

*Estimated Annual Burden Total:*  
11759.

### Request for Comments

Comments are invited on: (a) The necessity of the proposed collection; (b) the accuracy of the Agency's estimate of burden of the proposed collection of information; (c) ways to enhance the quality, utility and clarity of the information to be collected; and (d) ways to minimize the burden of the collection of information upon the respondents, including the use of automated collection techniques or other forms of information technology.

Comments submitted in response to this notice will be summarized and/or included in the request for OMB approval of this information collection.

Copies of these proposed collection plans and instruments can be obtained from the AHCPR Reports Clearance Officer (see above).

Dated: March 2, 1999.

**John M. Eisenberg,**  
Administrator.

[FR Doc. 99-5951 Filed 3-9-99; 8:45 am]

BILLING CODE 4160-90-M

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### Centers for Disease Control and Prevention

[Program Announcement 99002]

### Public Health Conference Support Cooperative Agreement Program for Human Immunodeficiency Virus (HIV) Prevention; Notice of Availability of Funds

#### A. Purpose

The Centers for Disease Control and Prevention (CDC) announces the availability of fiscal years (FY) 1999 and (FY) 2000 funds for a cooperative agreement program for Public Health Conference Support for Human Immunodeficiency Virus (HIV) Prevention. This program addresses the "Healthy People 2000" priority area of HIV infection.

Topics concerned with issues and areas other than HIV prevention should be directed to other public health agencies or in accordance with the current **Federal Register** notice (see **Federal Register** Notice 99006, [61 FR 19296] published on June 9, 1998).

#### B. Eligible Applicants

Applications may be submitted by public and private nonprofit organizations and by governments and their agencies; that is, universities,

colleges, research institutions, hospitals, other public and private nonprofit organizations, and local governments or their bona fide agents, and federally recognized Indian tribal governments, Indian tribes, or Indian tribal organizations. State and local health departments may apply for funding only under Category 2 (See E. Application Content). Conferences planned for *June 1, 1999*, through *May 31, 2000*, are eligible. Foreign organizations are not eligible to apply.

**Note:** Public Law 104-65 states that an organization described in section 501(c)(4) of the Internal Revenue Code of 1986 that engages in lobbying activities is not eligible to receive Federal funds constituting an award, grant, cooperative agreement, contract, loan, or any other form.

#### C. Availability of Funds

Approximately \$250,000 is available in FY 1999 to fund approximately 15 to 25 awards. It is expected that the average award will be \$20,000, ranging from \$10,000 to \$25,000. Organizations will be funded in rank order within each of the three categories. It is expected that the awards will begin on or after June 1, 1999, and will be funded for a 12-month budget and project period. Funding estimates may vary and are subject to change.

Contingency awards will be made allowing usage of only 10 percent of the total amount to be awarded until a final full agenda is approved by CDC. This will provide funds to support costs associated with preparation of the agenda. The remainder of funds will be released only upon CDC approval of the final full agenda. CDC reserves the right to terminate co-sponsorship at any time.

#### Use of Funds

a. CDC funds may be used for direct cost expenditures: salaries, speaker fees (for services rendered), rental of conference related equipment, registration fees, and transportation costs (not to exceed economy class fares) for non-Federal individuals.

b. CDC funds may not be used to purchase equipment, pay honoraria (for conferring distinction) or organizational dues, support entertainment, personal expenses, travel costs or payment of a Federal employee, or per diem and expenses, other than mileage, for local participants.

c. CDC funds may not be used to reimburse indirect costs.

d. CDC funds may not be used to purchase novelty items (e.g., bags, T-shirts, hats, pens) distributed at meetings.

e. CDC will not fund 100 percent of the proposed conference. Part of the cost

of the proposed conference must be supported with non-federal funds.

f. CDC will not fund a conference after it has taken place.

g. CDC funds may be used for only those parts of the conference specifically supported by CDC as documented on the notice of award.

h. This program is not meant for conferences to educate the general public or to deliver prevention interventions to persons at risk for HIV infection. Such conferences cannot be supported through this announcement.

