

e. The extent to which the system have the capability to identify demographic groups at high risk, e.g., racial/ethnic groups, age, economic class, etc.

f. The extent to which the applicant documents utility of a standard protocol for follow-back studies to aid in the investigative process to validate or invalidate undetermined causes of death. Specifically, can the data collection and analysis enhance the follow-back study process to address the following issues: determine the manner of death in equivocal or undetermined deaths, establish the decedent's intent to die, and establish motivations for suicide and pathways toward suicidal death.

g. The extent to which the applicant describes the distribution of suicidal behavior/correlates in a state and region, and plans to develop and pilot test suicide questions for future use in state level surveys.

h. The extent to which the applicant can identify existing in-state and inter-region suicide prevention programs, in existence for a minimum of five years and have been evaluated, that target a representative mixture of target groups, specifically African-American males and Native American/Alaska Natives, and young adolescents and the elderly. The inventory of existing prevention programs, referenced above, should represent a diversity of intervention strategies and settings.

i. The extent to which the applicant documents how specific activities address minority populations with disproportionate burdens of adverse health outcomes.

j. The degree to which the applicant will meet the CDC Policy requirements regarding the inclusion of women, ethnic, and racial groups in the proposed research. This includes:

1. The proposed plan for the inclusion of both sexes and racial and ethnic minority populations appropriate representation.

2. The proposed justification when representation is limited or absent.

3. A statement as to whether the design of the study is adequate to measure differences when warranted.

4. A statement as to whether the plans for recruitment and outreach for study participants include the process of establishing partnerships with community(ies) and recognition of mutual benefits.

4. Budget (not scored)

The extent to which the budget is reasonable, clearly justified, and consistent with stated objectives and proposed activities. Soundness of the

proposed budget in terms of adequacy of resources and their allocation.

5. Human Subjects (Not scored; however an application can be disapproved if the research risks are sufficiently serious and protection against risks is so inadequate as to make the entire application unacceptable.) Does the application adequately address the requirements of Title 45 CFR 46 for the protection of human subjects?

Yes ☐ No ☐

J. Other Requirements

1. Technical Reporting Requirements Provide CDC with original plus two copies of

a. progress reports (semiannual);
b. financial status report, no more than 90 days after the end of the budget period;

c. final financial report and performance report, no more than 90 days after the end of the project period.

Send all reports to the Grants Management Specialist identified in the "Where to Obtain Additional Information" section of this announcement.

2. Additional Requirements

The following additional requirements are applicable to this program. For a complete description of each see Attachment I of the announcement.

AR-1 Human Subjects Requirements

AR-2 Requirements for Inclusion of Women and Racial and Ethnic Minorities in Research

AR-10 Smoke-Free Workplace Requirements

AR-11 Healthy People 2010

AR-12 Lobbying Restrictions

AR-13 Prohibition of Use of CDC Funds for Certain Gun Control Activities

AR-21 Small Minority

AR-22 Research Integrity

K. Authority and Catalog of Federal Domestic Assistance Number

This program is authorized under the Public Health Service Act 301, 317, and 391-394A (42 U.S.C. section 241, 247b and 280b-280b-3), as amended. The Catalog of Federal Domestic Assistance number is 93.136.

L. Where to Obtain Additional Information

This and other CDC announcements can be found on the CDC homepage Internet address—<http://www.cdc.gov>. Click on "Funding" then "Grants and Cooperative Agreements."

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.

If you have questions after reviewing the contents of all the documents, business management technical assistance may be obtained from: Angie Nation, Grants Management Specialist, Grants Management Branch, Procurement and Grants Office, Centers for Disease Control and Prevention, 2920 Brandywine Road, Suite 3000, Atlanta, GA 30341-4146, Telephone: (770) 488-2719, E-mail address: aen4@cdc.gov.

For program technical assistance, contact: M. Joyce McCurdy, Deputy, Etiology and Surveillance Branch, National Center for Injury Prevention and Control, Division of Violence Prevention, Mailstop K60, 4770 Buford Highway, Atlanta, GA 30341-3717, Telephone number: (770) 488-4410, Email address: jmm6@cdc.gov.

Dated: May 2, 2001.

John L. Williams,

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

[FR Doc. 01-11614 Filed 5-8-01; 8:45 am]

BILLING CODE 4163-18-P

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Administration for Children and Families

[Program Announcement No. CFDA 93.576]

ORR Standing Announcement for Services to Recently Arrived Refugees¹

AGENCY: Office of Refugee Resettlement (ORR), ACF, DHHS.

ACTION: Request for Applications for projects to support services for recently arrived refugees. This notice supersedes the notice published in the **Federal Register** on December 9, 1997 (62 FR 64856).

SUMMARY: This ORR standing announcement invites submission of

¹ Eligibility for refugee social services is limited to persons who meet all requirements of 45 CFR 400.43 (as amended by 65 FR 1540, March 22, 2000) including: (1) Cuban and Haitian entrants under section 501 of the Refugee Education Assistance Act of 1980 (Pub. L. 96-422); (2) certain Amerasians from Vietnam who are admitted to the U.S. as immigrants under section 584 of the Foreign Operations, Export Financing, and Related Programs Appropriations Act, as included in the FY 1988 Continuing Resolution (Pub. L. 100-202); and (3) certain Amerasians from Vietnam, including

Continued

grant applications for funding, on a competitive basis, in four categories: Category 1—Preferred Communities, to promote the increase of newly arrived refugees in preferred communities where they have ample opportunities for early employment and sustained economic independence; Category 2—Unanticipated Arrivals, to provide services to unanticipated arrivals, i.e., refugees who have been resettled in unexpected numbers in communities where linguistically or culturally appropriate services for these refugees do not exist; Category 3—Services for Arriving Refugees with Special Conditions or Victims of a Severe Form of Trafficking²; and Category 4—Ethnic Community Self-Help to connect newcomer refugees and their communities with community resources.

DATES: This is a Standing Announcement applicable from the date of publication until canceled or modified by the Director of ORR. The Director will observe June 30, 2001, as the first closing date for all categories. Thereafter the Director will observe February 28, of each year as the closing date for applications. The Director may invite applications outside of the proposed closing dates, if necessary, to respond to the needs of an imminently arriving refugee population.

Announcement Availability: The program announcement and the application materials are available from Sue Benjamin and AnnaMary Portz, Office of Refugee Resettlement (ORR), 370 L'Enfant Promenade SW., Washington, DC 20447 and from the

U.S. citizens, under Title II of the Foreign Operations, Export Financing, and Related Programs Appropriations Act of 1989 (Pub. L. 100-461), 1990 (Pub. L. 101-167), and 1991 (Pub. L. 101-513). For convenience, the term "refugee" is used in this notice to encompass all such eligible persons.

