

Place: Parklawn Building, Room 9C-18, 5600 Fishers Lane, Rockville, MD. 20857.

Contact Person: Michael D. Hirsch, Parklawn Building, Room 9C-18, 5600 Fishers Lane, Rockville, MD 20857, Telephone: 301, 443-1000.

The meeting will be closed in accordance with the provisions set forth in secs. 552b(c)(4) and 552b(c)(6), Title 5, U.S.C. Applications and/or proposals and the discussions could reveal confidential trade secrets or commercial property such as patentable material and personal information concerning individuals associated with the applications and/or proposals, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy. (Catalog of Federal Domestic Assistance Program Numbers 93.242, 93.281, 93.282)

Dated: June 18, 1996.

Susan K. Feldman,

Committee Management Officer, NIH.

[FR Doc. 96-16181 Filed 6-24-96; 8:45 am]

BILLING CODE 4140-01-M

Division of Research Grants; Notice of Closed Meetings

Pursuant to Section 10(d) of the Federal Advisory Committee Act, as amended (5 U.S.C. Appendix 2), notice is hereby given of the following Division of Research Grants Special Emphasis Panel (SEP) meetings:

Purpose/Agenda: To review individual grant applications.

Name of SEP: Biological and Physiological Sciences.

Date: July 12, 1996.

Time: 2:00 p.m.

Place: NIH, Rockledge 2, Room 5196, Telephone Conference.

Contact Person: Ms. Carol Campbell, Scientific Review Administrator, 6701 Rockledge Drive, Room 5196, Bethesda, Maryland 20892, (301) 435-1257.

Name of SEP: Behavioral and Neurosciences.

Date: July 17-19, 1996.

Time: 8:30 a.m.

Place: Holiday Inn, Chevy Chase, MD.

Contact Person: Dr. Samuel C. Rawlings, Scientific Review Administrator, 6701 Rockledge Drive, Room 5160, Bethesda, Maryland 20892, (301) 435-1243.

Name of SEP: Biological and Physiological Sciences.

Date: July 25-26, 1996.

Time: 8:00 a.m.

Place: Ramada Inn, Rockville, MD.

Contact Person: Dr. Anthony Carter, Scientific Review Administrator, 6701 Rockledge Drive, Room 5108, Bethesda, Maryland 20892, (301) 435-1167.

Name of SEP: Chemistry and Related Sciences.

Date: July 28-30, 1996.

Time: 8:00 p.m.

Place: University Silver Cloud Inn, Seattle, WA.

Contact Person: Dr. Marjam Behar, Scientific Review Administrator, 6701

Rockledge Drive, Room 5218, Bethesda, Maryland 20892, (301) 435-1180.

Purpose/Agenda: To review Small Business Innovation Research.

Name of SEP: Microbiological and Immunological Sciences.

Date: July 13, 1996.

Time: 11:00 a.m.

Place: Bellevue Hilton, Bellevue, WA.

Contact Person: Dr. Mohindar Poonian, Scientific Review Administrator, 6701 Rockledge Drive, Room 4198, Bethesda, Maryland 20892, (301) 435-1218.

Name of SEP: Multidisciplinary Sciences.

Date: July 29, 1996.

Time: 10:00 a.m.

Place: Georgetown Inn, Washington, DC.

Contact Person: Dr. Paul Parakkal, Scientific Review Administrator, 6701 Rockledge Drive, Room 5118, Bethesda, Maryland 20892, (301) 435-1172.

The meetings will be closed in accordance with the provisions set forth in sections 552b(c)(4) and 552b(c)(6), Title 5, U.S.C. Applications and/or proposals and the discussions could reveal confidential trade secrets or commercial property such as patentable material and personal information concerning individuals associated with the applications and/or proposals, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy.

(Catalog of Federal Domestic Assistance Program Nos. 93.306, 93.333, 93.337, 93.393-93.396, 93.837-93.844, 93.846-93.878, 93.892, 93.893, National Institutes of Health, HHS)

Date: June 18, 1996.

Susan K. Feldman,

Committee Management Officer, NIH.

[FR Doc. 96-16182 Filed 6-24-96; 8:45 am]

BILLING CODE 4140-01-M

Administration for Children and Families

Availability of Discretionary Grants for Services to Newly Arriving Refugees, Including: Promoting Increased Placement of Newly Arrived Refugees¹ in Preferred Communities; Responding to Unanticipated Arrivals or Significant Increases in Arrivals of Refugees to Communities Where Adequate or Appropriate Services Do Not Exist; Providing Orientation Services in Local Communities; Providing Mental Health Services on Behalf of Refugees in Local Communities. In Addition, There is Available Discretionary Grants for Technical Assistance for the Orientation Projects

AGENCY: Office of Refugee Resettlement, ACF, HHS.

¹In addition to persons who meet all requirements of 45 CFR 400.43, Requirements for documentation of refugee status, eligibility for refugee social services also includes: (1) Cuban and Haitian entrants, under section 501 of the Refugee Education Assistance Act of 1980 (Pub. L. No. 96-

SUMMARY: This ORR standing announcement invites submission of grant applications for funding, on a competitive basis, in five categories: (1) to promote the increase of refugee placements in communities where they have ample opportunities for early employment and sustained economic independence; (2) to provide services to unanticipated arrivals, i.e., refugees who have arrived without prior notice in communities where adequate or appropriate services for these refugees do not exist; (3) to provide ethnically- and linguistically-matched orientation services to newly arriving refugees in the local communities; (4) to provide technical assistance to the grantees including those funded under Category 3, orientation; and (5) to provide mental health orientation, staff development, and technical expertise to improve services for newly arriving refugee populations.

This notice revises previous publications. The programs numbered (1) and (2) above were first published as Categories 1 and 2 of the notice published in the Federal Register on May 18, 1994 (59 FR 25929). The notice was revised January 17, 1995 (60 FR 3416). A Category 3, added in the revision of January 17, 1995, was canceled as published in the Federal Register on February 15, 1996 (61 FR 6018). New categories, which are added to this standing announcement, are numbered 3. Orientation, 4. Orientation Technical Assistance, and 5. Mental Health Services.

This announcement supersedes all prior announcements of the same name.

The categories are summarized as follows:

Category 1

Preferred Communities: To increase placement of arriving refugees in preferred communities where refugees have

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, 1988, as included in the FY 1988 Continuing Resolution (Pub. L. No. 100-202); and (3) certain Amerasians from Vietnam, including U.S. citizens, under title II of the Foreign Operations, Export Financing, and Related Programs Appropriations Acts, 1989 (Pub. L. No. 100-461), 1990 (Pub. L. No. 101-167), and 1991 (Pub. L. No. 101-513). For convenience, the term refugee is used in this notice to encompass all such eligible persons unless the specific context indicates otherwise.

Refugees admitted to the U.S. under admissions numbers set aside for private-sector-initiative admissions are not eligible to be served under the social service program (or under other programs supported by Federal refugee funds) during their period of coverage under their sponsoring agency's agreement with the Department of State—usually two years from their date of arrival or until they obtain permanent resident alien status, whichever comes first.

opportunities to attain early employment and sustained economic independence without public assistance. Eligible applicants are agencies which resettle refugees under a Reception and Placement Cooperative Agreement with the Department of State or the Department of Justice. Preferred communities awards will be Cooperative Agreements. ORR's involvement will include: review and approval of preferred community sites and review and approval of the design of program reports on progress toward project goals and outcomes.

Category 2

Unanticipated Arrivals: To provide services for significant numbers of, or increases in, the number of unanticipated refugees who have arrived in communities that are unable to provide adequate or appropriate services. The arrivals may be new populations to the U.S., or new to the location requesting additional resources. The arrivals may also be a significant and unanticipated additional number of a particular ethnic group in a community. Awards in this category will be grants.

Category 3

Orientation: To provide funds for grantees to serve newly arriving refugees through orientation services that are ethnically- and linguistically-matched to the targeted refugee population.

Under Category 3, applications will be accepted for orientation programs designed to provide newly arriving refugees with information on local resources, community services and institutions, American mores, customs, laws, responsibilities associated with being new residents of their communities, and other appropriate topics.

Applications will be accepted from prospective grantees to provide services in communities where new refugees are arriving and where available orientation materials are not appropriate or adequate. Awards in this category will be made as grants.

Category 4

Technical Assistance to Orientation grantees: To provide technical assistance to orientation projects awarded under Category 3 and other orientation programs serving refugees.

Category 5

Mental health services: To improve services to newly arrived populations who have been made vulnerable in their resettlement by having suffered mental and/or physical torture prior to or during their escape. Applications are encouraged from agencies that support resettlement services by providing staff development consultation to staff who work directly with traumatized populations. In addition, and if appropriate to the newly arriving refugee populations, projects may be funded to develop technical knowledge concerning particular groups and the clinical interventions that effectively treat them. The knowledge and experience gained by these projects will be made available throughout the refugee resettlement program.

