Attachment A: Application Checklist

PS24-0020: Capacity Building Assistance (CBA) for HIV Prevention Programs to End the HIV Epidemic in the United States

Use this checklist to be sure that you have included everything that is required in your application submission. Please refer to the funding opportunity for more detailed information regarding application content, form, and submission.

☐ Required Registrations: Begin 30 days or more in advance of application submission.

- Data Universal Number System (DUNS)
- System for Award Management (SAM)
- Grants.gov

☐ Application Package: Download from www.grants.gov

Electronic Submission: Applications must be submitted electronically by using the forms and instructions posted for this notice of funding opportunity at www.grants.gov. Applicants can complete the application package using Workspace, which allows forms to be filled out online or offline. All application attachments must be submitted using a PDF file format. Instructions and training for using Workspace can be found at www.grants.gov under the "Workspace Overview" option.

If Internet access is not available or if the forms cannot be accessed online, applicants may contact the OGS TIMS staff at 770- 488-2700 or by e-mail at ogstims@cdc.gov, Monday through Friday, 7:30 a.m.–4:30 p.m., except federal holidays. Electronic applications will be considered successful if they are available to OGS TIMS staff for processing from www.grants.gov on the deadline date.

NOTE: Your application will not be reviewed if it does not include the information listed below.

Application should be single spaced, 12-point font, 1- inch margins.

☐ Table of Contents for Entire Submission (no page limit)

☐ Project Abstract Summary [Max 1 page]

☐ Project Narrative (Background, Approach, Applicant Evaluation and Performance Measurement Plan, Organizational Capacity of Applicants to Implement the Approach, and Work Plan) [Max 20 pages] – **See below for guidance if applying for more than one component**

☐ Budget and Narrative [no page limit]

☐ CDC Assurances and Certifications [downloaded from grants.gov]

☐ Indirect Cost Rate, if applicable [no page limit]

☐ Evidence of Service

- Examples include Progress Reports, Notice of Award or Media publications, or letter from an applicant's funding source, other than CDC, documenting the applicant's performance related to the component of which the applicant is applying.

☐ Letters of Support (Max 2)

☐ Work Example to support the applicant component

- Examples of, or links to, in-person and virtual instructor-led training materials (e.g., Trainers Manual, Participant Manual/Handbook) that were designed, developed and implemented over the past three years.
- Examples of in-person and virtual instructor-led training coordination policies, processes or procedures for the past three years.
- Description of, or links to, electronic repositories and websites utilized or developed to house in-person and virtual instructor-led training materials.
- Examples of, or links to, eLearning training materials (e.g., eLearning course samples, eLearning storyboards, job aids or performance support files, animation or other multimedia examples, etc.) that were designed, developed, and implemented over the past three years.
- Technical assistance products for the HIV/STI workforce tailored to address prevention needs for one or more priority populations.
- Examples of, or links to, marketing materials designed and developed for HIV/STI workforce.

Applying for multiple components guidance

You may only submit one application. However, an organization may apply and receive awards for a maximum of two (2) components. An applicant must adhere to the following guidance and page limits if applying for two components. If multiple applications or an application with more than two components are received, the application(s) will be deemed nonresponsive and not considered for further review.

- Project Abstract Summary
  - The 1-page summary should indicate the components of which the applicant is applying.
- Budget/Budget Narrative:
  - The applicant must submit a budget narrative for each component.
  - The Indirect Cost Rate (ICR) must be applied across the entire budget requested, the ICR can only be applied once.
- Project Narrative
  - The page limit if applying for one component is 20 pages, single spaced. If applying for two components, an additional 10 pages may be included to complete the required sections in the Project Narrative. The additional pages should be used to describe the Background, Approach, and Workplan for the second component. Separate workplans must be submitted for each component. Be sure to clearly label the information for each component throughout the application.
  - The maximum number of pages for the project narrative is 30 pages, single spaced.
- Work Examples
  - Specific related work examples must be provided for each applicable component.
- Letters of Support
  - The applicant may submit a max of four (4) letters, two (2) for each applicable component.