² The Victims of Trafficking and Violence Protection Act of 2000 (P.L. 106-386) was enacted in October 2000. Section 107(b)(1) of the Act allows victims, after they have been determined to be "victims of a severe form of trafficking", to become eligible for any Federal and state assistance and services funded or administered by a Federal agency to the same extent as refugees. HHS, in consultation with the Attorney General (AG), is responsible for the "certification" of adult victims before their receipt of benefits. To be eligible to receive benefits and services, adults must be certified by HHS as (1) willing to assist in every reasonable way in the investigation and prosecution of severe forms of trafficking in persons; and (2) having made a bona fide application for a visa under section 101(a)(15)(T) of the Immigration and Nationality Act that has not been denied; or (3) being a person whose continued presence in the United States the Attorney General is ensuring in order to effectuate prosecution of traffickers in persons. Once determined to be victims of a severe form of trafficking, individuals under the age of 18 are eligible for services and benefits without the "certification" requirement.

ORR website at www.acf.dhhs.gov/programs/orr.

FOR FURTHER INFORMATION CONTACT:

Categories 1, 2 & 3—Sue Benjamin at (202) 401-4851, Sbenjamin@commat;ACF.DHHS.GOV and Category 4 Ethnic Community Self-Help—AnnaMary Portz 202/401-1196 Aportz@ACF.DHHS.GOV

SUPPLEMENTARY INFORMATION: This program announcement consists of four parts:

Part I: Background, legislative authority, funding availability, CFDA Number, eligible applicants, project and budget periods, and for each of the four categories—program purpose and objectives, allowable activities, and review criteria.

Part II: The Review Process—intergovernmental review, initial ACF screening, and competitive review.

Part III: The Application—application forms, application submission and deadlines, certifications, general instructions for preparing a full project description, and length of application.

Part IV: Post-award—applicable regulations, treatment of program income, and reporting requirements.

Paperwork Reduction Act of 1995 (Pub. L. 104-13)

Public reporting burden for this collection of information is estimated to average 16 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. The following information collections are included in the program announcement for categories 1-4: OMB Approval No. 0970-0139, ACF UNIFORM PROJECT DESCRIPTION (UPD) attached as Appendix A, which expires 12/30/03 and OMB Approval No. 0970-0036, ORR Quarterly Performance Report (QPR) and Schedule C which expire 7/31/02. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Part I: Background

Since 1994, ORR has provided assistance for social services to meet the needs of newly arriving refugees through a standing announcement. This revision makes slight modifications to Category 1—Preferred Communities, Category 2—Unanticipated Arrivals, and Category 6—Ethnic Community Organizations grant programs (now Category 4), from the prior Standing Grant Announcement published in the **Federal Register** on December 9, 1997 (62 FR 64856). This revised Announcement establishes a new Category 3—Services for Arriving

Refugees with Special Conditions or Victims of a Severe Form of Trafficking, which responds to the specific needs of arriving refugee populations and victims of trafficking.

Note that former Category 3—Orientation, former Category 4—Technical Assistance to Orientation Grantees, and Category 5—Mental Health from the 1997 announcement have been discontinued. The notice of cancellation for these categories was published in the **Federal Register** on April 18, 2000 (65 FR 20826). Orientation and Mental Health have been incorporated into ORR's periodic discretionary announcements.

This announcement supersedes ORR's previous Standing Announcement published in the **Federal Register**, December 9, 1997 (62 FR 64856).

Legislative Authority

This program is authorized by section 412(c)(1)(A) of the Immigration and Nationality Act (INA) (8 U.S.C. 1522(b)(5)), as amended, which authorizes the Director "to make grants to, and enter into contracts with, public or private nonprofit agencies for projects specifically designed—(i) to assist refugees in obtaining the skills which are necessary for economic self-sufficiency, including projects for job training, employment services, day care, professional refresher training, and other recertification services; (ii) to provide training in English where necessary (regardless of whether the refugees are employed or receiving cash or other assistance); and (iii) to provide where specific needs have been shown and recognized by the Director, health (including mental health) services, social services, educational and other services."

Funding Availability

In FY 2001, ORR expects to award a total of \$7.2 million in discretionary social service funds through approximately 7 projects under Category 1—Preferred Communities ranging from \$125,000 to \$400,000 for a total of \$1,200,000; 3 to 5 projects under Category 2—Unanticipated Arrivals ranging from \$100,000 to \$200,000 for a total of \$500,000; 10 to 15 projects under Category 3—Services for Arriving Refugees with Special Conditions or Victims of a Severe Form of Trafficking ranging from \$50,000 to \$200,000 for a total of \$3,000,000; and 3 to 6 projects under Category 4—Ethnic Community Self-Help ranging from \$100,000 to \$300,000 for a total of \$500,000.

The Director reserves the right to award less, or more than the funds described in this announcement. In the

absence of worthy applications, the Director may decide not to make an award if deemed in the best interest of the government. Funding availability for future years is at the Director's discretion.

CFDA Number—93.576.

Eligible Applicants

In Category 1, eligible applicants are agencies that currently resettle refugees under a Reception and Placement Cooperative Agreement with the Department of State or with the Department of Justice. This announcement is restricted to these agencies because placements of new arrivals occur under the terms of the cooperative agreements, and no other agencies place new arrivals or participate in determining their resettlement sites.

In Categories 2, 3, and 4 public and private nonprofit organizations are eligible to apply. ORR expects that applicants in these Categories will coordinate with other local organizations in considering projects and proposing services.

Any private nonprofit organization submitting an application must submit proof of its nonprofit status at the time of submission. A nonprofit agency can accomplish this by providing a copy of the applicant's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in section 501(c)(3) of the IRS code or by providing a copy of the currently valid IRS tax exemption certificate.

An applicant may submit more than one application under this announcement, but must apply separately for each category. Further in applying for Category 3, applicants are encouraged to submit separate applications for each specific population proposed.

Project and Budget Periods

Under this announcement, ORR invites applications in Category 1 for project periods of up to three years. Awards, on a competitive basis, will be for a one-year budget period although project periods may be up to three years. Applications for continuation grants funded under these awards, beyond the one-year budget period but within the three-year project period, will be entertained in subsequent years on a noncompetitive basis, subject to availability of funds, satisfactory progress of the grantee and a determination that continued funding would be in the best interest of the Government.

ORR invites applications under Category 2 for a single 17-month budget

period. Applicants should view these resources as a temporary solution to an immediate need created by unanticipated arrivals.

ORR invites applications under Category 3 for a single 17-month budget period. Applicants should view these resources as a temporary solution to the immediate needs of arriving refugees with special conditions or of victims of trafficking.