Categories 1, 3, 4, and 5 solicit applications for project periods 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 in subsequent years within the three year project period, subject to the availability of funds, timely and successful completion of activities during the budget period, and determination that such continuations would be in the best interest of the Government.

Awards for Category 2 will be for a single 17-month budget period. Applicants should view these resources as a temporary solution to an emergency created by unanticipated arrivals. ORR expects that by the end of the project period, States will have incorporated services for these particular refugees into their refugee services network funded by ORR social service formula allocations.

Projects and services allowed under this announcement for each category are described below. *Each application will be considered for one category only and must state specifically for which category the application is being submitted.* An applicant may apply for more than one category; however, each category must be applied for in a separate application.

Available Funds

In FY 1996, ORR expects to make individual new grant awards in amounts ranging from approximately \$20,000 to \$150,000. Amounts in subsequent years will depend upon the availability of funding, need, and the best interests of the Government. Approximately \$800,000 will be available for awards under *Preferred Communities*; \$500,000 under *Unanticipated Arrivals*; \$400,000 for *Orientation*; \$250,000 under *Orientation Technical Assistance*; and \$400,000 for *Mental Health Projects*.

The Director reserves the right to award more or less than the funds described above depending upon the quality of the applications, or such other circumstances as may be deemed to be in the best interest of the Government.

Authorization

Authority for this activity is contained in Section 412(c)(1)(A) of the Immigration and Nationality Act, which authorizes the Director "to make grants to, and enter into contracts with, public or private nonprofit agencies for projects specifically designed— * * * (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." In addition, section 412(a)(2)(B)–(C) gives the Director the responsibility to promote and encourage refugee resettlement in communities where the prospects for early self-sufficiency are good and the history of welfare utilization is low.

Application Submission

This announcement contains forms and instructions for submitting an application. *Applications must stipulate the category for which funding is being sought.* Applicants may submit applications for more than one category; however, each category must be applied for in a separate application.

Standing Announcement

This is a standing announcement, effective until canceled or modified by the Director of the Office of Refugee Resettlement. The Director will observe the following closing dates for all categories: August 15 the first year; and January 15 and July 15 of each subsequent year.

Organization of This Announcement

This standing announcement consists of two parts: Part I. the program categories under which grants will be awarded and Part II. the general application information and guidance.

Eligible Applicants

For categories 2, 3, 4, and 5, eligible applicants are public and private non-profit organizations.

For category 1, eligible applicants are public and private non-profit agencies which currently resettle newly arriving 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. Applications shall include documentation that the applicant is a recipient of a Reception and Placement Grant. Applications lacking this documentation will not be considered.

For Further Information Contact: Concerning Categories 1, *Preferred Communities*; 2, *Unanticipated Arrivals*; 5, *Mental Health Services*, contact: Ms. Marta Brenden, Program Officer, Administration for Children and Families, Office of Refugee Resettlement, 370 L'Enfant Promenade, SW 6th Floor, Washington, DC 20447, Tel: (202) 205-3589, E-mail: mbrenden@acf.dhhs.gov.

Concerning Category 3, *Orientation* and 4, *Orientation Technical Assistance*, contact: Ms. Kathy Do, Administration for Children and Families, Office of Refugee Resettlement, 370 L'Enfant Promenade, SW 6th Floor, Washington, DC 20447,

(202) 401-4719, E-mail:
kdo@acf.dhhs.gov.

PART I—PROGRAM CATEGORIES UNDER WHICH GRANTS WILL BE AWARDED

Category 1: Preferred Communities:
Grants to Support Preferred
Communities

A. Purpose and Scope

The purpose is to provide funds to be applied toward the costs associated with increasing the numbers of refugees placed in preferred communities and with reducing the numbers of refugees placed in high impact sites.

A proposed preferred community should have the following: (1) favorable circumstances described below, (2) services that meet the needs of arriving refugees for achieving self-sufficiency, and (3) reception of a minimum of 100 new refugees annually. ORR will consider exceptions to the annual 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.

Applicants must plan within their own network for improved placements. They may also consider planning cooperatively with other prospective applicants to create cost-effective, co-located resettlement services where, for example, the pool of newly arriving refugees for each network is too small to warrant individual offices.

Preferred Community sites refer to those localities where refugees have the best 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. These communities should also have a moderate cost of living; good employment opportunities in a strong, entry-level labor market; affordable housing; low out-migration rates for refugees; religious facilities, if important to the refugees; local community support; receptive school environments; and other related community features that contribute to a favorable quality of life for arriving refugees.

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

a. 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.

b. New refugee populations: Refugees who have no or few existing communities in the United States.

c. 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.

B. Preferred Community Site Selection

ORR recognizes that changes in the selection of resettlement sites of refugees may result in changes to an applicant agency's network and should be preceded by careful attention and planning. Thus, as part of the application preparation, it will be incumbent upon the applicant to: (1) consult with ORR about prospective preferred sites; (2) propose sites that are either already listed within the applicant's Cooperative Agreement with the Department of State (DOS) or that will be proposed for DOS approval; (3) coordinate with other voluntary agencies whose local affiliates place refugees in the same sites; (4) inform and coordinate with State governments for site selection, adequate services, and program strategies to be developed; and (5) plan and coordinate locally with community resources, such as schools and public health agencies.

The application must, for the first budget year, specify the sites selected with a description of each site and the rationale for its selection. Applicants are encouraged to include planning activities in their application. The application should specify one or more preferred communities and should also propose to include one or more unspecified sites to be determined following planning activities during the course of each budget year. There should also be a description of coordination activities that occurred prior to the selection, and the ongoing evaluation and planning for placement in preferred communities. Additional sites proposed under approved applications during the period of the project will require ORR's concurrence under the terms of the Cooperative Agreement.

Preferably, the selected sites should be those that have had successful refugee placements and have the capacity for additional successful

placements. However, the sites may be ones where refugees have not previously been placed, but which have all the elements of a successful refugee resettlement community, listed in section e. 2, below.

Allowable activities for the preferred communities include services that would otherwise be provided through the State formula social services. ORR formula social services funding is awarded to States proportionate to the number of refugee arrivals during the previous three years and does not take into account newly arrived refugees. Grantees should view Preferred Communities award as a *temporary solution* to the increase in refugee placements in preferred communities.

Therefore, planning for the application and implementing the program must be done in concert with State Refugee Coordinators to assure an orderly transition and complement of services. The applicant shall describe and document this coordination and planning in the application. ORR anticipates that ORR formula social service funds provided to the States will reflect, over time, the increase in arrivals.

C. Allowable Activities

ORR will accept applications for the following activities: (1) services needed for the increased placements in the preferred communities, (2) project planning and coordination activities, and (3) national and local project management costs associated with these activities.

D. Application Content

The application must include the following:

1. Description of the proposed program. Include the rationale for meeting the goals of this Announcement: i.e., the increased placement of refugees in preferred communities and the diversion of refugees from communities with histories of extended use of welfare. Descriptions should include anticipated improved resettlement opportunities; the employment services available in the new location, including those to be funded under this grant, if awarded; and the cost implications in both the impacted and preferred sites for the population shifts in local resettlement services.

2. A description and rationale for sites from which placements will be diverted. A list of the designated and potential sites and the rationale for each site with respect to the following criteria:

—Local community support (e.g., letters, financial and in-kind

donations, news clippings that the community supports the placement of these refugees in their area);

- State consultation (e.g., copies of letters; notes of planning/coordination meetings);
- Evidence of availability of entry level and other appropriate employment opportunities (e.g., letters from current and repeating employers of refugees);
- History of low out-migration rates for proposed sites, with documentation for the last two years;
- Moderate cost of living (e.g., needs and payment standards from AFDC programs from the State, statements of voluntary agency affiliates, statements from refugees);
- Low welfare benefit levels relative to earnings potential;
- Qualified staff: give job descriptions and resumes, as available, and show how staff will be linguistically and culturally aligned with the prospective refugees;
- Affordable housing: provide average rental costs for apartments of a specified number of bedrooms and describe access to and distance from services and potential employment.

3. A description of the caseload: e.g., free cases, ethnicity, new or existing ethnic group, interventions to be used to promote stability of placements, proposed numbers, proposed placement schedule, and back-up strategy should the proposed placement schedule fail.

4. A description of national and local project management. A statement of expected outcomes, e.g., refugee arrivals and participants in social services, such as, employment. Number expected to enter employment; 90 day retention rates and/or welfare avoidance, reductions, and terminations; expected hourly wage and the number of jobs with health benefits. Projected outcomes must include the increase in placements in Preferred Communities and the diversion of placements from communities where there is a history of extended welfare use.

5. A description of the national and local planning process, of coalitions formed to support the new placements, and the consultative process used to support the implementation. If several local agencies are planning a coordinated project, e.g., placing refugees from the same ethnic groups in the same designated sites, describe the coordination of these plans. Include discussion of anticipated outcomes of the placement strategy for new arrivals.

6. Budget, including line items and a narrative justification for each line. Clearly state the costs for national and

local planning and project coordination. Discuss relationship between costs proposed for this grant and costs (e.g., for services) which will be covered by existing refugee or mainstream funding.

