. To reimburse indirect costs.
 - i. To purchase novelty items (e.g., bags, T-shirts, hats, pens) distributed at meetings.
 - j. To purchase food or drinks.
3. CDC will not fund a conference after it has taken place.

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.

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>.

IV.6. Other Submission Requirements

LOI Submission Address: Submit the original and two hard copies of your

LOI by express mail or delivery service to: Technical Information Management—PA04039, Procurement and Grants Office, Centers for Disease Control and Prevention, 2920 Brandywine Rd., Atlanta, GA 30341-4146.

LOIs may not be submitted electronically.

Application Submission Address: Submit the original and two hard copies of your application by mail or express delivery service to: Technical Information Management—PA04039, CDC Procurement and Grants Office, 2920 Brandywine Road, Atlanta, GA 30341.

Applications may not be submitted electronically at this time.

V. Application Review Information

V.1. Criteria

Letter of Intent Criteria:

The Letter of Intent will be evaluated against the following criteria:

1. The extent to which the LOI content requirements are complete. Does the LOI address all the content requirements listed in Section IV: "Application and Submission Information?" LOI must also address one or more of the elements listed in Section V. "Application Review Information, Review and Selection Process." (20 points)
 2. The extent to which the conference overall objectives are reliable, reasonable, measurable and specific. (15 points)
 3. The extent to which the applicant demonstrates the need for the conference. (15 points)
 4. The extent to which high risk populations will ultimately benefit from the conference. (15 points)
 5. The extent to which the applicant discusses the potential contribution to HIV/AIDS prevention. (10 points)
 6. The extent to which the conference will have potential contribution toward the New Initiative: Advancing HIV Prevention. (10 points)
 7. The extent to which the conference will have potential contribution toward the National HIV Prevention Goals based on the CDC HIV Prevention Strategic Plan. (10 points)
 8. The extent to which the overall format and organization of the LOI meets the format listed in the "Content and Form of Submission" Section of the Program Announcement. (5 points)
- Application 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