ORR invites applications under Category 4 for project periods of up to three years. Awards, on a competitive basis, will be for one-year budget periods. Applications for continuation grants, to extend activities beyond the one-year budget period, will be entertained on a noncompetitive basis, subject to availability of funds, satisfactory progress of the grantee and a determination that continued funding would be in the best interest of the Government.

Category 1—Preferred Communities for Newly Arriving Refugees

Purpose and Objectives

The objective of Category 1, Preferred Communities, is to support resettlement of newly arriving refugees with the best opportunities for their assimilation into new communities.

Preferred community sites are those localities where refugees have *excellent* opportunities to achieve early employment and sustained economic independence without public assistance. Preferred communities should have a history of low welfare utilization by refugees. In addition, refugees should have the potential for earned income at a favorable level relative to the cost of living and to public assistance benefits in such communities. Characteristics of these communities should include: (1) a moderate cost of living; (2) good employment opportunities in a strong, entry-level labor market; (3) appropriate housing and transportation accessible for employment; (4) low secondary out-migration rates for refugees; (5) appropriate religious communities; (6) local community support; (7) receptive school environments; and (8) other related community features that contribute to a favorable quality of life for arriving refugees.

A preferred community should expect to receive a minimum of 100 new refugees annually. ORR will consider exceptions to this standard where the applicant provides substantial justification for the request and documents the community's history of arrivals, the period of time needed to reach a level of 100 new refugees, and

the record of outcomes for achieving self-sufficiency soon after arrival.

Communities should be selected where there have not been large numbers of recent arrivals, but the prospects for resettlement appear to be favorable for additional refugees. With these funds, successful applicants will consider which services need to be enhanced or increased in light of increased numbers to maintain each proposed community as a preferred resettlement site. The selected sites may be those with a history of successful refugee placement or those where refugees have not previously been placed, but which have all the elements of a successful refugee resettlement community.

ORR is interested in providing resources for national voluntary agencies to cover the costs of changing community placements so that refugees are placed where they have the best chance for integration. As a result, communities designated as "preferred" may experience an increase in refugees.

ORR formula social service funds are awarded to States to provide services proportionate to the number of refugee arrivals during the previous three years. It can take a year after refugees have arrived before they are included in the count. Planning for the application and implementation of Preferred Community Programs should be done in concert with the State Refugee Coordinator to assure an orderly transition and complement of services until the proportion of new arrivals is accounted for in the ORR formula. Applicants should view the Preferred Community Program as a temporary solution to cover the costs of increased refugee placements. Applicants should describe their coordination and planning under the Approach review criteria.

If funding is requested in sites with alternative "Fish/Wilson" projects, applicants must demonstrate a strong rationale as to why additional funds are needed in this community.

Applicants may wish to consider the following "arrival" categories of refugees for preferred community sites:

Free cases: Those refugees who are determined in the allocation process to be "free cases," that is, unrelated or without family ties to persons already living in the communities.

New refugee populations: Refugees who resettle in areas in the United States that have no or few existing ethnic communities with similar refugees from their country.

Other refugees: The applicant may identify refugees in the reception process who would accept the

opportunity for resettlement in a preferred community: e.g., refugees who would otherwise be resettled under the rubric of "family reunification," but who in fact are distant relatives and friends. These refugees may elect placement in a preferred community where there are opportunities described above.

The application must, for the first budget year, specify one or more sites with a description of each site and the rationale for its selection. Applicants are encouraged to include activities that assess and plan services for the target populations to be resettled in the communities. Such activities would also assess each specified community's appropriateness for other arriving refugees and, if needed, continue to search for additional communities for future preferred placement. Additional sites may be added by submitting the revised plan and the site descriptions in the continuation application.

As part of the application preparation, it will be incumbent upon the applicant to: (1) Consult with ORR about prospective preferred sites and the appropriateness of those sites for the refugees; (2) coordinate with their affiliates and other voluntary agencies whose local affiliates place refugees in the same sites; (3) inform and coordinate with State governments for site selection, adequate services, and program strategies to be developed; and (4) plan and coordinate locally with community resources, such as schools and public health agencies. In all instances, activities must be designed to supplement, rather than to supplant, the existing array of refugee services available in the community.

Allowable Activities

Allowable activities for local affiliates include social services needed to achieve increased placements in the preferred communities. Allowable activities for the national voluntary agencies are those that assess the appropriateness of resettlement communities for targeted refugees. The result of the assessment should assure that the designated preferred communities provide services that create excellent opportunities to assimilate the targeted refugee groups.

Applications under this section should indicate how the grantee will ensure that services are appropriate and accessible in language and culture.

Review Criteria

1. Objectives and Need for Assistance—The conditions in proposed resettlement communities are clearly described. The need for additional

services leading to enhanced resettlement for arriving populations is documented. The applicant provides a national placement plan that documents understanding of the arriving refugee groups and their characteristics as well as local opportunities for their resettlement. (25 points)

2. Results or Benefits Expected—The applicant clearly describes the results and benefits to be achieved. The applicant proposes an increase in the actual number of free cases placed in the specified community. Results or benefits are described also in terms of the opportunities provided for refugees. Proposed outcomes are measurable and achievable within the grant project period, and the proposed monitoring and information collection is adequately planned. (25 points)

3. Approach—The strategy and plan, including a description of each proposed preferred community and an assessment of appropriateness for placement, are likely to achieve increased placement in preferred communities and excellent opportunities for assimilation. The proposed activities and timeframes are reasonable and feasible. The plan describes in detail how the proposed activities will be accomplished as well as the potential for the project to achieve economic independence for arriving refugees. The application includes a clear and comprehensive description of the preferred sites proposed. The application includes a clear and comprehensive description of the national voluntary agency placement planning activities and how they will be impacted by this project. Assurance is provided that proposed services will be delivered in a manner that is linguistically and culturally appropriate to the target population. (25 points)

4. Organizational Profiles—The administrative and management features of the project, including a plan for fiscal and programmatic management of each activity and planning activities, is described in detail with proposed start-up times, ongoing timelines, major milestones or benchmarks, a component/project organization chart, management of affiliates, and a staffing chart of affiliate network. The qualifications of project staff, both national applicant and affiliate agencies, as well as any volunteers, are documented. The applicant has provided a copy of its most recent audit report. (10 points)

5. Budget and Budget Justification—The budget and narrative justification are reasonable, clearly presented, and cost-effective in relation to the proposed

activities and anticipated results. The applicant clearly indicates how awarded funds will complement Reception and Placement and other social services to achieve the objectives. (15 points)

Category 2—Unanticipated Arrivals

Purpose and Objectives

The purpose ORR seeks to achieve through Category 2, Unanticipated Arrivals, is to provide additional resources to communities where the arrival of refugees is not anticipated and the refugee services are insufficient. Under these circumstances, resources are needed to provide additional service capacity to accommodate the additional refugees. Through Category 2—Unanticipated Arrivals—ORR intends to offer to communities the resources to respond to the unanticipated arrivals with adequate and culturally and linguistically appropriate social services.