E. Review Criteria

Preferred Communities applications will be reviewed, scored and ranked utilizing the following criteria:

1. Clarity of description of proposed program and soundness of rationale for achieving the goals of the Announcement. Reasonableness of cost implications in both the impacted and preferred communities. Adequacy of the anticipated improved resettlement opportunities as well as the diversion of placements from sites with histories of extended welfare usage. Soundness of refugee social services in the new community and choice of services to be funded by this grant. (20 Points)

2. Clear and comprehensive description of the preferred sites proposed in terms of community support, Federal, State, and local government consultation, and linkages, cost-of-living, out-migration history, housing, and employment availability, welfare benefit levels relative to potential earnings, and quality of life features, such as school environment and available religious facilities. Adequacy of description of sites from which refugees will be diverted and the rationale for diverting cases from them. (25 Points)

3. Appropriateness to the targeted population of the proposed shift, and strategies to be used to promote stability of placements. (15 Points)

4. Adequacy of national and local management, including objectives and outcomes, reporting procedures, outcome measures, data collection and monitoring. (10 Points)

5. Adequacy of planning process and reasonableness of anticipated outcomes. (15 Points)

6. Reasonableness of the budget and adequacy of line item narrative; coordination of these grant funds with other funds. (15 Points)

Category 2: Unanticipated Arrivals or Increases in Arrivals of Refugees to Communities Where Adequate or Appropriate Services do Not Exist

A. Purpose and Scope

This grant program is intended to provide an emergency response capability by enhancing existing services for unanticipated new arrivals who, because of their recent entry into the U.S., are not included in ORR's services formula allocation. The funds may be used to enable communities to

respond to the following situations: (1) the arrival of new ethnic populations of refugees and entrants in communities where the existing services' system does not have appropriate bilingual capacity, or where the arrivals of such populations are in communities where refugee services do not presently exist; or (2) significant increases in arrivals of an already existing ethnic group where the service capacity is not sufficient to accommodate them.

Applications will be accepted only for proposals for services in communities which have received, or expect to receive, minimally 100 or more persons annually as an unexpected population to a single local community. This is a minimum, not a standard. The reasonableness of the proposal will depend on the number of unanticipated arrivals relative to the anticipated number. The applicant must establish that the unanticipated number is statistically significant relative to the resident population by documenting all arrivals, both anticipated and unanticipated. Applications which do not satisfactorily document all arrivals will not be considered.

ORR encourages the formation of coalitions of organizations which propose to serve the new population(s) jointly, with one agency designated as grantee, responsible for administration of the project.

As noted above, grantees should view these resources as a temporary solution to the challenge of program transition. This grant program is intended to supplement a State's existing refugee services network by responding to unmet needs of new refugee populations, with the expectation that the State will have incorporated services for these new populations into its refugee services network, funded by formula social service dollars, by the end of the grant project period.

B. Allowable Services

ORR will accept applications under this announcement for the type of activities generally funded by States under their social services formula allocation, in accordance with section 412(c)(1) of the Immigration and Nationality Act for refugee social services. In general, such service categories are defined as employment services, language training, and other support services. Applications under this section should contain references to the provision of appropriate bilingual and bicultural service delivery. Services provided by all grantees, whether private or public, must comport with the regulations at 45 CFR sections 400.147, 400.150, and 400.153–.156

regarding eligibility for services, scope of services, and priorities for services.

C. Application Content

1. A description of the applicant agency's qualifications, including key personnel, to carry out the proposed activities for the target population.

2. A discussion of the characteristics of the target population and the needs which cannot be addressed by the existing refugee program. Include a letter from the sponsoring national voluntary agency or agencies substantiating that there will be an unanticipated arrival of at least 100 or more refugees or entrants from the target population.

3. A description of the planning process used in developing the proposal, the names and roles of the organizations participating in this process, as well as the roles of all organizations which will be involved in serving the population.

4. A description of the strategy to be used and services to be provided. If the proposal was developed by a consortium or other combination of entities, the role of each agency must be detailed. The applicant must describe the specific geographic area(s) and client group(s). Include a letter from the State verifying that the services are needed, not currently available, and not fundable from existing resources; and discussing whether the State intends to integrate these services into the State refugee services network.

5. A description of the anticipated outcomes, including the number of job placements, 90-day employment retention, and the anticipated evidence of welfare avoidance, reduction and termination.

6. A management plan for oversight, monitoring, and submission of reports.

7. A line-item budget with narrative justification for each line, including a description of the staffing plan.

D. Application Review Criteria

Applications in the *Unanticipated Arrivals* category will be reviewed, scored, and ranked in accordance with the following criteria:

1. Qualifications of the applicant agency to carry out the proposed activities for the target population to be served. (15 Points)

2. Adequate discussion of the unique characteristics of the target population to demonstrate that the applicant understands the characteristics requiring the additional services. (10 Points)

3. Demonstration that the planning process leading to development of the proposal was appropriate. (15 Points)

4. Appropriateness of the strategy and operational plan in meeting the needs of the target population, including joint planning activities and leveraging of other refugee programs or mainstream service providers. (20 Points)

5. Appropriateness of the projected outcome measures and level of achievement expected. If employment services are a part of the plan, project the numbers of refugees to: be active participants; enter employment; and reach 90 day retention. (15 Points)

6. Adequacy of management plan. (10 points)

7. Appropriateness, cost-effectiveness, and reasonableness of the budget, including the staffing plan and qualifications of key personnel. (15 Points)

Category 3: Community Orientation Activities and Assistance Program Grants for Local Communities

A. Purpose and Scope

Since 1992, the majority of refugee arrivals in the United States represent ethnically diverse populations from such countries as Russia, Somalia, Bosnia, Croatia, and Iraq. Compared to the pre-1992 refugees, mainly Southeast Asians who were provided overseas classroom orientation training, the majority of the post-1992 refugees have not attended a pre-departure formal cultural orientation program in preparation for their new life in the United States.

Funding constraints and restrictive conditions at some transit and departure locations, where refugees are processed for entry into the U.S., contribute to the lack of preparation for life in a new country. This is particularly evident where new refugee arrivals do not have access to pre-departure orientation organized by resettlement agencies funded under the auspices of the U.S. Department of State, Bureau for Population, Refugees, and Migration.

In addition to scarce, pre-arrival orientation, there are few communities in the U.S. where new arrivals can join members of their own ethnic group. Notwithstanding, information about American life and resources is usually provided through friends or through word-of-mouth. Service providers who come into contact with new arrivals may not be sufficiently knowledgeable of the culture and values of the new arrivals. Furthermore, limited bilingual and bicultural resources further exacerbate the assistance effort as well as the new arrivals' process of integration into their communities.

ORR is aware that to assist these new arrivals to become economically self-

sufficient and self-reliant within their newly resettled communities, a comprehensive, culturally and linguistically appropriate orientation program is key. Additionally, a cross-cultural training and orientation program for local refugee and mainstream service providers may enhance their assistance efforts with newly arriving refugees and reduce the conflict or friction of cultural and social misunderstandings.

B. Objectives of ORR

a. To provide comprehensive culturally and linguistically appropriate orientation training to new refugee arrivals families through bilingual, bi-cultural staff representative of the new arrivals' cultural and linguistic make-up.

b. To identify sub-groups (e.g., home-bound women, the elderly, and youth) of new arrivals who are more likely to face significant cultural obstacles to their transition to a new life and to provide them specialized orientation training customized to their specific needs.

c. To provide orientation and cross-cultural training to refugee and mainstream service providers on new refugee populations.

d. To provide training to refugee caseworkers and interpreters to improve their ability to deliver culturally and linguistically appropriate services to new refugee populations.

e. To provide the mainstream community with information about new refugee populations resettled in their community.

f. To provide new ethnic communities with small amounts of funds to form advisory groups for the purpose of community and grass roots organizing.

C. Allowable Orientation Activities for

1. Newly Arriving Refugee Populations

Conducting outreach (for example, home visits and ethnic group meetings) to new arrivals to determine needs.

Convening a local work group/task force on orientation. The composition of the group must include representatives of the ethnic composition of new arrivals. The primary purpose of the orientation work group is to plan and consult with local new arrivals and ethnic communities on the type of orientation materials, services, and training design which best fit their needs.

Adapting, if necessary, existing orientation materials to ensure that materials are culturally appropriate for the target population.

Designing and implementing an orientation and cross-cultural training

program by bilingual and bicultural staff for the newly arriving refugee population, taking into consideration training customized to the specific informational needs of each group, for example, heads of households, home-bound women, youth, and the elderly.

Designing and implementing a mechanism of ensuring customer feedback and assessment of each training session. Customers' feedback must be incorporated for improvement of future training.

Compiling records and materials of training activities into a training package for replication with other new arrivals.

2. Refugee and Mainstream Service Providers and the Community-at-Large

Planning and consulting with refugee and mainstream service providers on their need for information on new arrivals, and providing training to service providers, caseworkers, and interpreters to improve their ability to deliver culturally and linguistically appropriate services to new refugee populations.

