

Notice of Funding Opportunity (NOFO)

Community-Based Organizations

Attachment I: Sample Table of Contents

Cover Letter ..... XX

Project Abstract Summary ..... XX

Project Narrative..... XX

- Background
- Approach
  - Purpose
  - Outcomes
  - Strategies and Activities
- Evaluation and Performance Measurement Plan
- Organizational Capacity
- Work Plan

Budget Narrative

Attachments may include:

- Memorandums of Agreement/ Understanding (MOAs/MOUs) (Prevention and Support Services)
- Service Agreement for HIV Medical Care
- Letters of Support
- Support Evidence of Service, Location, and History Serving the Proposed Target Population
  - Copy of a progress report from a funder
  - Letter from an applicant’s funding source, other than CDC, documenting the applicant’s service to the target population
- Health Department Letter of Support
- Capacity and Proposed Target Population Data Table
- CDC Assurances of Compliance
- Linkage to HIV Medical Care Plan
- HIV Testing Documentation Requirements
- Letter of Intent from a Physician for State Regulations and HIV Testing Activities, if applicable
- Resumes/CVs (Executive Director, Principal Investigator, Program Manager, and Business Official)

Work Plan..... XX

Budget Narrative..... XX

- Detailed line-item budget ..... XX
- Budget justification ..... XX
- Standard form 424A ..... XX
- Indirect Cost Rate (if applicable)

Attachments: Other Documents/Forms (List all additional items separately)..... XX

- Other Organization Letter of Support
- Non-profit Organization IRS Status Form - 501 (c)(3) Letter