Under Category 2, ORR invites applications that propose seventeen-month projects for a minimum of 100 refugees annually. Examples of situations for which applicants may request funds for grants under Category 2 are as follows: (1) the existing service system does not have culturally and linguistically compatible staff; (2) refugee services do not presently exist; or (3) the service capacity is not sufficient to accommodate significant increases in arrivals.

This grant program is intended to provide for services that respond to the needs of new refugee populations shortly after arrival into the community. Grantees should view these resources, therefore, as a *temporary* solution to insufficient services necessitating program adjustment because of the unanticipated arrival of a refugee population in a specific community. Therefore, planning for the application and implementation of the program must be done in concert with the State Refugee Coordinator to assure an orderly transition and complement of services. ORR's expectation by the end of the grant project period is that the State government will have incorporated services for these new populations into its refugee services network funded by ORR formula social service dollars. The transition of the services should be described in the last two quarterly performance reports.

Allowable Activities

Allowable activities in the unanticipated arrivals program are social services for refugees that are appropriate and accessible in language and culture. Services provided by all

grantees, whether private or public, must comply with the regulations at 45 CFR sections 400.147, 400.150(a), and 400.154–156 regarding priorities for services, eligibility for services, scope of services, and service requirements.

Applications under this section should indicate how the grantee will ensure that services are appropriate and accessible in language and culture.

Review Criteria

1. Objectives and Need—The application establishes that the unanticipated number of at least 100 refugees or more is significant relative to the resident population. The applicant documents the most recent 12-month period of refugee arrivals, both anticipated and unanticipated. The application includes a description of the need for services and how funding through the Unanticipated Arrivals program would meet those needs. The application, supported by a letter from the relevant voluntary agency headquarters, documents the planned projections of refugees for the next 12 months. (25 points)

2. Results or Benefits Expected—The application clearly describes the project goals; appropriateness of the performance measures to the project activities; appropriateness of the performance outcomes and the results and benefits to be achieved. The application describes how the impact of the funds will be measured on key indicators associated with the purpose of the project. Proposed outcomes are measurable and achievable within the grant project period, and the proposed monitoring and information collection is adequately planned. (20 points)

3. Approach—The strategy and plan are likely to achieve the proposed results; the proposed activities and timeframes are reasonable and feasible. The plan describes in detail how the proposed activities will be accomplished as well as the potential for the project to increase the available services for unanticipated arriving refugees. Assurance is provided that proposed services will be delivered in a manner that is linguistically and culturally appropriate to the target population. Where coalition partners are proposed, the applicant has described each partner agency's respective role and financial responsibilities, and how the coalition will enhance the accomplishment of the project goals. The applicant has described the planning consultation efforts undertaken. The State Refugee Coordinator indicated an interest in continuing these services to the Unanticipated Arrivals through their

State formula social service funds. (20 points)

4. Organizational Profiles—Individual organization staff, including volunteers, are well qualified. The administrative and management features of the project, including a plan for fiscal and programmatic management of each activity, is described in detail with proposed start-up times, ongoing timelines, major milestones or benchmarks, a component/project organization chart, and a staffing chart. The applicant has provided a copy of its most recent audit report. Evidence of commitment of any coalition partners in implementing the activities is demonstrated, e.g., by Memorandum of Understandings (MOUs) among participants. (20 points)

5. Budget and Budget Justification—The budget and narrative justification are reasonable, clearly presented, and cost-effective in relation to the proposed activities and anticipated results. (15 points)

Category 3—Services for Arriving Refugees With Special Conditions or Victims of Trafficking

Purpose and Objectives

The purpose ORR seeks to fulfill through Category 3, Services for Arriving Refugees with Special Conditions or Victims of a Severe Form of Trafficking, is to provide resources that will address the needs of targeted groups of refugees or victims of trafficking. We believe that enhanced case management, education, culturally and linguistically appropriate linkages and coordination with other services providers contributes to the overall improved well being of refugees with special needs. Trafficking victims need similar services and initial assistance accessing the refugee and or mainstream services for which they are eligible. The services funded through Category 3 should enhance the likelihood of refugees assimilating into their new communities or trafficking victims receiving needed support as they work with the criminal justice system to assist in the investigation and prosecution of trafficking crimes.

A community should expect to receive a minimum of 20 refugees with special conditions or be the likely home of a minimum of 10 victims of trafficking each year. Situations for which applicants may compete for grants under Category 3 might include refugees arriving with: (1) Medical conditions requiring specialized health care; (2) youth and young adults who have undergone significant trauma or spent an unusually long period under

refugee camp conditions, e.g., the Kakuma youth; (3) refugees disabled by the atrocities of warfare, such as those from Sierra Leone; and (4) grave social or emotional conditions including emotional trauma resulting from war, torture, or coercion into sex trafficking, involuntary servitude, or debt bondage. Communities proposing to serve victims of trafficking will encounter similar service needs although victims are mostly women and teen-age children who may more closely resemble victims of domestic violence and sexual abuse.

This grant program is intended to support services that address special conditions. ORR's expectation is that refugees with special conditions or victims of trafficking will most likely, after a period of time, access mainstream services. Therefore, grantees should view these resources as a temporary solution.

In the last two Program Performance Reports, grantees will discuss the transition of services indicating whether the services are now supported by the State, other public or private resources, or are no longer needed. These reports must provide supporting information on the impact of the services provided on the target population.

Allowable Activities

ORR will accept applications under this announcement for projects that propose services appropriate to refugees with special conditions or victims of trafficking eligible for benefits and services. Separate applications should be submitted for each special condition and for victims of trafficking.

The services needed for refugees with special conditions might include:

- special medical care;
- prostheses and related physical therapies for disabled refugees;
- assistance with transportation;
- temporary housing for young adults with limited experience living in families;
- independent living skills, both U.S. legal standards and social customs, including social skills for the unaccompanied youth;
- mental health services, such as coping with the traumatic experiences of war; and
- access to appropriate educational programs and educational advancement.

The services needed for victims of trafficking might include:

- case management, to include information and referral to needed services in the community, either funded refugee services or mainstream services as appropriate;
- temporary housing;
- special mental health services, such as trauma counseling, and

- other services needed to bridge the time between the date of the Department's letter of certification establishing eligibility and the receipt of public benefits and support services (e.g., orientation).

Applications under this section should indicate how the grantee will ensure that services are appropriate and accessible in language and culture.