Designing a mechanism of ensuring customer feedback and conducting assessment of each training session. Customers' feedback will be incorporated into future training.

Compiling records and materials of training activities into a training package for future replication with other new arrivals.

Conducting public relations activities, such as providing information via a newsletter, informational brochures or video, and attending community meetings to provide to the community-at-large information about new refugee arrivals resettled in their community.

3. Ethnic Community Groups

Convening or assisting in convening, members of newly arriving ethnic communities to form their own advisory board for self-help purposes.

Recording all community assistance activities in the form of reports and case studies for future use by other ethnic communities in community organizing and development.

D. Application Content

Applications for the Community Orientation and Assistance Program should contain a detailed description of proposed activities and a plan of action, including a timetable for implementation, and anticipated measurable outcomes and benefits which directly meet the needs of the target population to be served. These areas should be addressed:

1. An understanding and knowledge of the unique characteristics, cultural background, and needs of the target groups to be served, including discussion of the service methodology that would be linguistically and culturally appropriate for each target group.

2. An understanding of the domestic and overseas orientation services as well as how linkage and coordination can be established between the overseas and domestic service providers to maintain continuity of services to meet the orientation needs of the new arrivals.

3. Planning and consultation with the target population, e.g., new arrivals and refugee and mainstream service providers, to design and implement an orientation program that best fits their needs. How the applicant proposes to provide a comprehensive and coordinated project design, implementation timelines, and achieving measurable outcomes.

4. Convening, or assist in convening, members of the newly arriving ethnic groups in their effort toward organizing for self-help. Description of how the proposed advisory groups are to be established.

5. Public relations activities with the community-at-large focusing on mutual understanding and good will between the refugees and local communities.

6. Customer feedback and assessment of the training as well as the project's progress, and how the results of customers' feedback will be used.

E. Application Review Criteria

1. Demonstrated knowledge of the unique characteristics of the various populations to be served; demonstrated experience in the provision of orientation service and/or training; and knowledge of which service modality best fits each target population. (25 points)

2. Demonstrated understanding of overseas and domestic orientation services, and the appropriateness of the proposed plan for linkage and coordination. (10 points)

3. Adequacy and applicability of the project management plan in the areas of planning, designing, implementing, timelines, and proposed measurable outcomes. Qualifications of the applicant to carry out all the proposed activities successfully. (25 points)

4. Demonstrated reasonableness and cost effectiveness in the budget with reference to the use of bilingual and bicultural staff in all professional capacities, the staffing plan, and qualifications of key personnel. (15 points)

5. Demonstrated knowledge of refugee ethnic communities, and experience in community organizing and development. (10 points)

6. Appropriateness of proposed project's measurable outcomes. (15 points)

Category 4: National Technical Assistance Project in Refugee Orientation, Cross-cultural Training and Alliance Building

A. Purpose and Availability of Funds

This section announces the availability of Fiscal Year 1996 funds for a national technical assistance project for refugee orientation, cross-cultural training, and alliance building in communities heavily impacted by recent refugee arrivals. The purpose of this category is to respond to the immediate needs of States, refugee and/or local service agencies, and mainstream agencies: for training and technical assistance in cross-cultural awareness and knowledge; for skills enhancement in resolving and mediating cross-cultural conflict between and among refugee and non-refugee groups; and for providing culturally and linguistically appropriate service methodologies to refugee communities.

The successful applicant will provide group training and technical assistance in approximately twelve (12) sites identified as impacted by new refugee arrivals, and may include the grantees funded under Category 3 of this announcement. Partnerships with ORR customers, e.g., States, other grantees, community-based organizations (CBOs), and other Federal agencies, will be initiated to coordinate nationally in the areas of conflict resolution and mediation and to enhance knowledge of cross-cultural understanding and alliance building.

ORR anticipates funding one project through the mechanism of a cooperative agreement. ORR will be closely involved in the review and approval of the following: site selection criteria, sites and recipients of the technical assistance and training, training curricula, assessment tools, on-site training and technical assistance sessions and materials, and all project-related reports.

B. Allowable Activities

Proposed activities should be tailored to reflect the orientation, cross-cultural and mediation needs of local communities.

The types of activities which ORR may fund include, but are not limited to, the following:

- Convening a national training and technical assistance work group for project consultation and design, to identify expert trainers, and to develop strategies for dissemination of project outcomes;
- Identifying proven best practices in cross-cultural conflict resolution and alliance building for the purpose of adapting them to the training and technical assistance needs of the project participants;
- Identifying the needs of State and local agencies for assistance in orientation, conflict resolution and mediation strategies, and culturally and linguistically appropriate service delivery;
- Developing a training plan of orientation, conflict resolution and mediation for local communities which includes expanding the involvement and participation of non-refugee local agencies through such activities as group training and on-site individualized sessions for all agencies which interface with newly arrived refugees;
- Developing assessment and evaluation tools, and conducting assessment of project activities;
- Developing a list of training and technical resources, and devising a system for updating and transferring training technology for future use;
- Establishing an electronic medium for dissemination of information and refugee training resources for use by other practitioners.

C. Application Content

1. A discussion of the purpose of the technical assistance and training activities to be conducted under the scope of the grant.
2. A comprehensive description of the plan for providing coordination of project activities at the local, state, and regional levels.
3. A comprehensive list of proposed sites for the technical assistance OR a comprehensive list of criteria for site selection.
4. A discussion of the proposed plan for technical assistance and training for each site and target group.
5. A description of the process to form a national training and technical assistance workgroup. A list of the criteria for selection of the task force members.
6. A description of the management of the plan for implementation of all project activities.
7. A description of the expected measurable outcomes for each project activity.
8. A list of the proposed project's key personnel and/or consultants.
9. A proposed budget with narrative justifying each line item.

D. Application Review Criteria

Applications will be reviewed and scored on a competitive basis against the following evaluative criteria. Points are awarded only to applications which respond to this competitive area and to these criteria:

1. The extent to which the purpose of the project is met, including how the training and technical assistance needs of local sites are identified and proposed to be met, and the benefits (measurable outcomes vs. process outcomes) to be gained by each target group. (15 points)
2. The comprehensiveness of the proposed plan for coordination of project services at the local, state, and regional level. The extent to which the proposed sites (or site characteristics, if specific sites have not been selected) are appropriate and directly related to the objectives of the project. (10 points)
3. The criteria for selection (e.g., qualifications and experience in working with refugees, and in fields related to the objectives of the project) of proposed members of the national training and technical assistance workgroup. (5 points)
4. The quality of the plan of operation and management. The extent to which the plan of management ensures implementation of project activities and customer feedback, the adequacy of proposed resources, and the ability of the applicant to deliver the services in a timely manner. (20 points)
5. The quality of the proposed training and technical assistance plan for each site and target group, the appropriateness of training and personnel resources, and the degree to which the training will increase the capacity of the trainees to provide quality services to their refugee clients and/or increase the capability of the trainees to design and implement cross-cultural and conflict resolution strategies. (20 points)
6. The qualifications and experiences of key personnel and/or consultants in working with the target population and in fields related to the objectives of the project. (10 points)
7. The quality of the proposed plan of assessment of project activities, and appropriateness of proposed project measurable outcomes (versus process outcomes). (10 points)
8. The cost-effectiveness and reasonableness of the proposed budget, and budget narrative. (10 points)

Category 5: Mental Health Services

A. Purpose and Scope

The condition of a refugee's physical and mental health is a major factor affecting resettlement and socio-economic adjustment. The most serious mental health conditions, such as depression, anxiety-related disorders, and post traumatic stress disorders are often seen in refugees who have experienced severe trauma, physical abuse, and torture.

Most refugees receive pre- and post-arrival health screening at the time of their entry into the United States. It is through screenings that physical health conditions are diagnosed and treated. Serious mental health conditions are sometimes identified by health screeners and service providers, but more frequently they are not diagnosed until much later in the resettlement process. These mental health conditions interfere with a refugee's progress toward economic self-sufficiency. Especially vulnerable are refugees who have experienced traumatic events, such as the death of relatives, loss of home, and witnessing of atrocities, either before they leave their country of origin and/or during migration. Some have experienced physical and psychological torture, deprivation, hunger, isolation, and violence. In addition, refugees are often further traumatized during the resettlement process because their cultural backgrounds are in sharp contrast with mainstream American social and cultural practices.

For many, resettlement means mastering a new language and adjusting to U.S. society and its economy, its expectations, customs, and cultural values, which may be significantly different from their own. These challenges confront all refugees, but are more difficult for those who suffered major physical, social, economic and political losses.

Less serious, but also a barrier to economic self-sufficiency, are transitory emotional difficulties which can be characterized as social adjustment problems. If not adequately addressed, these may accumulate over time and hamper the resettlement process. Often these problems are handled by supportive bilingual resettlement staff and ESL teachers who have an understanding of the refugees' plight and are sensitive to the challenges and difficulties refugees face. This support often facilitates the refugees' transition to their adoptive country and lessens the impact of migration-related stressors, contributing to the refugees' progress towards self-sufficiency.

