

9. Collaboration and Coordination

Does the applicant describe their plans to collaborate and coordinate HIV prevention services and activities with the jurisdictions, programs and groups listed in this announcement? Also, how do they describe the intended outcomes of their collaboration and coordination efforts, and their plan to strengthen these activities over the five-year project period?

10. Laboratory Support

Does the applicant briefly describe all laboratory support activities funded under this announcement? Does the applicant describe their current or proposed methods for testing and confirmation of HIV, and describe also how they would expand testing options if laboratory capacity were enhanced and stabilized in the region? Did they include in this description a detailed algorithm of how HIV tests are collected and processed, and how decisions are made to determine needs for confirmation?

11. HIV/AIDS Epidemiologic and Behavioral Surveillance

Does the applicant describe any surveillance activities they expect to conduct with support provided through this program announcement? [Note to applicant: Complete this only if you are requesting program funds to support this activity.]

12. Quality Assurance

Does the applicant describe their quality assurance efforts regarding HIV CTR, PCRS, HE/RR, public information campaigns, data collection, training, program procedures, and any other relevant programmatic areas for which they have quality assurance plans?

13. Capacity-Building Activities (Recommended Activity Based on Availability of Resources)

(a) Does the applicant describe their capacity-building activities in the areas listed?

(b) Does the applicant discuss their plans to strengthen their capacity-building activities over the five-year project period of this program announcement?

(c) Does the applicant discuss how they would assess (initially, as well as ongoing) capacity-building needs throughout the project period?

14. Other Activities

(a) Does the applicant budget funds through this cooperative agreement for three persons to attend at least three CDC-sponsored conferences or meetings each year? Also, for the first year of this

project period, does the applicant budget funds for meetings/activities related to the development of a new model for HIV prevention program planning and implementation?

(b) Does the applicant describe any other planned travel or attendance at conferences or meetings not previously addressed?

15. Unmet Needs

Does the applicant summarize any HIV prevention needs that will remain unmet even if the total application is funded? Do they provide an estimate of funds required to meet these needs?

16. Management and Staffing Plan

Does the applicant describe their management and staffing plan to conduct or support the essential components of their comprehensive HIV prevention program? Does the applicant include an organizational chart that reflects the current management structure and a description of the roles, responsibilities, and relationships of all staff in the program, regardless of funding source? Does the applicant identify the positions supported through this cooperative agreement and those funded through other sources, as well as any unfounded staffing needs?

V.2. Review and Selection Process

As all eligible applicants will be funded, applications will undergo a Technical Acceptability Review.

V.3. Anticipated Announcement and Award Date

Award Date: April 1, 2004.

VI. Award Administration Information

VI.1. Award Notices

Successful applicants will receive a Notice of Grant Award (NGA) from the CDC Procurement and Grants Office. The NGA shall be the only binding, authorizing document between the recipient and CDC. The NGA will be signed by an authorized Grants Management Officer, and mailed to the recipient fiscal officer identified in the application.

Unsuccessful applicants will receive notification of the results of the application review by mail.

VI.2. Administrative and National Policy Requirements:

45 CFR Part 74 and Part 92

For more information on the Code of Federal Regulations, see the National Archives and Records Administration at the following Internet address: <http://www.access.gpo.gov/nara/cfr/cfr-table-search.html>

The following additional requirements apply to this project:

- AR-4 HIV/AIDS Confidentiality Provisions
 - AR-5 HIV Program Review Panel Requirements
 - AR-7 Executive Order 12372 Review
 - AR-8 Public Health System Reporting Requirements
 - AR-9 Paperwork Reduction Act Requirements
 - AR-10 Smoke-Free Workplace Requirements
 - AR-11 Healthy People 2010
 - AR-12 Lobbying Restrictions
 - AR-14 Accounting System Requirements
 - AR-16 Security Clearance Requirement
 - AR-20 Conference Support
- Additional information on these requirements can be found on the CDC Web site at the following Internet address: <http://www.cdc.gov/od/pgo/funding/ARs.htm>.

VI.3. Reporting Requirements

You must provide CDC with a hard copy original, plus two copies of the following reports:

1. Data reports of HIV interventions (including individual and group level); outreach; health communication/public information; HIV counseling, testing, and referral; partner counseling and referral service; are required 45 days after the end of each quarter or as specified in the most recent evaluation guidance. Project areas may request technical assistance to achieve this. Data should be submitted directly to the Program Evaluation Research Branch.

2. This program requires progress reports on a semi-annual basis. The first progress report (an original plus two copies) for each calendar year is due by April 1 of the following year. You will receive specific guidance on what to include at least three months before the due date. Generally, your report should include the following:

- a. Base-line and actual level of performance on core and optional indicators
- b. Current Budget Period Financial Progress
- c. Additional Requested Information
- 3. The second report (an original and two copies), which is the interim progress report, is due by September 30 of each year. It should include:
 - a. Current Budget Period Financial Progress
 - b. Base-line and target level for core and optional indicators
 - c. Detailed Line-Item Budget and Justification
 - d. Additional Requested Information
- 4. Provide CDC with a Financial Status Report (original and two copies),