Review Criteria

1. *Objectives and Need*—The applicant demonstrates a clear understanding of the population to be served. If refugees, then a letter from the national voluntary agency that documents the number of refugees with special conditions and the services needed. The number of refugees or victims of trafficking projected to be served (minimum of 10 each) is reasonable in light of the resettlement capacity. The application proposes to address the special condition of one refugee population or a program of services for victims of trafficking. (25 points)

2. *Results or Benefits Expected*—The application clearly describes how the specific target population will benefit from proposed services, e.g., enhanced case management, special medical care, referrals and follow-up with culturally and linguistically appropriate mainstream providers. The application describes how the impact of the funds will be measured on key indicators associated with the purpose of the project. Proposed outcomes are tangible and achievable within the grant project period and the proposed monitoring and information collection are adequately planned. (25 points)

3. *Approach*—The strategy and plan is likely to achieve the proposed results; the proposed activities and timeframes are reasonable and feasible. The plan describes in detail how the proposed activities will be accomplished as well as the coordination with other services. Assurance is provided that proposed services will be delivered in a manner that is linguistically and culturally appropriate to the target population. Where coalition partners are proposed, the applicant describes each partner agency's respective role and financial responsibilities; and describes how the coalition will enhance the accomplishment of the project goals. The applicant has described the planning consultation efforts undertaken. Evidence of commitment of coalition partners in implementing the activities is demonstrated, i.e., by Memorandum of Understandings (MOUs) among participants. (25 points)

4. *Organizational Profiles*—Individual organization staff including volunteers are well qualified. The administrative and management features of the project, including a plan for fiscal and programmatic management of each activity, are described in detail with proposed start-up times, ongoing timelines, major milestones or benchmarks, a component/project organization chart, and a staffing chart. The applicant has provided a copy of its most recent audit report. (15 points)

5. *Budget and Budget Justification*—The budget and narrative justification are reasonable, clearly presented, and cost-effective in relation to the proposed activities and anticipated results. Planning for continuation of services beyond the project period is realistic. (10 points)

Category 4—Ethnic Community Self-Help

Purpose and Objectives

This program is to provide assistance to organized ethnic communities comprised of and representative of newly arrived refugee populations. ORR's intended purpose is to build bridges among newcomer refugee communities and community resources. ORR is interested in applications from a national, regional (multi-state), or local level that address community building, cultural adjustment orientation, and mutually supportive functions such as information exchange, civic participation, and resource enhancement.

Respondents to this program category will be of two general types:

(1) Multi-site or national ethnic organizations which propose to develop or strengthen local ethnic groups and/or a national network of ethnic community entities for purposes of linking refugees to community resources; or,

(2) Emerging local ethnic communities which seek to function as bridges between newly arrived refugees and mainstream local resources and organizations.

A community is self-sufficient when it has the capacity to generate and control its own resources, determine its own goals, set priorities, plan and mobilize community members, including the elderly, women and youth, to work together to achieve these goals, and to create collaborations with others from within and outside the community to further these goals.

ORR recognizes that one key to strengthening communities is the development of strong community based organizations (CBOs). A strong ethnic organization can tap into the

community's desire for self-help, improve services, support leaders, attract various resources, explore housing and economic opportunities, collaborate with mainstream agencies and groups, and at the same time, remain accountable to the community.

Strong CBOs can also facilitate positive interaction between refugees and established residents in mainstream communities. The ability to organize and to voice their concerns collectively gives refugees a better sense of identity and hope for their own and their community's future. Refugee self-help groups can be important building blocks for effective resettlement and can function as bridges between the refugee community and local resources.

Many refugees who arrived in this country during the past century organized themselves around self-help in order to assist their own members, to foster long term community growth, to preserve their cultural heritage, and to assist community members in securing employment and other social services. Many newly arrived refugees, who have come to the United States in recent years, have not yet organized; consequently, they may be experiencing barriers to accessing mainstream resources and full participation in the economic, social, and civic activities of the larger community. They are distinguished in part by a lack of information about the process of community organizing for self-help.

ORR has found that effective refugee self-help groups result in:

- A shared, dynamic vision of the community's future which inspires members to work together to secure that future;
- A perception of refugees not as needy recipients but as active partners in their integration into their communities;
- A link between individual self-sufficiency and community self-reliance;
- Local communities which apply their own cultural, civic and socio-economic values to long term strategies and programs;
- A role for refugees as decision-makers on community needs, program responses, and service delivery systems;
- Local resources (generated through service delivery or economic development) that stay within the community;
- Collaboration among refugee and mainstream service providers, policy makers, and public and private institutions.

In recognition of the special vulnerability of newly arrived populations, ORR intends to provide

support to refugee ethnic communities who have achieved significant populations in the United States within the last three years. Target populations will range from a minimum of 1000 to a maximum of 50,000 arrivals to the United States of a single nationality or ethnicity by FY 1999³ (the most recent year for which ORR has documentation at the time of this publication), and must have experienced significant new arrivals since that time.

According to ORR's data, this includes the following refugee nationalities or ethnicities: Afghans, Kosovar-Albanians, Bosnians, Burmese, Ethiopians, Haitians, Irani, Iraqi, Liberians, Nigerians, Sierra Leoneans, Somali, Sudanese, and any from the former Yugoslavia. Awards will not be based solely on population numbers, but will be based on the applicant's justification and documentation, including such factors as community service needs and available resources.

ORR expects applicants to match federal funds and to consider how they might document proposed receipt of funds from other (non-ORR) sources toward cost sharing of the project.⁴ The requirement will be not less than 10% of the requested funding for the first year award, 15% for the second year award, and 25% for the third year award.

Allowable Activities

Successful *national organization applicants* to this notice may propose activities that may include, but are not limited to, the following:

- Organizing for self-help and civic participation;
- Inspiring self-determination;
- Linking technical assistance and resources to local ethnic communities;
- Supporting public education and agency linkage through an Internet site;
- Facilitating information dissemination on ethnic-specific issues; or
- Convening of national or regional meetings.

³ ORR has dedicated earlier resources toward ethnic populations experiencing 50,000 or more arrivals through 1999.

⁴ "Cost-sharing" is used here to refer to any situation in which the grantee shares in the costs of a project. The term "recipient contributions" refers to costs borne by the grantee, either through cash outlay or the provision of services. "In-kind contributions" means the value of goods and/or services donated by third parties. Grantees are not considered as providing in-kind contributions. The cost-sharing or in-kind contribution costs are subject to the rules governing allowability in 45 CFR 74.23 or 92.24, including allowability under the applicable cost principles and conformance with other terms and conditions of the award that govern the expenditure of Federal funds.

