Executive Order 12372 Review

Applications are subject to Intergovernmental Review of Federal Programs as governed by Executive Order (E.O.) 12372. E.O. 12372 sets up a system for State and local government review of proposed Federal assistance applications. Applicants (other than federally recognized Indian tribal governments) should contact their State Single Point of Contact (SPOC) as early as possible to alert them to the prospective applications and receive any necessary instructions on the State process. For proposed projects serving more than one State, the applicant is advised to contact the SPOC for each affected State. A current list of SPOCs is included in the application kit. If SPOCs have any State process recommendations on applications submitted to CDC, they should send them to Elizabeth M. Taylor, Grants Management Officer, Grants Management Branch, Procurement and Grants Office, Centers for Disease Control and Prevention (CDC), 255 East Paces Ferry Road, NE., Room 300, Mailstop E-16, Atlanta, GA 30305, not later than 60 days after due date for receipt of applications. The Program Announcement Number and Program Title should be referenced on the document. CDC does not guarantee to "accommodate or explain" State process recommendations it receives after that date. Indian tribes are strongly encouraged to request tribal government review of the proposed application. If tribal governments have any tribal process recommendations on applications submitted to CDC, they should forward them to Elizabeth M. Taylor, Grants Management Officer, Grants Management Branch, Procurement and Grants Office, Centers for Disease Control and Prevention (CDC), 255 East Paces Ferry Road, NE., Room 300, Mailstop E-16, Atlanta, GA 30305. This should be done no later than 60 days after the application deadline date. The granting agency does not guarantee to "accommodate or explain" for tribal process recommendations it receives after that date.

Public Health System Reporting Requirements

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

Catalog of Federal Domestic Assistance Number

The Catalog of Federal Domestic Assistance Number is 93.978, Sexually Transmitted Disease Research, Demonstrations, and Public Information and Education Grants, and 93.941, HIV Demonstration, Research, Public and Professional Education Projects.

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 by the Office of Management and Budget (OMB) under the Paperwork Reduction Act.

Confidentiality

Applicants must have in place systems to ensure the confidentiality of patient records.

HIV/AIDS Requirements

Recipients must comply with the document entitled, Content of AIDS-Related Written Materials, Pictorials, Audiovisuals, Questionnaires, Survey Instruments, and Educational Sessions (June 1992)(a copy is in the application kit). To meet the requirements for a program review panel, recipients are encouraged to use an existing program review panel, such as the one created by the State health department's HIV/AIDS Prevention Program. If the recipient forms its own program review panel, at least one member must also be an employee (or a designated representative) of a State or local health department. The names 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. The recipient must submit the program review panel's report that indicates all materials have been reviewed and approved.

Before funds can be used to develop HIV/AIDS-related materials, determine whether suitable materials are already available at the CDC National AIDS Clearinghouse.

Application Submission and Deadline

The application for Part I (excluding legally required assurance pages and forms, and budget justification) including the programmatic narrative content, illustrations, and examples should not exceed 40 $(8^{1/2''} \times 11'')$ pages, single spaced, single sided and with 1inch margins, 12 cpi font, and numbered on each page. Applications for Parts II and III should not exceed 20 pages each. The programmatic narrative content should also be submitted in electronic format on a 3.5" double sided, high-density diskette, in WordPerfect 5.1 or ASCII. On or before February 24, 1995, submit the original and two copies of the application (Form PHS 5161-1-OMB Number 0937-0189) and one electronic copy on disk to Elizabeth M. Taylor, Grants Management Officer, Grants Management Branch, Procurement and Grants Office, Center for Disease Control and Prevention (CDC), 255 East Paces Ferry Road, NE., Room 300, Mailstop E– 16, Atlanta, GA 30305.

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

A. Received on or before the deadline or

B. Sent on or before the deadline date and received in time for submission to the independent review committee. (Applicants must request a legibly dated U.S. Postal Service postmark or obtain a legibly dated receipt from a commercial carrier or U.S. Postal Service. Private metered postmarks will not be acceptable proof of timely mailing.)

2. Late Applications: Applications that do not meet the criteria in 1.A. or 1.B. are considered late applications and will not be considered in the current competition and will be returned to the applicant.

Where To Obtain Additional Information

A complete program description, information on application procedures, an application package, and business management technical assistance may be obtained from Manuel Lambrinos, Grants Management Specialist, 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, telephone (404) 842-6777, FAX (404) 842-6513. Programmatic technical assistance may be obtained from Robert B. Emerson, Clinical Services Training Coordinator, Training and Education Branch, Division of STD/HIV Prevention, National Center for Prevention Services (NCPS), Centers for Disease Control and Prevention (CDC), 1600 Clifton Road, NE., MS E-02, Atlanta, GA 30333, telephone (404) 639-8357, FAX (404) 639–8609, (Bitnet or Internet RBE1@CPSSTD1.EM.CDC.GOV).

Please refer to Announcement 514 "STD/HIV Prevention Training Centers" when requesting information or submitting an application.

Potential applicants may obtain a copy of "Healthy People 2000" (Full Report: Stock No. 017–001–00474–0) or "Healthy People 2000" (Summary Report: Stock No. 017–001–00473–1) referenced in the "Introduction" through the Superintendent of Documents, Government Printing