#### Funding Preferences

Preference may be given to:

a. conferences sponsored by organizations that serve high-risk populations, especially populations and geographic areas that are under-served;

b. applications consistent with the CDC national goal of assisting in building and maintaining State, local, and community infrastructure and technical capacity to carry out necessary HIV and STD prevention programs; and

c. health departments collaborating with other State agencies and community-based organizations;

No preference will be given to organizations that have received funding in past years.

#### D. Program Requirements

Development of HIV prevention conferences may require substantial CDC collaboration and involvement. Because conference support by CDC creates the appearance of CDC co-sponsorship, there will be active participation by CDC in the development and approval of the conference agenda. In addition, CDC will reserve the right to approve or reject the content of the full agenda, press events, promotional materials (including press releases), speaker selection, and site selection.

In conducting activities to achieve the purpose of this program, the recipient will be responsible for the activities listed under 1, Recipient Activities, and CDC will be responsible for the activities listed under 2, CDC Activities.

##### 1. Recipient Activities

a. Manage all activities related to conference content (e.g., objectives, topics, participants, session design, workshops, special exhibits, speakers, fees, agenda composition, printing). Many of these items may be developed in concert with CDC personnel assigned to support the conference.

b. Provide draft copies of the agenda and proposed ancillary activities to the CDC Grants Management Office for review and comment. Submit a copy of

the final agenda and proposed ancillary activities to the CDC Grants Management Office for acceptance/approval.

c. Determine and manage all promotional activities (e.g., title, logo, announcements, mailers, press). CDC must review and approve the use of any materials with reference to CDC involvement or support.

d. Manage all registration processes with participants, invitees, and registrants (e.g., travel, reservations, correspondence, conference materials and hand-outs, badges, registration procedures).

e. Plan, negotiate, and manage conference site arrangements, including all audio-visual needs.

f. Develop and conduct education and training programs on HIV prevention.

g. If the proposed conference is or includes a satellite broadcast:

(1) Provide individual, on-camera rehearsals for all presenters,

(2) Provide at least one full dress rehearsal involving the moderator, all presenters, equipment, visuals, and practice telephone calls at least one day before the actual broadcast and as close to the actual broadcast time as possible,

(3) Provide full scripting and Teleprompter use for the moderator and all presenters,

(4) Select a professional moderator.  
h. Collaborate with CDC staff in reporting and disseminating results and recommendations and relevant HIV/AIDS prevention and education and training information to appropriate Federal, State, and local agencies, health-care providers, HIV/AIDS prevention and service organizations, and the general public.

## 2. CDC Activities

a. Provide technical assistance through telephone calls, correspondence, and site visits in the areas of program agenda development, implementation, and priority setting related to the cooperative agreement.

b. Provide scientific collaboration for appropriate aspects of the program, including selection of speakers, pertinent scientific information on risk factors for HIV infection, preventive measures, and program strategies for the prevention of HIV infection.

c. Review draft agendas and the Grants Management Officer will issue approval or disapproval of the final agenda and proposed ancillary activities prior to release of restricted funds.

d. Assist in the reporting and dissemination of research results and relevant HIV prevention education and training information to appropriate Federal, State, and local agencies,

health-care providers, the scientific community, and HIV/AIDS prevention and service organizations, and the general public.

## E. Application Content

Organizations should submit separate applications in any of the three following categories:

### *Category 1—Sharing Lessons Learned From HIV Prevention Program or Service Delivery and Networking With Other Organizations and Agencies*

Regional, national, or international conferences for individuals or organizations responsible for implementing HIV prevention programs or providing relevant services. The focus will be on information exchange including lessons learned from program or service delivery and sharing information about successful or unsuccessful program experiences. Conferences may also provide opportunity for staff of different organizations and agencies involved in HIV prevention programs and services to meet and develop joint plans or activities or other collaborations and working relationships;

### *Category 2—Technical Support for HIV Prevention Program Services for a Defined Population or Geographic Area*

Local, statewide, or regional conferences supported by local or State health departments, providing information or training on HIV prevention interventions believed or proven to be effective for a defined population within a specific locality including a State, or multi-state area. The focus will be on technology transfer, guidelines for program implementation, lessons learned from program or service delivery experience, successful program delivery models, and development of professional skills. State and local health departments may apply only under Category 2; and

### *Category 3—Technology Transfer Training*

Regional, national, or international conferences for researchers to impart information or guidelines on how to implement theoretically based or empirically demonstrated health research. The main goal is to train health and other professionals in new, innovative, and enhanced interventions.