Successful *local ethnic self-help applicants* to this notice may propose any of the following activities:

- Public education activities designed to inform the refugee community about issues essential to functioning effectively in the new society;
- Orientation and assistance to parents in connecting with school systems and other local public or private institutions;
- Dissemination of information on access to community health and mental health services, including health care for the uninsured, health insurance, health maintenance organizations, the importance of preventive health, required immunizations, and available universal coverage;
- Pairing refugee individuals or families with community volunteers;
- Information and training on the roles of men and women in the U.S. culture; such as:

Information on laws regarding child welfare, child abuse and neglect; Information on sexual harassment and coercion, and domestic violence; Bilingual staff assistance for women's shelters, and Techniques for self-protection;

- Activities designed to improve relations between refugees and the law enforcement communities;
- Community training for such activities as civic organizing, resource strategies, and non-profit management.

The above are examples of services. Applicants may propose other relevant services and may request funds to cover core or general operating expenses. In all instances, however, activities must be designed to supplement, rather than to supplant, the existing array of refugee services available in the community.

Applicants must give assurance that their governing bodies, boards of directors, or advisory bodies are knowledgeable and responsive to refugee concerns. This can be demonstrated through majority refugee representation on these bodies or through some other way. Women should be included on these representative bodies, as well.

Planning and coalition-building should be guided by the overarching goal of improving the economic condition of refugee families and of giving them the information needed to achieve social and civic integration into their new country and their new communities.

Non-Allowable Activities

Funds will not be awarded to applicants for the purpose of engaging in activities of a distinctly political

nature, activities designed exclusively to promote the preservation of a specific cultural heritage, or activities with an international objective (i.e., activities related to events in the refugees' country of origin).

Review Criteria

1. Objectives and Need for Assistance—The applicant clearly describes the need for ethnic organizing in the community proposed and documents an understanding of the distinguishing characteristics of the relevant ethnic group. The principal and subordinate objectives are clearly stated; supporting documentation, such as letters of support from concerned interests are included. The applicant describes in detail how the ethnic community has been involved in the project planning, how project participants are identified, and provides evidence of their support for the plan of action. Planning studies incorporating demographic data and participant information are referenced or included as needed. (15 points)

2. Results or Benefits Expected—The applicant describes outcomes which are likely to be reached through community organizing. Two or more key indicators associated with ethnic community self-help are provided as measures of the impact of the proposed project. Proposed outcomes are measurable and achievable within the grant project period, and the proposed monitoring, information collection, and documentation are adequately planned. (20 points)

3. Approach—The Strategy and plan is likely to achieve the proposed results; the proposed activities and timeframes are reasonable and feasible. The reason for taking the proposed approach to community organizing is adequately described. Proposed activities are likely to lead to desired outcomes, and the project is likely to lead to increased ethnic community self-help. (25 points)

4. Organizational Profiles—Individual organization staff, including volunteers, proposed partners and consultants, if any, are well qualified. The administrative and management features of the project, including a plan for fiscal and programmatic management of each activity, is described in detail with proposed start-up times, ongoing timeliness, major milestones or benchmarks, a component/project organization chart, and a staffing chart. The applicant has provided a copy of its most recent audit report or fiscal management plan. If appropriate, written agreements between grantees and sub-grantees or other cooperating entities, detailing work to be performed,

remuneration, and other terms and conditions that structure or define the relationship to this project, are provided. (25 points)

5. Budget and Budget Justification— The budget and narrative justification are reasonable, clearly presented, and cost-effective in relation to the proposed activities and anticipated results. The cost-sharing plan is likely to be achieved and is appropriate to the overall funding request, and the level of activity—national or local. (15 points)

Part II: The Review Process

Intergovernmental Review

This program is covered under Executive Order 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

Note: All States and Territories except Alabama, Alaska, Arizona, Colorado, Connecticut, Hawaii, Idaho, Indiana, Kansas, Louisiana, Massachusetts, Minnesota, Montana, Nebraska, New Jersey, New York, Ohio, Oklahoma, Oregon, Pennsylvania, South Dakota, Tennessee, Vermont, Virginia, Washington, Wyoming, American Samoa and Palau have elected to participate in the Executive Order process and have established Single Points of Contact (SPOCs). Applicants from these twenty-eight jurisdictions need take no action regarding Executive Order 12372. Applicants for projects to be administered by Federally-recognized Indian Tribes are also exempt from the requirements of Executive Order 12372. Otherwise, applicants should contact their SPOCs as soon as possible to alert them of the prospective applications and receive any necessary instructions. Applicants must submit any required material to the SPOCs as soon as possible so that the program office can obtain and review SPOC comments as part of the award process. It is imperative that the applicant submit all required materials, if any, to the SPOC and indicate the date of this submittal (or indicate "not applicable" if no submittal is required) on the Standard Form 424, item 16a.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application deadline to comment on proposed new or competing continuation awards.

SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations.

Additionally, SPOCs are requested to clearly differentiate between mere advisory comments and those official State process recommendations which may trigger the "accommodate or explain" rule.

When comments are submitted directly to ACF, they should be addressed to: ORR Grants Officer, U.S. Department of Health and Human Services, Administration for Children and Families, Office of Refugee Resettlement, 370 L'Enfant Promenade SW., 6th floor, Washington DC, 20447.

A list of the Single Points of Contact for each participating State and Territory can be found on the web at: <http://www.whitehouse.gov/omb/index.html>.

Note: Please note that as States and Territories elect not to participate in Executive Order 12372, notification is given to OMB and changes are made in the listing. It would be beneficial to call a policy specialist in the Division of Financial and Grants Policy to obtain the most current information before submitting a program announcement through the clearance process).

Also Note: A program announcement may provide a longer comment period than 60 days, but a shorter comment period is not permitted unless a waiver has been granted by the Director, Division of Grants Policy and Oversight, ASMB before final publication.

Initial ACF Screening

Each application submitted under this program announcement will undergo a pre-review to determine that (1) the application was received by the closing date and submitted in accordance with the instructions in this announcement and (2) the applicant is eligible for funding.

Competitive Review and Evaluation Criteria

Applications which pass the initial ACF screening will be evaluated and rated by an independent review panel on the basis of evaluation criteria specified in Part I. The evaluation criteria were designed to assess the quality of a proposed project, and to determine the likelihood of its success. The evaluation criteria are closely related and are considered as a whole in judging the overall quality of an application. Points are awarded only to applications which are responsive to the evaluation criteria within the context of this program announcement.

Applications received for each Category will be scored and ranked only within the Category designated on the SF 424, e.g. in one of the four program areas.

Part III: The Application

In order to be considered for a grant under this program announcement, an application must be submitted on the forms supplied and in the manner prescribed by ACF. Selected elements of

the ACF Uniform Project Description (UPD) relevant to this program announcement are attached as Appendix A.