Beyond the support from resettlement staff, volunteers, and ESL teachers, refugees frequently do not receive mental health services. Most community mental health services do not have bilingual staff who match the local refugee groups. Also, refugees are often not receptive to mental health services because of the stigma attached to mental illness. Direct service workers can become overwhelmed by working with individuals who have experienced torture and other trauma. Regular consultation for direct case workers from experienced mental health professionals can provide useful feedback to improve services to refugees disabled by trauma and supportive professional relationships.

B. Mental Health Services

ORR seeks to provide resources to local community organizations to address the need for mental health interventions in the refugees' communities in the following ways: staff development training for bilingual caseworkers, ESL teachers, and volunteers; orientation of refugees to promote understanding and utilization of supportive assistance; and orientation of mainstream mental health providers to the refugee program, to arriving refugee populations, and to multi-cultural perspectives for effective treatment of refugees. It is ORR's intent that direct service workers, such as bilingual case managers, ESL teachers, and volunteers who often provide important support to refugees, have the benefit of regular consultation for the purpose of increasing their effectiveness in working with refugees who are experiencing the results of torture and social adjustment issues due to migration.

Also, ORR seeks to promote the increase of knowledge in mental health services for newly arriving refugee populations that have experienced significant trauma. In addition to staff development and orientation, it is permissible as part of this project to provide direct clinical services to refugee patients in order to expand knowledge and technical expertise related to refugee groups that have experienced torture and other trauma. The technical knowledge of each group and the effective treatment strategies gained through each project shall be made available through written reports and oral presentations to the ORR refugee resettlement program at conferences convened by ORR, to the mental health community projects funded by ORR, and to the Community Mental Health Services, SAMHSA. However, the main objective of this

category is the expansion and dissemination of information on effective treatment to direct workers providing services to the particular refugee group with associated trauma.

C. Allowable Activities

ORR will accept applications under this Category for the following activities: (1) ongoing mental health professional consultation, supervision, and training for bilingual caseworkers, ESL teachers, and volunteers in working with refugees who are in the process of resettlement and exhibiting extreme behaviors; (2) orientation to U.S. mental health services for newly arriving refugees; (3) orientation of mental health professionals to newly arriving refugees and the programs of resettlement; and (4) development of a body of technical knowledge and expertise concerning newly arriving refugees who have experienced severe trauma and the clinical interventions that are therapeutically effective with them.

D. Application Content

1. A description of the target population(s) and their need for the proposed project activities: i.e., orientation; staff development; or development of technical assistance.

2. A description of the planning process used in developing the application: the names of the organizations and the roles played in the planning; a comprehensive list of all organizations in the community working with the target population; and the manner by which all direct service professional staff will benefit from the project's orientation, consultation and training services.

3. A description of the project strategy: orientation; staff development; and development of technical assistance to address the target populations' need for mental health services as listed under "allowable activities."

4. A statement of the status of need for services and the projected outcomes expected from the services provided.

5. A description of the management plan providing oversight, monitoring, and program reports, including the applicant agency's qualifications to carry out the proposed activities; and key personnel, including consultants for professional mental health services.

6. A line-item budget with narrative justification for each item.

E. Application Review Criteria

1. Adequacy of the description of the target population(s) and the need for proposed activities. (10 points)

2. Demonstration that the planning process is community-wide and

comprehensive in addressing the needs of direct service staff for ongoing professional consultation, supervision, and training in working with refugees exhibiting needs for mental health services. (20 points)

3. Appropriateness and adequacy of the strategy of services proposed. (30 points)

4. Relevance and appropriateness of the proposed program outcomes to the project's objectives. (20 points)

5. Adequacy of the management plan, monitoring plan, and proposed program reports. Appropriateness of key personnel and consultants implementing the project. (10 points)

6. Reasonableness of the budget; the completeness of the line-item narrative. Cost-effectiveness of the budget in providing for the services. (10 points)

PART II. GENERAL APPLICATION INFORMATION AND GUIDANCE

The Director may award more or less than the funds described for each category, subject to the quality of the applications or other circumstances as may be deemed in the best interest of the government.

In making awards, the Director of ORR may award less for individual projects than the maximums described in the "Available Funds" section above. No applicant is guaranteed an award.

Eligible applicants may apply for more than one project and may apply in more than one of the categories as described above. However, an applicant must submit a full project application for each category separately.

Awards for Categories 1, 3, 4, and 5, on a competitive basis, will be for one-year budget periods, although project periods may be for 3 years. Applications for continuation grants funded under these awards beyond the one-year budget period, but within the 3 year project period, will be entertained in the subsequent years on a non-competitive basis, subject to the availability of funds, satisfactory progress of the grantee and determination that continued funding would be in the best interest of the Government.

Category 2, Unanticipated Arrivals, has one project period of up to 17 months.

A. Deadlines and Mailing Instructions

The initial closing date for submission of applications is August 15, 1996. Closing dates for subsequent years applications, beginning in 1997, are January 15 and July 15. Applications postmarked after the appropriate closing date will be classified as late.

Deadline: 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, Division of Discretionary Grants, 370 L'Enfant Promenade, S.W., Mail Stop 6C-462, Washington, D.C. 20447, Attention: Ms. Shirley Parker.

Applicants must ensure that a legibly dated U.S. Postal Service postmark, or a legibly dated, machine produced postmark of a commercial mail service appears on the envelope/package containing the application(s). An acceptable postmark from a commercial carrier is one which includes the carrier's logo/emblem and shows the date the package was received by the commercial mail service. Private Metered postmarks shall not be acceptable as proof of timely mailing.

Applications handcarried by applicants, applicant couriers, or by overnight/express mail couriers shall be considered as meeting an announced deadline if they are received on or before the deadline date, between the hours of 8:00 a.m. and 4:30 p.m., at the U.S. Department of Health and Human Services, Administration for Children and Families, Division of Discretionary Grants, ACF Mailroom, 2nd Floor Loading Dock, Aerospace Center, 901 D Street, S.W., Washington, D.C. 20024, between Monday and Friday (excluding Federal holidays). (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.

B. 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.

C. Extension of Deadlines

ACF may extend the deadline for all applicants because of acts of God such as floods, hurricanes, widespread disruption of the mails, or when it is anticipated that many of the applications will come from rural or remote areas. However, if ACF does not extend the deadline for all applicants, it may not waive or extend the deadline for any applicant.

D. Process for Review of Application

Applicants will be reviewed competitively and scored by an independent review panel of experts in accordance with ACF grants policy and the criteria stated below. The results of the independent review panel scores and explanatory comments will assist the Director of ORR in considering competing applications. Reviewers' scores will weigh heavily in funding decisions but will not be the only factors considered. Applications generally will be considered in order of the average scores assigned by the reviewers. Highly ranked applications are not guaranteed funding since other factors are taken into consideration, including: comments of reviewers and of ACF/ORR officials; previous program performance of applicants; compliance with grant terms under previous DHHS grants; audit reports; and investigative reports. Final funding decisions will be made by the Director of ORR.

The application *must stipulate the category for which funding is being sought*. Where the category is not clearly stipulated, the project will not be considered and will not be completed.

The two letter designation for the standing announcement Discretionary Grants is for: category 1. RP; category 2 RU; category 3 RO; category 4 is RA; and category 5 is RM. On the face page of the SF 424, block #11, the applicant should identify each application accordingly.

E. Application Submission: Forms, Certifications, Assurances, and Disclosure

Applicants requesting financial assistance for a non-construction project 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 certification concerning Lobbying. Prior to receiving an award in excess of \$100,000, applicants shall furnish an executed copy of the lobbying certification. Applicants must sign and return the certification with their applications.

Applicants must make the appropriate certification of their compliance with the Drug-Free Workplace Act of 1988. By signing and submitting the applications, applicants are 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 award. By signing and submitting the applications, applicants

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

Copies of the certifications and assurance are located at the end of this announcement.

4. SPOC Notification: 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 Program and Activities."

As of February, 1996, the following jurisdictions have elected not to participate in the Executive Order process. Applicants from these jurisdictions need take no action in regard to E.O. 12372:

Alaska, Colorado, Connecticut, Hawaii, Idaho, Kansas, Louisiana, Massachusetts, Minnesota, Montana, Nebraska, Oklahoma, Oregon, Pennsylvania, South Dakota, Tennessee, Virginia, Washington, American Samoa, and Palau.

All remaining jurisdictions participate in the E.O. process and have established Single Points of Contact (SPOCs).

Applicants from participating jurisdictions should contact their SPOCs as soon as possible to alert them to the prospective applications and receive 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. The applicant must submit all required materials, if any, to the SPOC and indicate the date of this submittal (or the date of contact 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: Department of Health and Human Services, Administration for Children and Families, Division of Discretionary Grants, 370 L'Enfant Promenade, S.W., Washington, D.C. 20447.

A list of the Single Points of Contact for each State and Territory is included as Appendix A of this announcement.