### *Letter Of Intent (LOI)*

Interested applicants must submit Letters of Intent (LOIs) to CDC. They will be used to eliminate potential applicants. Upon review of the LOIs, CDC will extend written invitations to

prospective applicants to submit applications. CDC will accept applications by invitation only. Availability of funds may limit the number of applicants, regardless of merit, that receive an invitation to submit an application. CDC will notify prospective applicants within 30 days following receipt of the LOI.

Applicants must submit an original and two copies of a two-page typewritten LOI that briefly describes:

- a. The application category (1, 2, or 3)
- b. The title of the proposed conference
- c. The location of the proposed conference
- d. Proposed conference dates
- e. The purpose of the proposed conference
- f. The intended audience of the proposed conference (number and description)
- g. Target population(s) (e.g., youth, women, men who have sex with men [MSM], injecting drug users [IDU])
- h. The estimated total cost of the proposed conference
- i. The percentage of the total cost (which must be less than 100 percent) being requested from CDC
- j. The relationship of the conference to CDC Topics of Special Interest below.

### *Topics of Special Interest*

Prevention of HIV infection related to:

- a. Populations in special settings (e.g., correctional institutions);
- b. Under-served geographic areas, especially rural populations;
- c. Communities of color;
- d. Support of comprehensive primary and secondary prevention programs for persons living with HIV;

Also include the name of the organization, primary contact person's name, mailing address, telephone number, and if available, fax number and e-mail address. Current recipients of CDC HIV funding must provide the award number and title of the funded programs. No attachments, booklets, or other documents accompanying the LOI will be considered. THE TWO PAGE LIMITATION (INCLUSIVE OF LETTERHEAD AND SIGNATURES), MUST BE OBSERVED OR THE LETTER OF INTENT WILL BE RETURNED WITHOUT REVIEW.

CDC will review the LOIs based on the following criteria:

- a. documented need for the proposed conference;
- b. potential contribution to the prevention of HIV/AIDS;
- c. national HIV prevention priorities based on emerging trends in the epidemic:
  - (1) Prevention of HIV transmission through behavior change

(2) Providing comprehensive prevention services to persons living with HIV

(3) Building capacity and enhancing HIV prevention programs for populations at higher risk for infection (e.g., MSM, IDU, and their sex and needle-sharing partners), especially in communities of color.

d. the proposed conference's relationship to the CDC determined topics of special interest;

e. timing of the conference that will allow for CDC input; and

f. availability of funds.

#### Competing Application

Use the information in the Program Requirements, Evaluation Criteria, and Other Requirements sections to develop the application content. Your application will be evaluated on the criteria listed, so it is important to follow them in laying out your program plan. The narrative should be no more than 12 double-spaced pages, printed on one side, with one-inch margins, and 12-point font. Pages must be clearly numbered, and a complete index to the application and its appendices must be included. The original and two required copies of the application must be submitted UNSTAPLED AND UNBOUND. Materials which should be part of the basic plan should not be in the appendices.

Include the following information:

a. A project summary cover sheet that includes:

- (1) application category (1, 2, or 3)
- (2) name of organization
- (3) name of conference
- (4) location of conference
- (5) date(s) of conference
- (6) target population(s) (e.g., youth, women, MSM, IDU)
- (7) intended audience and number
- (8) dollar amount requested
- (9) total conference budget

b. Biographical sketches and job descriptions of the individuals responsible for planning and coordinating the conference.

c. A Budget Narrative separately identifying and justifying line items to which the requested Federal funds would be applied.

d. A draft agenda for the proposed conference.

e. Award number and title of funded programs for current recipients of CDC HIV funding. Applicants must not have submitted the same proposal for review for funding to other parts of CDC.

#### F. Submission and Deadline

##### Letter of Intent (LOI)

The original and two copies of the LOI must be postmarked by the

following deadline dates in order to be considered in either of this announcement's two cycles. (Facsimiles are not acceptable).

##### Letter of Intent Due Dates

Cycle A: April 2, 1999

Cycle B: July 30, 1999 \*

\* LOI's due July 30, 1999 will support funding for calendar year 2000.