Application Forms

Applicants for financial assistance under this announcement must file the Standard Form (SF) 424, Application for Federal Assistance; SF 424A, Budget Information—Non-construction Programs; SF 424B, Assurances—Non-Construction Programs. The forms may be reproduced for use in submitting applications. Application materials including forms and instructions are also available from the Contact named in the preamble of this announcement.

Application Submission And Deadlines

An application with an original signature and two clearly identified copies is required. Applicants must clearly indicate on the SF 424 the Category under which the application is submitted.

The closing date for submission of applications is June 30, 2001. Thereafter the Director will observe February 28, of each year as the closing date for applications. Mailed applications postmarked after the closing date will be classified as late.

Mailed applications shall be considered as meeting an announced deadline if they are either received on or before the deadline date or sent on or before the deadline date and received by ACF in time for the independent review to: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Refugee Resettlement, Attention: Grants Officer, 370 L'Enfant Promenade SW, 6th Floor, Washington, DC 20447.

Applicants must ensure that a legibly dated U.S. Postal Service postmark or a legibly dated, machine produced postmark of a commercial mail service is affixed to the envelope/package containing the application(s). To be acceptable as proof of timely mailing, a postmark from a commercial mail service must include the logo/emblem of the commercial mail service company and must reflect the date the package was received by the commercial mail service company from the applicant. Private Metered postmarks shall not be acceptable as proof of timely mailing. (Applicants are cautioned that express/overnight mail services do not always deliver as agreed.)

Applications hand-carried by applicants, applicant couriers, or by other representatives of the applicant shall be considered as meeting an announced deadline if they are received on or before the deadline date, between

the hours of 8 a.m. and 4:30 p.m., EST, at the U.S. Department of Health and Human Services, Administration for Children and Families, the Office of Refugee Resettlement, 6th Floor, Aerospace Building, 901 D Street, SW, Washington, DC 20447 between Monday and Friday (excluding Federal holidays). The address must appear on the envelope/package containing the application with the note "Attention: Grants Officer." (Applicants are cautioned that express/overnight mail services do not always deliver as agreed.)

ACF cannot accommodate transmission of applications by fax or through other electronic media. Therefore, applications transmitted to ACF electronically will not be accepted regardless of date or time of submission and time of receipt.

Late applications: Applications which do not meet the criteria above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

Extension of deadlines: ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur, or when there are widespread disruptions of mail service. Determinations to extend or waive deadline requirements rest with the Chief Grants Management Officer.

For Further Information on Application Deadlines Contact: ORR Grants Officer, Administration for Children and Families, Office of Refugee Resettlement, 370 L'Enfant Promenade SW, 6th Floor, Washington, DC 20447, Telephone: (202) 401-4577.

Certifications, Assurances, And Disclosure Required For Non Construction Programs

Applicants requesting financial assistance for non-construction projects must file the Standard Form 424B, "Assurances: Non-Construction Programs." Applicants must sign and return the Standard Form 424B with their applications.

Applicants must provide a signed certification regarding lobbying with their applications, when applying for an award in excess of \$100,000. Applicants who have used non-Federal funds for lobbying activities in connection with receiving assistance under this announcement shall complete a disclosure form to report lobbying.

Applicants must make the appropriate certification of their compliance with the Drug Free Workplace Act of 1988. By signing and submitting the application, the applicant is providing

the certification and need not mail back the certification with the applications.

Applicants must make the appropriate certification that they are not presently debarred, suspended or otherwise ineligible for an award. By signing and submitting the application, the applicant is providing the certification and need not mail back the certification with the applications.

General Instructions for Preparing a Full Project Description

The project description provides a major means by which an application is evaluated and ranked to compete with other applications for available assistance. The project description should be concise and complete and should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. Applicants are encouraged to provide information on their organizational structure, staff, related experience, and other information considered relevant. Awarding offices use this and other information to determine whether the applicant has the capability and resources necessary to carry out the proposed project. It is important, therefore, that this information be included in the application. However, in the narrative the applicant must distinguish between resources directly related to the proposed project from those that will not be used in support of the specific project for which funds are requested. Please refer to the UPD sections in the appendix.

Length of Applications

Each application narrative should not exceed 20 pages in a 12-pitch font. Attachments and appendices should not exceed 25 pages and should be used only to provide supporting documentation such as administration charts, position descriptions, resumes, and letters of intent or partnership agreements. A table of contents and an executive summary should be included but will not count in the page limitations. Each page should be numbered sequentially, including the attachments or appendices. This limitation of 20 pages per program area should be considered as a maximum, and not necessarily a goal. Application forms are not to be counted in the page limit.

Please do not include books or videotapes as they are not easily reproduced and are, therefore, inaccessible to the reviewers.

Part IV: Post-Award

Applicable Regulations

Applicable DHHS regulations can be found in 45 CFR Part 74 or 92.

Treatment of Program Income

Program income from activities funded under this program may be retained by the recipient and added to the funds committed to the project, and used to further program objectives.

Reporting Requirements

Grantees are required to file the Financial Status Report (SF-269) semi-annually and the Program Performance Reports submitted quarterly, along with the Schedule C of the ORR Quarterly Performance Report. Category Three grantees should note the additional requirements for the final two Program Performance Reports noted under Category Three Purpose and Objectives above.

Funds issued under these awards must be accounted for and reported under the distinct grant number ascribed. Although ORR does not expect the proposed projects to include evaluation activities, it does expect grantees to maintain adequate records to track and report on project outcomes and expenditures. The official receipt point for all reports and correspondence is the ORR Grants Officer, Administration for Children and Families/Office of Refugee Resettlement, 370 L'Enfant Promenade SW., 6th Floor, Washington, DC 20447, Telephone: (202) 401-4577. An original and one copy of each report shall be submitted within 30 days of the end of each reporting period directly to the Grants Officer.

A Final Financial and Program Report shall be due 90 days after the project expiration date or termination of Federal budget support.

Dated: May 4, 2001.

Carmel Clay-Thompson,
Acting Director, Office of Refugee Resettlement.

Appendix A—Uniform Project Description OMB No. 0970-0139

The project description is approved under OMB control number 0970-0139 which expires 12/31/03.

Part I: The Project Description Overview

Purpose

The project description provides a major means by which an application is evaluated and ranked to compete with other applications for available assistance. The project description should be concise and complete and should address the activity for which Federal funds are being requested.

Supporting documents should be included where they can present information clearly and succinctly. In preparing your project description, all information requested through each specific evaluation criteria should be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application.

General Instructions

ACF is particularly interested in specific factual information and statements of measurable goals in quantitative terms. Project descriptions are evaluated on the basis of substance, not length. Extensive exhibits are not required. Cross referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant funded activity should be placed in an appendix.

Pages should be numbered and a table of contents should be included for easy reference.

