

4. Plan meetings of national, State, and local education agencies and other appropriate agencies to address issues and program activities related to improving the health of postsecondary students; and strengthening the capacity of education, health, and other relevant agencies to prevent HIV infection and other serious health problems among young persons, especially those in high-risk situations.

5. Assist in the evaluation of program activities.

6. Monitor the recipient's performance of program activities and make recommendations to facilitate future progress.

Review and Evaluation Criteria

Each application will be allocated a total of 100 points, and will be reviewed and evaluated according to the following criteria:

A. Background/Need (10 points).

The extent to which the applicant justifies the need for the activities including:

1. Identifying target populations;
2. Identifying the barriers in reaching the target population;
3. Identifying what might move HIV prevention efforts forward within the target population.

B. Capacity and Impact (30 points).

The extent to which the applicant demonstrates the capacity and ability to:

1. Develop and conduct the proposed activities;
2. Involve postsecondary institutions or programs;
3. Institutionalize activities that can reduce HIV infection among students, especially postsecondary students and those students who may be in high-risk situations.

C. Goals and Objectives (10 points).

1. Goals. The extent to which the applicant has submitted realistic goals for the projected five-year project period.

2. Objectives. The extent to which the applicant has submitted specific, measurable, and feasible objectives for the one-year budget period that directly relate to the applicant's goals.

D. Operational Plan (15 points).

1. The extent to which proposed activities:

- (a) Involve postsecondary institutions.
- (b) Are likely to reduce HIV infection and related health problems among students especially postsecondary students and those in high-risk situations.

(c) Achieve the stated objectives within the first budget period.

2. The extent to which the applicant includes a reasonable timeline for conducting proposed activities.

3. The extent to which the applicant provides a description of the activities anticipated for years 2, 3, 4, and 5 of the project.

E. Project Management and Staffing (15 points).

The extent to which the applicant identifies staff and other agencies that have the responsibility and authority to carry out each activity, including:

1. Organizational charts demonstrating that the staff have the authority needed to carry out those responsibilities.

2. Job descriptions and curricula vitae demonstrating that the staff have backgrounds that qualify them to fulfill the proposed responsibilities.

3. Commitment of at least one full-time staff member to provide direction for the proposed activities.

4. Letters from collaborating organizations indicating their intent and capacity to carry out their designated responsibilities.

F. Sharing Experiences and Resources (5 points).

The extent to which the applicant indicates how it will share effective materials and activities.

G. Collaborating (5 points).

The extent to which the applicant describes how it will collaborate with CDC and with other relevant agencies.

H. Evaluation (10 points). The extent to which the applicant:

1. Identifies how it will monitor progress in meeting objectives.
2. Identifies how program effectiveness will be measured and presents a reasonable plan for obtaining data, reporting results, and using the results for programmatic decisions.

I. *Budget and Accompanying Justification* (not scored). The extent to which the applicant provides a detailed and clear budget narrative consistent with the stated objectives and planned activities of the project.

Executive Order 12372 Review

This program is not subject to the Executive Order 12372 review.

Public Health Systems Reporting Requirements

This program is not subject to the Public Health Systems Reporting Requirements.

Catalog of Federal Domestic Assistance Number

The Catalog of Federal Domestic Assistance Number is 93.938.

Other Requirements

Paperwork Reduction Act

Projects that involve the collection of information from 10 or more individuals

and funded by the cooperative agreement will be subject to review and approval by the Office of Management and Budget (OMB) under the Paperwork Reduction Act.

HIV/AIDS Requirements

Recipients must comply with the document entitled: "Interim Revision of Requirements of the Content of AIDS-Related Written Materials, Pictorials, Audiovisuals, Questionnaires, Survey Instruments, and Educational Sessions in Centers for Disease Control and Prevention Assistance Programs" (June 15, 1992), a copy of which is included in the application kit. The names and affiliations of the review panel members must be listed on the Assurance of Compliance form CDC 0.1113, which is also included in the application kit. In progress reports, the recipient must submit the program review panel's report indicating all materials have been reviewed and approved.

Application Submission and Deadline

The original and two copies of the application Form PHS-5161-1 (OMB Number 0937-0189) must be submitted to Henry S. Cassell, III, Acting Chief, Grants Management Branch, Procurement and Grants Office, Centers for Disease Control and Prevention (CDC), 255 East Paces Ferry Road NE., Room 300, Atlanta, GA 30305, Attention: Marsha D. Driggans, Mailstop E16, on or before July 24, 1995.

Facsimile copies will not be accepted.

1. *Deadline.* Applications shall be considered as meeting the deadline if they are either:

(a) Received on or before the deadline date; or

(b) Sent on or before the deadline date and received in time for submission to the independent review group.

Applicants must request a legibly dated U.S. Postal Service postmark or obtain a legibly dated receipt from a commercial mail carrier or U.S. Postal Service. Private metered postmarks shall not be accepted as proof of timely mailing.

2. *Late Applications.* Applications that do not meet the criteria in 1.(a) or 1.(b) above are considered late applications. Late applications will not be considered and will be returned to the applicant.

Where to Obtain Additional Information

A complete program description, information on application procedures, application package, and business management technical assistance may be obtained from Marsha D. Driggans, Grants Management Specialist, Grants