**Submit to:** Juanita Crowder, Grants Management Specialist, Grants Management Branch, Procurement and Grants Office, Announcement 99002, Centers for Disease Control and Prevention, 2920 Brandywine Road, M/ S E-15, Room 3000, Atlanta, GA 30341-4146.

If your LOI does not arrive in time for submission to the review group, it will not be considered in the current competition unless you can provide proof that you mailed it on or before the deadline (e.g., receipt from U.S. Postal Service or a commercial carrier; private metered postmarks are not acceptable).

##### Application

If invited, submit the original and two copies of PHS 5161 (OMB Number 0937-0189). Forms are in the application kit.

Application due dates	Earliest possible award date
Cycle A: April 30, 1999	June 1, 1999.
Cycle B: September 17, 1999 *	November 1, 1999.

\* Applications due September 17, 1999 will support funding for calendar year 2000.

**Submit to:** Juanita Crowder, Grants Management Specialist, Grants Management Branch, Procurement and Grants Office, Announcement 99002, Centers for Disease Control and Prevention, 2920 Brandywine Road, M/S E-15, Room 3000, Atlanta, GA 30341-4146.

If your application does not arrive in time for submission to the independent review group, it will not be considered in the current competition unless you can provide proof that you mailed it on or before the deadline (e.g., receipt from U.S. Postal Service or a commercial carrier; private metered postmarks are not acceptable).

#### G. Evaluation Criteria

##### Letter of Intent

LOIs will be reviewed by CDC and an invitation to submit a full application will be made based on the following criteria:

1. Documented need for the proposed conference;
2. Potential contribution to the prevention of HIV/AIDS;

3. National HIV prevention priorities based on emerging trends in the epidemic;

a. Prevention of HIV transmission through behavior change.

b. Providing comprehensive prevention services to persons living with HIV.

c. Building capacity and enhancing HIV prevention programs for populations at higher risk for infection (e.g., MSM, IDU, and their sex and needle-sharing partners), especially in communities of color.

4. The proposed conference's relationship to the CDC determined topics of special interest;

5. Timing of the conference that will allow for CDC input; and

6. Availability of funds.

##### Application

Each application will be evaluated individually against the following criteria (TOTAL 100 POINTS) by an independent review group appointed by CDC. Use these headings in preparing your application.

1. Category-Specific Criterion (20 points)

a. If applying under Category 1—Sharing Lessons Learned From HIV Prevention Program or Service Delivery and Networking With Other Organizations and Agencies: Extent to which the applicant provides evidence that participants and presenters will have the opportunity to interact during the conference, share information on successful and unsuccessful program experiences, and develop collaborative working relationships.

b. If applying under Category 2—Technical Support for HIV Prevention Program Services for a Defined Population or Geographic Area: Extent to which the applicant specifically relates the content of the conference to HIV prevention community planning priorities for a defined population or within a specific geographic area and the extent to which the Applicant justifies the need for the proposed conference.

c. If applying under Category 3—Technology Transfer Training: Extent to which the applicant demonstrates the scientific soundness of the technology to be transferred as evidenced by its inclusion in HIV prevention research publications, peer reviewed journals, or scientific consensus panel review; and the extent of the need for applying the new technology or knowledge by HIV prevention programs.

The following criteria apply to all applications:

## 2. Proposed Program and Technical Approach (30 points)

a. The extent to which the applicant's description of the proposed conference demonstrates that the conference relates to HIV prevention and education, responds to a specific public health need, and can be expected to influence public health practices; and the extent of the applicant's collaboration with other agencies serving the intended audience, including local health and education agencies concerned with HIV prevention.

b. The applicant's description of conference objectives in terms of quality, specificity, and the feasibility of the conference based on the operational plan, and the extent to which evaluation mechanisms for the conference adequately assess increased knowledge, attitudes, and behaviors of the target participants.

c. The relevance and effectiveness of the proposed agenda in addressing the chosen HIV prevention and education topic(s).

d. The degree to which conference activities proposed for CDC funding strictly adhere to the prevention of HIV transmission. For conferences dealing with people living with HIV/AIDS the degree to which conference activities focus on primary and secondary prevention goals.