F. Paperwork Reduction Act of 1995

Under the Paperwork Reduction Act of 1995, Pub. Law 104-13, the Department is required to submit to the Office of Management and Budget (OMB) for review and approval any reporting and record keeping requirements in regulations, including program announcements. All information required by this is covered under the following OMB Approval Nos:

- SF 424 OMB Clearance No. 0348-0043 Application for Federal Assistance Standard Form 424.
- SF 424A OMB Clearance No. 348-0044 Budget Information.
- SF 424B OMB Clearance No. 0348-0040 Assurances—Non Construction Programs.
- SF ORR-6 Revised 9/05/95 OMB Clearance No. 0970-0036. Quarterly Performance Report.

This program announcement meets all information collection requirements approved for ACF grant applications under OMB Control Number 0970-0139.

G. Applicable Regulations

Applicable HHS regulations will be provided to grantees upon award.

H. Reporting Requirements

Grantees are required to file Financial Status (SF-269) every 6 months and Program Progress Reports on a quarterly basis. Funds issued under these awards must be accounted for and reported upon separately from all other grant activities.

The official receipt point for all program performance and financial status reports is the Division of Discretionary Grants. The original and two copies of each report shall be submitted to the Department of Health and Human Services, Administration for Children and Families, Division of Discretionary Grants, 370 L'Enfant Promenade, S.W., Washington, D.C. 20447.

The final Financial and Program Progress Reports shall be due 90 days after the budget expiration date or termination of grant support.

The Catalog of Federal Domestic Assistance (CFDA) number assigned to this announcement is 93.576.

Date: June 18, 1996.

Lavinia Limon,

Director, Office of Refugee Resettlement.

OMB State Single Point of Contact Listing
Arizona

Joni Saad, Arizona State Clearinghouse, 3800 N. Central Avenue, Fourteenth Floor, Phoenix, Arizona 85012, Telephone (602) 280-1315, FAX: (602) 280-1305

Arkansas

Mr. Tracy L. Copeland, Manager, State Clearinghouse, Office of Intergovernmental Services, Department of Finance and Administration, 1515 W. 7th St., Room 412, Little Rock, Arkansas 72203, Telephone: (501) 682-1074, FAX: (501) 682-5206

Alabama

Jon C. Strickland, Alabama Department of Economic and Community Affairs, Planning and Economic Development Division, 401 Adams Avenue, Montgomery, Alabama 36103-5690, Telephone: (205) 242-5483, FAX: (205) 242-5515

California

Grants Coordinator, Office of Planning & Research, 1400 Tenth Street, Room 121, Sacramento, California 95814, Telephone (916) 323-7480, FAX (916) 323-3018

Delaware

Francine Booth, State Single Point of Contact Executive Department, Thomas Collins Building, P.O. Box 1401, Dover, Delaware 19903, Telephone: (302) 739-3326, FAX: (302) 739-5661

District of Columbia

Charles Nichols, State Single Point of Contact, Office of Grants Mgmt. & Dev., 717 14th Street, N.W.-Suite 500, Washington, D.C. 20005, Telephone: (202) 727-6554, FAX: (202) 727-1617

Florida

Florida State Clearinghouse, Department of Community Affairs, 2740 Centerview Drive, Tallahassee, Florida 32399-2100, Telephone: (904) 922-5438, FAX: (904) 487-2899

Georgia

Tom L. Reid, III, Administrator, Georgia State Clearinghouse, 254 Washington Street, S.W.-Room 401J, Atlanta, Georgia 30334, Telephone: (404) 656-3855 or (404) 656-3829, FAX: (404) 656-7938

Illinois

Barbara Beard, State Single Point of Contract, Department of Commerce and Community Affairs, 620 East Adams, Springfield, Illinois 62701, Telephone: (217) 782-1671, FAX: (217) 534-1627

Indiana

Amy Brewer, State Budget Agency, 212 State House, Indianapolis, Indiana 46204, Telephone: (317) 232-5619, FAX: (317) 233-3323

Iowa

Steven R. McCann, Division for Community Assistance, Iowa Department of Economic Development, 200 East Grand Avenue, Des Moines, Iowa 50309, Telephone: (515) 242-4719, FAX: (515) 242-4859

Kentucky

Ronald W. Cook, Office of the Governor, Department of Local Government, 1024 Capitol Center Drive, Frankfort, Kentucky 40601-8204, Telephone: (502) 573-2382, FAX: (502) 573-2512

Maine

Joyce Benson, State Planning Office, State House Station #38, Augusta, Maine 04333, Telephone: (207) 287-3261, FAX: (207) 287-6489

Maryland

William G. Carroll, Manager, State Clearinghouse for Intergovernmental Assistance, Maryland Office of Planning, 301 W. Preston Street-Room 1104, Baltimore, Maryland 21201-2365, Staff Contact: Linda Janey, Telephone: (410) 225-4490, FAX: (410) 225-4480

Michigan

Richard Pfaff, Southeast Michigan Council of Governments, 1900 Edison Plaza, 660 Plaza Drive, Detroit, Michigan 48226, Telephone: (313) 961-4266

Mississippi

Cathy Malette, Clearinghouse Officer, Department of Finance and Administration, 455 North Lamar Street, Jackson, Mississippi 39202-3087, Telephone: (601) 359-6762, FAX: (601) 359-6764

Missouri

Lois Pohl, Federal Assistance Clearinghouse, Office of Administration, P.O. Box 809, Room 760, Truman Building, Jefferson City, Missouri 65102, Telephone: (314) 751-4834, FAX: (314) 751-7819

Nevada

Department of Administration, State Clearinghouse, Capitol Complex, Carson City, Nevada 89710, Telephone: (702) 687-4065, FAX: (702) 687-3983

New Hampshire

Jeffrey H. Taylor, Director, New Hampshire Office of State Planning, Attn: Intergovernmental Review Process, Mike Blake, 2½ Beacon Street, Concord, New Hampshire 03301, Telephone: (603) 271-2155, FAX: (603) 271-1728

New Jersey

Gregory W. Adkins, Assistant Commissioner, New Jersey Department of Community Affairs

Please direct all correspondence and questions about intergovernmental review to:

Andrew J. Jaskolka, State Review Process, Intergovernmental Review Unit CN 800, Room 813A, Trenton, New Jersey 08625-0800, Telephone: (609) 292-9025, FAX: (609) 633-2132

New Mexico

Robert Peters, State Budget Division, Room 190 Bataan Memorial Building, Santa Fe, New Mexico 87503, Telephone: (505) 827-3640

New York

New York State Clearinghouse, Division of the Budget, State Capitol, Albany, New York 12224, Telephone: (518) 474-1605

North Carolina

Chrys Baggett, Director, N.C. State Clearinghouse, Office of the Secretary of Admin., 116 West Jones Street, Raleigh, North Carolina 27603-8003, Telephone: (919) 733-7232, FAX: (919) 733-9571

North Dakota

North Dakota Single Point of Contact, Office of Intergovernmental Assistance, 600 East Boulevard Avenue, Bismarck, North Dakota 58505-0170, Telephone: (701) 224-2094, FAX: (701) 224-2308

Ohio

Larry Weaver, State Single Point of Contact, State Clearinghouse, Office of Budget and Management, 30 East Broad Street, 34th Floor, Columbus, Ohio 43266-0411

Please direct correspondence and questions about intergovernmental review to:

Linda Wise, Telephone: (614) 466-0698, FAX: (614) 466-5400

Rhode Island

Daniel W. Varin, Associate Director, Department of Administration/Division of Planning, One Capitol Hill, 4th Floor, Providence, Rhode Island 02908-5870, Telephone: (401) 277-2656, FAX: (401) 277-2083

Please direct correspondence and questions to:

Review Coordinator, Office of Strategic Planning

South Carolina

Omeagia Burgess, State Single Point of Contact, Grant Services, Office of the Governor, 1205 Pendleton Street—Room 477, Columbia, South Carolina 29201, Telephone: (803) 734-0494, FAX: (803) 734-0385

Texas

Tom Adams, Governor's Office, Director, Intergovernmental Coordination, P.O. Box 12428, Austin, Texas 78711, Telephone: (512) 463-1771, FAX: (512) 463-1880

Utah

Carolyn Wright, Utah State Clearinghouse, Office of Planning and Budget, Room 116, State Capitol, Salt Lake City, Utah 84114, Telephone: (801) 538-1535, FAX: (801) 538-1547

Vermont

Nancy McAvoy, State Single Point of Contact, Pavilion Office Building, 109 State Street, Montpelier, Vermont 05609, Telephone: (802) 828-3326, FAX: (802) 828-3339

West Virginia

Fred Cutlip, Director, Community Development Division, W. Virginia Development Office, Building #6, Room 553, Charleston, West Virginia 25304, Telephone: (304) 558-4010, FAX: (304) 558-3248

Wisconsin

Martha Kerner, Section Chief, State/Federal Relations, Wisconsin Department of Administration, 101 East Wilson Street—6th Floor, P.O. Box 7868, Madison, Wisconsin 53707, telephone: (608) 266-2125, FAX: (608) 267-6931