Part II: General Instructions for Preparing a Full Project Description

Introduction

Applicants required to submit a full project description shall prepare the project description statement in accordance with the following instructions and the specified evaluation criteria. The instructions give a broad overview of what your project description should include while the evaluation criteria expands and clarifies more program-specific information that is needed.

Project Summary/Abstract

Provide a summary of the project description (a page or less) with reference to the funding request.

Objectives and Need for Assistance

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

Results or Benefits Expected

Identify the results and benefits to be derived.

Approach

Outline a plan of action which describes the scope and detail of how the proposed

work will be accomplished. Account for all functions or activities identified in the application. Cite factors which might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from the U.S. Office of Management and Budget (OMB). This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

List organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

Staff and Position Data

Provide a biographical sketch for each key person appointed and a job description for each vacant key position. A biographical sketch will also be required for new key staff as appointed.

Organizational Profiles

Provide information on the applicant organization(s) and cooperating partners such as organizational charts, financial statements, audit reports or statements from CPAs/Licensed Public Accountants, Employer Identification Numbers, names of bond carriers, contact persons and telephone numbers, child care licenses and other documentation of professional accreditation, information on compliance with Federal/State/local government standards, documentation of experience in the program area, and other pertinent information. Any non-profit organization submitting an application must submit proof of its non-profit status in its application at the time of submission.

The non-profit agency can accomplish this by providing a copy of the applicant's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in Section 501(c)(3) of the IRS code, or by providing a copy of the currently valid IRS tax exemption certificate, or by providing a copy of the articles of incorporation bearing the seal of the State in which the corporation or association is domiciled.

Third-Party Agreements

Include written agreements between grantees and subgrantees or subcontractors or other cooperating entities. These agreements must detail scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

Letters of Support

Provide statements from community, public and commercial leaders that support the project proposed for funding. All submissions should be included in the application *OR* by application deadline.

Budget and Budget Justification

Provide line item detail and detailed calculations for each budget object class identified on the Budget Information form. Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. The detailed budget must also include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocability of the proposed costs.

General

The following guidelines are for preparing the budget and budget justification. Both Federal and non-Federal resources shall be detailed and justified in the budget and narrative justification. For purposes of preparing the budget and budget justification, "Federal resources" refers only to the ACF grant for which you are applying. Non-Federal resources are all other Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s), and last column, total budget. The budget justification should be a narrative.

Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known. For each staff person, provide the title, time commitment to the project (in months), time commitment to the project (as a percentage or full-time equivalent), annual salary, grant salary, wage rates, etc. Do not include the costs of consultants or personnel costs of delegate agencies or of specific project(s) or businesses to be financed by the applicant.

Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc.

Travel

Description: Costs of project-related travel by employees of the applicant organization (does not include costs of consultant travel).

Justification: For each trip, show the total number of traveler(s), travel destination, duration of trip, per diem, mileage allowances, if privately owned vehicles will be used, and other transportation costs and subsistence allowances. Travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested, provide a description of the equipment, the cost per unit, the number of units, the total cost, and a plan for use on the project, as well as use or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy or section of its policy which includes the equipment definition.

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information which supports the amount requested.

Contractual

Description: Costs of all contracts for services and goods except for those which belong under other categories such as equipment, supplies, construction, etc. Third-party evaluation contracts (if applicable) and contracts with secondary recipient organizations, including delegate agencies and specific project(s) or businesses to be financed by the applicant, should be included under this category.

Justification: All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceed the simplified acquisition threshold fixed at 41 USC 403(11) currently set at \$100,000. Recipients might be required to make available to ACF pre-award review and procurement documents, such as request for proposals or invitations for bids, independent cost estimates, etc.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the required supporting information referred to in these instructions.

Other

Enter the total of all other costs. Such costs, where applicable and appropriate, may

include but are not limited to insurance, food, medical and dental costs (noncontractual), professional services costs, space and equipment rentals, printing and publication, computer use, training costs, such as tuition and stipends, staff development costs, and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

Indirect Charges

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, it should immediately upon notification that an award will be made, develop a tentative indirect cost rate proposal based on its most recently completed fiscal year in accordance with the principles set forth in the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. It should be noted that when an indirect cost rate is requested, those costs included in the indirect cost pool should not also be charged as direct costs to the grant. Also, if the applicant is requesting a rate which is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgment that the applicant is accepting a lower rate than allowed.

Program Income

Description: The estimated amount of income, if any, expected to be generated from this project.

Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application which contain this information.

Nonfederal Resources

Description: Amounts of non-Federal resources that will be used to support the project as identified in Block 15 of the SF-424.

Justification: The firm commitment of these resources must be documented and submitted with the application in order to be given credit in the review process. A detailed budget must be prepared for each funding source.

Total Direct Charges, Total Indirect Charges, Total Project Costs.

[Self-explanatory]

[FR Doc. 01-11680 Filed 5-8-01; 8:45 am]

BILLING CODE 4184-01-P

DEPARTMENT OF HEALTH AND HUMAN SERVICES**Food and Drug Administration**

[Docket No. 01N-0208]

Agency Information Collection Activities; Proposed Collection; Comment Request; Voluntary National Retail Food Regulatory Program Standards

AGENCY: Food and Drug Administration, HHS.

ACTION: Notice.

SUMMARY: The Food and Drug Administration (FDA) is announcing an opportunity for public comment on the proposed collection of certain information by the agency. Under the Paperwork Reduction Act of 1995 (the PRA), Federal agencies are required to publish notice in the **Federal Register** concerning each proposed collection of information, and to allow 60 days for public comment in response to the notice. This notice solicits comments on FDA's collection of information from local, State, and tribal agencies concerning their use of or planned use of all or part of the Voluntary National Retail Food Regulatory Program Standards.

DATES: Submit written or electronic comments on the collection of information by July 9, 2001.

ADDRESSES: Submit electronic comments on the collection of information to <http://www.accessdata.fda.gov/scripts/oc/dockets/edockethome.cfm>. Submit written comments on the collection of information to the Dockets Management Branch (HFA-305), Food and Drug Administration, 5630 Fishers Lane, rm. 1061, Rockville, MD 20852. All comments should be identified with the docket number found in brackets in the heading of this document.

FOR FURTHER INFORMATION CONTACT: JonnaLynn P. Capezzuto, Office of Information Resources Management (HFA-250), Food and Drug Administration, 5600 Fishers Lane, rm. 16B-26, Rockville, MD 20857, 301-827-4659.

SUPPLEMENTARY INFORMATION: Under the PRA (44 U.S.C. 3501-3520), Federal agencies must obtain approval from the Office of Management and Budget (OMB) for each collection of information they conduct or sponsor. Collection of information is defined in 44 U.S.C. 3502(3) and 5 CFR 1320.3(c) and includes agency requests or requirements that members of the public submit reports, keep records, or provide