## 3. Applicant Capability and Experience (25 points)

a. The adequacy and commitment of institutional resources to administer the program for the proposed conference.

b. The adequacy of existing and proposed facilities and resources for conducting conference activities.

c. The degree to which the applicant has established and used critical linkages with health and education departments and community planning groups with the mandate for HIV prevention. Letters of support (limit of 5) from such agencies which address related capability and experience should be included. They must explain how the agency will work with the applicant to plan the proposed conference. Letters that do not pertain directly to the proposed conference will not be considered.

## 4. Qualifications of Program Personnel (25 points)

a. The qualifications, experience, and commitment of the principal staff person, and his or her ability to devote adequate time and effort to provide effective leadership.

b. The competence of associate staff persons, discussion leaders, and

speakers to accomplish conference objectives.

c. The degree to which the application demonstrates that all key personnel have education and expertise relative to the conference objectives, are informed about the transmission of HIV, and understand nationwide information and education efforts currently underway that may affect, and be affected by, the proposed conference.

## 5. Budget Justification: (not scored)

The proposed budget will be evaluated on the basis of its reasonableness, concise and clear justification, consistency with the intended use of cooperative agreement funds, and the extent to which the applicant documents financial support from other sources.

## H. Other Requirements

### Technical Reporting Requirements

Provide CDC with the original plus two copies of the final financial status report (reporting actual expenses) and performance report, no more than 90 days after the end of the budget/project period. The performance report should include:

1. the cooperative agreement number;
2. title of the conference;
3. name of the principal investigator, program director or coordinator;
4. name of the organization that conducted the conference;
5. a copy of the agenda;
6. a list of individuals who participated in the formally planned sessions of the meeting;
7. a summarization of the meeting results, including a discussion of its achievement of the stated conference objectives; and
8. the Program Review Panel's report that all written materials have been reviewed as required.

With the prior approval of CDC, copies of proceedings or publications resulting from the conference may be substituted for the final performance report, provided they contain the information requested in items 1 through 8 above.

*Send all reports to:* Juanita Crowder, Grants Management Specialist, Grants Management Branch, Procurement and Grants Office, Announcement 99002, Centers for Disease Control and Prevention, 2920 Brandywine Road, M/S E-15, Room 3000, Atlanta, GA 30341-4146.

The following additional requirements are applicable to this program. For a complete description of each, see Attachment I in the application kit:

AR-5 HIV Program Review Panel Requirements

AR-8 Public Health System Reporting Requirements

AR-9 Paperwork Reduction Act Requirements

AR-10 Smoke-Free Workplace Requirements

AR-11 Healthy People 2000

AR-12 Lobbying Restrictions

AR-15 Proof of Non-Profit Status

AR-20 Conference Support

See Attachment II for Background Statement

## I. Authority and Catalog of Federal Domestic Assistance Number

This program is authorized under the Public Health Service Act, Section 301(a), 42 U.S.C. 241(a), as amended and Section 317(a), 42 U.S.C. 247b(a), as amended. The Catalog of Federal Domestic Assistance number is 93.941.

## J. Where to Obtain Additional Information:

To receive additional written information and to request an application kit, call 1-888-GRANTS4 (1-888-472-6874). You will be asked to leave your name and address and will be instructed to identify the Announcement number of interest (99002).

If you have questions after reviewing the contents of all the documents, business management technical assistance may be obtained from: Juanita Crowder, Grants Management Specialist, Grants Management Branch, Procurement and Grants Office, Announcement 99002, Centers for Disease Control and Prevention, 2920 Brandywine Road, M/S E-15, Room 3000, Atlanta, GA 30341-4146, Telephone (770) 488-2734, E-mail address jdd2@cdc.gov.

For program technical assistance, contact: Linda LaChanse, Program Analyst, Training and Technical Support Systems Branch, Division of HIV/AIDS Prevention—Intervention Research and Support, National Center for HIV, STD and TB Prevention, 1600 Clifton Road, NE, M/S E40, Atlanta, GA 30333, Telephone (404) 639-0964, E-mail address lml5@cdc.gov.

See also the CDC home page on the Internet: <http://www.cdc.gov>

Dated: March 4, 1999.

**John L. Williams,**

*Director, Procurement and Grants Office, Centers for Disease Control and Prevention (CDC).*

[FR Doc. 99-5867 Filed 3-9-99; 8:45 am]

BILLING CODE 4163-18-p