Wyoming

Sheryl Jeffries, State Single Point of Contact, Herschler Building 4th Floor, East Wing,

Cheyenne, Wyoming 82002, Telephone: (307) 777-7574, FAX: (307) 638-8967

Territories

Guam

Mr. Giovanni T. Sgambelluri, Director, Bureau of Budget and Management Research, Office of the Governor, P.O. Box 2950, Agana, Guam 96910, Telephone: 011-671-472-2285, FAX: 011-671-472-2825

Puerto Rico

Norma Burgos/Jose E. Caro, Chairwoman/Director, Puerto Rico Planning Board, Federal Proposals Review Office, Minillas Government Center, P.O. Box 41119, San Juan, Puerto Rico 00940-1119, Telephone: (809) 727-4444; (809) 723-6190, FAX: (809) 724-3270; (809) 724-3103

North Mariana Islands

State Single Point of Contact, Planning and Budget Office, Office of the Governor, Saipan, CM, Northern Mariana Islands 96950

Virgin Islands

Jose George, Director, Office of Management and Budget, #41 Norregade Emancipation Garden Station, Second Floor, Saint Thomas, Virgin Islands 00802

Please direct all questions and correspondence about intergovernmental review to:

Linda Clarke, Telephone: (809) 774-0750, FAX: (809) 776-0069

BILLING CODE 4184-01-P

OMB Approval No. 0348-0043

**APPLICATION FOR
FEDERAL ASSISTANCE**

1. TYPE OF SUBMISSION: <i>Application</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		2. DATE SUBMITTED		Applicant Identifier																						
3. DATE RECEIVED BY STATE		State Application Identifier																								
4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier																								
5. APPLICANT INFORMATION																										
Legal Name:			Organizational Unit:																							
Address (give city, county, state, and zip code):			Name and telephone number of the person to be contacted on matters involving this application (give area code)																							
6. EMPLOYER IDENTIFICATION NUMBER (EIN): <div style="border: 1px solid black; width: 150px; height: 20px; margin: 5px 0;"></div>			7. TYPE OF APPLICANT: (enter appropriate letter in box) <input type="checkbox"/> <div style="display: flex; justify-content: space-between; font-size: small;"> <div> A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District </div> <div> H. Independent School Dist. I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify): _____ </div> </div>																							
8. TYPE OF APPLICATION: <div style="display: flex; justify-content: space-around; font-size: small;"> <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision </div> If Revision, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/> <div style="display: flex; justify-content: space-around; font-size: x-small;"> A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration Other (specify): _____ </div>			9. NAME OF FEDERAL AGENCY:																							
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div> TITLE:			11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:																							
12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.):																										
13. PROPOSED PROJECT: <div style="display: flex; justify-content: space-between;"> <div>Start Date</div> <div>Ending Date</div> </div>		14. CONGRESSIONAL DISTRICTS OF: <div style="display: flex; justify-content: space-between;"> <div>a. Applicant</div> <div>b. Project</div> </div>																								
15. ESTIMATED FUNDING: <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <tr><td>a. Federal</td><td>\$</td><td>.00</td></tr> <tr><td>b. Applicant</td><td>\$</td><td>.00</td></tr> <tr><td>c. State</td><td>\$</td><td>.00</td></tr> <tr><td>d. Local</td><td>\$</td><td>.00</td></tr> <tr><td>e. Other</td><td>\$</td><td>.00</td></tr> <tr><td>f. Program Income</td><td>\$</td><td>.00</td></tr> <tr><td>g TOTAL</td><td>\$</td><td>.00</td></tr> </table>		a. Federal	\$.00	b. Applicant	\$.00	c. State	\$.00	d. Local	\$.00	e. Other	\$.00	f. Program Income	\$.00	g TOTAL	\$.00	16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE _____ b. NO. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW			
a. Federal	\$.00																								
b. Applicant	\$.00																								
c. State	\$.00																								
d. Local	\$.00																								
e. Other	\$.00																								
f. Program Income	\$.00																								
g TOTAL	\$.00																								
17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes If "Yes," attach an explanation. <input type="checkbox"/> No																										
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED																										
a. Typed Name of Authorized Representative			b. Title		c. Telephone number																					
d. Signature of Authorized Representative					e. Date Signed																					

Previous Editions Not Usable

Standard Form 424 (REV 4-88)
Prescribed by OMB Circular A-102

Authorized for Local Reproduction

Instructions for the SF 424

This is a standard form used by applicants as a required facesheet for preapplications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item and Entry

1. Self-explanatory.
2. Date application submitted to Federal agency (for State if applicable) & applicant's control number (if applicable).
3. State use only (if applicable).
4. If this application is to continue or revise an existing award, enter present Federal identifier number. If for a new project, leave blank.
5. Legal name of applicant, name of primary organizational unit which will undertake the assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application.
6. Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.
7. Enter the appropriate letter in the space provided.

8. Check appropriate box and enter appropriate letter(s) in the space(s) provided:

- “New” means a new assistance award.
- “Continuation” means an extension for an additional funding/budget period for a project with a projected completion date.
- “Revision” means any change in the Federal Government's financial obligation or contingent liability from an existing obligation.

9. Name of Federal agency from which assistance is being requested with this application.

10. Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.

11. Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.

12. List only the largest political entities affected (e.g., State, counties, cities).

13. Self-explanatory.

14. List the applicant's Congressional District and any District(s) affected by the program or project.

15. Amount requested or to be contributed during the first funding/budget period by

each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate *only* the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.

16. Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.

17. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.

18. To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)

BILLING CODE 4184-01-M

OMB Approval No. 0348-0044

BUDGET INFORMATION — Non-Construction Programs

SECTION A — BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		\$	\$	\$	\$	\$
2.						
3.						
4.						
5. TOTALS		\$	\$	\$	\$	\$
SECTION B — BUDGET CATEGORIES						
Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY					Total (5)
	(1)	(2)	(3)	(4)	(5)	
a. Personnel	\$	\$	\$	\$	\$	\$
b. Fringe Benefits						
c. Travel						
d. Equipment						
e. Supplies						
f. Contractual						
g. Construction						
h. Other						
i. Total Direct Charges (sum of 6a - 6h)						
j. Indirect Charges						
k. TOTALS (sum of 6i and 6j)	\$	\$	\$	\$	\$	\$
7. Program Income	\$	\$	\$	\$	\$	\$

Authorized for Local Reproduction

Standard Form 424A (4-88)
Prescribed by OMB Circular A-102

SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	\$	\$	\$	\$
9.				
10.				
11.				
12. TOTALS (sum of lines 8 and 11)	\$	\$	\$	\$

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$	\$	\$	\$	\$
14. NonFederal					
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTALS (sum of lines 16 -19)	\$	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION
(Attach additional Sheets if Necessary)

21. Direct Charges:	22. Indirect Charges:
23. Remarks	

Authorized for Local Reproduction

Instructions for the SF-424A

General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a–k of Section B.

Section A. Budget Summary

Lines 1–4, Columns (a) and (b)

For applications pertaining to a single Federal grant program (Federal Domestic Assistance Catalog number) and not requiring a functional or activity breakdown, enter on Line 1 under Column (a) the catalog program title and the catalog number in Column (b).

For applications pertaining to a single program requiring budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the catalog program title on each line in Column (a) and the respective catalog number on each line in Column (b).

For applications pertaining to multiple programs where one or more programs require a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

Lines 1–4, Columns (c) Through (g.)

For new applications, leave Columns (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

For continuing grant program applications, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds

needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For supplemental grants and changes to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

Line 5—Show the totals for all columns used.

Section B. Budget Categories

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Line 1–4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

Lines 6a–i—Show the totals of Lines 6a to 6h in each column.

Line 6j—Show the amount of indirect cost.

Line 6k—Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)–(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

Line 7—Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount. Show under the program narrative statement the nature and source of income. The estimated amount of program income may be considered by the federal grantor agency in determining the total amount of the grant.

Section C. Non-Federal Resources

Lines 8–11—Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

Column (a)—Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

Column (b)—Enter the contribution to be made by the applicant.

Column (c)—Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

Column (d)—Enter the amount of cash and in-kind contributions to be made from all other sources.

Column (e)—Enter totals of Columns (b), (c), and (d).

Line 12—Enter the total for each of Columns (b)–(e). The amount in Column (e)

should be equal to the amount on Line 5, Column (f), Section A.

Section D. Forecasted Cash Needs

Line 13—Enter the amount of cash needed by quarter from the grantor agency during the first year.

Line 14—Enter the amount of cash from all other sources needed by quarter during the first year.

Line 15—Enter the totals of amounts on Lines 13 and 14.

Section E. Budget Estimates of Federal Funds Needed for Balance of the Project

Lines 16–19—Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

Line 20—Enter the total for each of the Columns (b)–(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

Section F. Other Budget Information

Line 21—Use this space to explain amounts for individual direct object-class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

Line 22—Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

Line 23—Provide any other explanations or comments deemed necessary.

