

d. Partner with recipients in the development of publications and educational materials that relate to chronic disease prevention and health promotion.

e. Identify liaisons with other organizations that are interested in chronic disease prevention and health promotion at the local level.

f. Identify chronic disease and health promotion best practices for specific populations within selected communities.

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: \$300,000 (\$150,000 for chronic disease prevention and health promotion and \$150,000 for cancer prevention and control).

Approximate Number of Awards: One.

Approximate Average Award: \$300,000. (This amount is for the first 12-month budget period, and includes both direct and indirect costs.)

Floor of Award Range: None.

Ceiling of Award Range: \$300,000.

Anticipated Award Date: March 1, 2004.

Budget Period Length: 12 months.

Project Period Length: Three years.

Throughout the project period, CDC's commitment to continuation of awards will be conditioned on the availability of funds, evidence of satisfactory progress by the recipient (as documented in required reports), and the determination that continued funding is in the best interest of the Federal Government.

III. Eligibility Information

III.1. Eligible Applicants

Applications may be submitted by:

- Public nonprofit organizations;
- Private nonprofit organizations; and
- Faith-based organizations.

Eligible organizations must have the capacity to coordinate a national collaborative initiative targeting local elected officials. Only organizations with a national reach are eligible to apply.

III.2. Cost Sharing or Matching

Matching funds are not required for this program.

III.3. Other Eligibility Requirements

If you request a funding amount greater than the ceiling of the award range, your application will be considered non-responsive and will not

be entered into the review process. You will be notified that you did not meet the submission requirements.

If your application is incomplete or non-responsive to the requirements listed below, it will not be entered into the review process. You will be notified that your application did not meet the submission requirements. Applicants should have prior experience working with one or more chronic diseases and with chief elected officials from United States cities with populations of 30,000 or more. In addition, applicants must have the capacity and ability to conduct national programs and activities related to promoting health education, awareness, and information dissemination of chronic disease prevention and control issues in collaboration with chief elected officials of United States cities. The applicant should document eligibility by providing a concise summary that clearly describes (a) status as a national organization; (b) constituency of chief elected officials of cities; and (c) demonstrated outcome/accomplishments from previous chronic disease prevention and control efforts. Sample materials produced can be provided in appendices.

Note: Title 2 of the United States Code section 1611 states that an organization described in section 501(c)(4) of the Internal Revenue Code that engages in lobbying activities is not eligible to receive Federal funds constituting an award, grant or loan.

IV. Application and Submission Information

IV.1. Address to Request Application Package

To apply for this funding opportunity use application form PHS 5161. Application forms and instructions are available on the CDC Web site, at the following Internet address: <http://www.cdc.gov/od/pgo/forminfo.htm>

If you do not have access to the Internet, or if you have difficulty accessing the forms on-line, you may contact the CDC Procurement and Grants Office Technical Information Management Section (PGO-TIM) staff at: 770-488-2700. Application forms can be mailed to you.

IV.2. Content and Form of Submission

Application: You must include a project narrative with your application forms. Your narrative must be submitted in the following format:

- Maximum number of pages: For both components is 50 pages—if your narrative exceeds the page limit, only the first pages which are within the page limit will be reviewed.

- Font size: 12 point unreduced;
- Paper size: 8.5 by 11 inches;
- Page margin size: One inch;
- Printed only on one side of page, double spaced;
- Held together only by rubber bands or metal clips, not bound in any other way.

Your narrative should address activities to be conducted for cancer prevention and control and chronic disease prevention and control for the entire project period, and should include the following items in the order listed:

1. Executive Summary

Describe prior experience working with one or more chronic diseases and with chief elected officials from United States cities with populations of 30,000 or more. In Describe the level of capacity and ability to conduct national programs and activities related to promoting health education, awareness, and information dissemination of chronic disease prevention and control issues in collaboration with chief elected officials of United States cities. Document eligibility by providing a concise summary that clearly describes (a) status as a national organization; (b) constituency of chief elected officials of cities; and (c) demonstrated outcome/accomplishments from previous chronic disease prevention and control efforts. Sample materials produced can be provided in appendices.

2. Background and Need

Describe the need for the proposed activities and the context in which the work will be conducted. Provide descriptions of the constituent population and how your organization will play a significant role in chronic disease prevention, either by direct or indirect impact.

3. Method

Submit a plan that describes the methodologies for conducting awardee activities outlined in the Activities section. Identify strategies and activities for increasing the applicant's involvement in promoting and supporting chronic disease prevention and control programs over the next three years.

Explain how planned activities relate to the purpose of this program announcement. The plan should identify and establish a timeline for the completion of each component or major activity. The plan should identify how previous experience in the prevention and control of cancer and other chronic diseases will inform the activities being planned.