Assurances—Non-Construction Programs

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.

2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will

establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728–4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).

6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88–352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–1683, and 1685–1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101–6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92–255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91–616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290dd–3 and 290ee–3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination

statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91–646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply with the provisions of the Hatch Act (5 U.S.C. §§ 1501–1508 and 7324–7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a–7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. § 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327–333), regarding labor standards for federally assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93–234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91–190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of

underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93–523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93–205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a–1 et seq.).

14. Will comply with P.L. 93–348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89–544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

Signature of authorized certifying official

Title

Applicant organization

Date submitted

BILLING CODE 4184-01-M

U.S. Department of Health and Human Services

Certification Regarding Drug-Free Workplace Requirements

Grantees Other Than Individuals

By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.

This certification is required by regulations implementing the Drug-Free Workplace Act of 1988, 45 CFR Part 76, Subpart F. The regulations, published in the May 25, 1990 Federal Register, require certification by grantees that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the Department of Health and Human Services (HHS) determines to award the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HHS, in addition to any other remedies available to the Federal Government, may taken action authorized under the Drug-Free Workplace Act. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or governmentwide suspension or debarment.

Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.

Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios.)

If the workplace identified to HHS changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see above).

Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 USC 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15).

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

The grantee certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about:

(1) The dangers of drug abuse in the workplace; (2) The grantee's policy of maintaining a drug-free workplace; (3) Any available drug counseling, rehabilitation, and employee assistance programs; and, (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

(1) Abide by the terms of the statement; and, (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or, (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant (use attachments, if needed):

Place of Performance (Street address, City, County, State, ZIP Code) _____

Check ☐ if there are workplaces on file that are not identified here.

Sections 76.630(c) and (d)(2) and 76.635(a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central receipt point is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, S.W., Washington, D.C. 20201.

DGMO Form#2 Revised May 1990

Certification Regarding Debarment, Suspension, and Other Responsibility Matters—Primary Covered Transactions

By signing and submitting this proposal, the applicant, defined as the primary participant in accordance with 45 CFR Part 76, certifies to the best of its knowledge and belief that it and its principals:

(a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency;

(b) have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

(c) are not presently indicated or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

The inability of a person to provide the certification required above will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with the Department of Health and Human Services' (HHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

The prospective primary participant agrees that by submitting this proposal, it will include the clause entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion—Lower Tier Covered Transactions" provided below without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions

(To Be Supplied to Lower Tier Participants)

By signing and submitting this lower tier proposal, the prospective lower tier participant, as defined in 45 CFR Part 76, certifies to the best of its knowledge and belief that it and its principals:

(a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(b) where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal.

The prospective lower tier participant further agrees by submitting this proposal that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion—Lower Tier Covered Transactions" without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

Certification Regarding Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant,

loan or cooperative agreement, the undersigned shall complete and submit Standard Form—LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

State for Loan Guarantee and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form—LLL "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature

Title

Organization

Date

BILLING CODE 4184-01-M

Approved by OMB
0348-0046

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance		2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award		3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter ____ date of last report _____	
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:		5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:			
Congressional District, if known:		Congressional District, if known:			
6. Federal Department/Agency:		7. Federal Program Name/Description: CFDA Number, if applicable: _____			
8. Federal Action Number, if known:		9. Award Amount, if known: \$ _____			
10. a. Name and Address of Lobbying Entity (if individual, last name, first name, MI):		b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):			
(attach Continuation Sheet(s) SF-LLL-A, if necessary)					
11. Amount of Payment (check all that apply): \$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned		13. Type of Payment (check all that apply): <input type="checkbox"/> a. retainer <input type="checkbox"/> b. one-time fee <input type="checkbox"/> c. commission <input type="checkbox"/> d. contingent fee <input type="checkbox"/> e. deferred <input type="checkbox"/> f. other; specify: _____			
12. Form of Payment (check all that apply): <input type="checkbox"/> a. cash <input type="checkbox"/> b. in-kind; specify: nature _____ value _____					
14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11:					
(attach Continuation Sheet(s) SF-LLL-A, if necessary)					
15. Continuation Sheet(s) SF-LLL-A attached: <input type="checkbox"/> Yes <input type="checkbox"/> No					
16. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____			
Federal Use Only:		Authorized for Local Reproduction Standard Form - LLL			

Certification Regarding Environmental Tobacco Smoke

Public Law 103-227, Part C—Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per day and/or the imposition of an administrative compliance order on the responsible entity.

By signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the Act. The applicant/grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for children's services and that all subgrantees shall certify accordingly.

[FR Doc. 96-16187 Filed 6-24-96; 8:45 am]

BILLING CODE 4184-01-P

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Office of the Assistant Secretary for Housing—Federal Housing Commissioner

[Docket No. FR-3917-N-99]

Notice of Proposed Information Collection for Public Comment

AGENCY: Office of the Assistant Secretary for Housing, HUD.

ACTION: Notice.

SUMMARY: The proposed information collection requirement described below will be submitted to the Office of Management and Budget (OMB) for review, as required by the Paperwork Reduction Act. The Department is soliciting public comments on the subject proposal.

DATES: Comments due: August 26, 1996.

ADDRESSES: Interested persons are invited to submit comments regarding this proposal. Comments should refer to the proposal by name and/or OMB Control Number and should be sent to: Oliver Walker, Housing, Department of Housing and Urban Development, 451—7th Street SW., Room 9116, Washington, DC 20410.

FOR FURTHER INFORMATION CONTACT:

Kerry J. Mulholland, Telephone number (202) 708-0614, Ext. 2649 (this is not a toll-free number) for copies of the proposed forms and other available documents.

SUPPLEMENTARY INFORMATION: The Department will submit the proposed information collection to OMB for review, as required by the Paperwork Reduction Act of 1995 (44 U.S.C. Chapter 35, as amended).

The Notice is soliciting comments from members of the public and affecting agencies concerning the proposed collection of information to: (1) Evaluate whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility; (2) Evaluate the accuracy of the agency's estimate of the burden of the proposed collection of information; (3) Enhance the quality, utility, and clarity of the information to be collected; and (4) Minimize the burden of the collection of information on those who are to respond; including through the use of appropriate automated collection techniques or other forms of information technology, e.g., permitting electronic submission of responses.

This Notice also lists the following information:

Title of Proposal: Preservation/Technical Assistance Payment Voucher.

OMB Control Number: 2502-0487.

Description of the need for the information and proposed use: The Notice of Funding Availability for the Preservation Technical Assistance Planning Grant Funds was published in the Federal Register on September 3, 1992. These funds have been made available to support resident-supported purchases of projects eligible for incentives under the Preservation Program. The form assists grant recipients in making requests for disbursement of funds through the automated Line of Credit Control/Voice Response System, which will expedite the disbursement of funds to the recipient. The form also allows HUD field staff to verify requests for funds.

The form will be used by grantees so that they may be reimbursed for funds spent under the Preservation Technical Assistance Grant. This information will be used by the Department to assure that grantees voucher for eligible activities under the grant and to monitor funds spent.

Agency form numbers, if applicable: HUD-9738.

Members of affected public: Approximately 120 grants to be awarded

under the NOFA. This estimate assumes all grantees receive the maximum award.

An estimation of the total numbers of hours needed to prepare the information collection is .25 hours, the number of respondents is 120, frequency of response is 10, and the hours of response is 300.

Status of the proposed information collection: Extension with change.

Authority: Section 3506 of the Paperwork Reduction Act of 1995, 44 U.S.C. Chapter 35, as amended.

Dated: June 19, 1996.

Nicolas P. Retsinas,

Assistant Secretary for Housing—Federal Housing Commissioner.

[FR Doc. 96-16084 Filed 6-24-96; 8:45 am]

BILLING CODE 4210-27-M

[Docket No. FR3384-N-03]

Office of the Assistant Secretary for Housing—Federal Housing Commissioner; Notice of Proposed Information Collection for Public Comment

AGENCY: Office of the Assistant Secretary for Housing, HUD.

ACTION: Notice.

SUMMARY: The proposed information collection requirement described below will be submitted to the Office of Management and Budget (OMB) for review, as required by the Paperwork Reduction Act. The Department is soliciting public comments on the subject proposal.

DATES: Comments due: August 26, 1996.

ADDRESSES: Interested persons are invited to submit comments regarding this proposal. Comments should refer to the proposal by name and/or OMB Control Number and should be sent to: Oliver Walker, Housing, Department of Housing and Urban Development, 451—7th Street SW., Room 9116, Washington, DC 20410.

FOR FURTHER INFORMATION CONTACT: Kerry Mulholland, Telephone number (202) 708-0614, Ext. 2649 (this is not a toll-free number) for copies of the proposed forms and other available documents.

SUPPLEMENTARY INFORMATION: The Department will submit the proposed information collection to OMB for review, as required by the Paperwork Reduction Act of 1995 (44 U.S.C. Chapter 35, as amended).

The Notice is soliciting comments from members of the public and affecting agencies concerning the proposed collection of information to: