

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### Administration for Children and Families

#### **Availability of Discretionary Grants for Services to Newly Arriving Refugees, Including: Promoting Increased Placement of Newly Arrived Refugees<sup>1</sup> 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; Supporting Ethnic Community Self-Help**

**AGENCY:** Office of Refugee Resettlement, ACF, DHHS.

**SUMMARY:** This ORR standing announcement invites submission of grant applications for funding, on a competitive basis, in six 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; (5) to provide mental health orientation, staff development,

and technical expertise to improve services for newly arriving refugee populations, and (6) to assist ethnic organizations to build bridges among newcomer communities and community resources.

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, Ethnic Community Organizations, added in the revision of January 17, 1995, was canceled as published in the **Federal Register** on February 15, 1996 (61 FR 6018). The next revision was published in the **Federal Register** on June 25, 1996 (61 FR 32833) with new categories, numbered 3, Orientation, 4, Orientation Technical Assistance, and 5, Mental Health Services. This notice retains the five categories in the June 25, 1996 announcement, and restores and revises the Ethnic Community Organization program as Category 6.

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 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 and orientation activities for the new populations and for the mainstream mental health providers. 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.

**Category 6—Ethnic Community Organizations Program.** This program is to provide assistance to ethnic organizations comprised of and representative of newly arrived refugee populations to build bridges among newcomer refugee communities and community resources. The applications will be accepted from a national, regional (multi-state), or local level and may include efforts to address community building, community and family strengthening, cultural adjustment orientation, and mutually supportive functions such as information exchange, leadership training, and resource development.

Categories 1, 3, 4, and 5 solicit applications for project periods up to three years. Category 6 solicits applications for project periods up to

<sup>1</sup> In 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. 96-422); (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.

five 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 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 1998, ORR expects to make individual new grant awards in amounts ranging from approximately \$100,000 to \$300,000. 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*; \$400,000 under *Orientation Technical Assistance*; \$400,000 for *Mental Health*; and \$1,000,000 for *Ethnic Community Organizations*.

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. Applicants may be required to reduce the scope of selected projects to accommodate the amount of the approved grant award.

**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: January 31 and June 30, of FY 1998, and 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. general application information and guidance.

**Eligible Applicants:** For Categories 2, 3, 4, 5 and 6, eligible applicants are public and private nonprofit organizations.

Refugee serving organizations, especially local ethnic communities when applying under category 6, are encouraged to build coalitions in applying under this announcement. The activities funded by these grants are intended to serve as a catalyst to bring the community together to address the economic and social problems of refugee families and the refugee community. The goal in all cases should be to build and strengthen the community's capacity to serve its members in improving the quality of life and standard of living for refugee families. If an application represents a consortium (that is, the applicant includes other types of agencies among its membership), the single organization identified as applicant by the Authorized Representative's signature on the SF-424, Box 18.d, will be the grant recipient and will have primary administrative and fiscal responsibilities. An applicant entity must be a nonprofit organization.

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:**

Concerning Categories 1, *Preferred Communities*, and 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 2, *Unanticipated Arrivals*, contact: Ms. Sue Benjamin, Administration for Children and Families, Office of Refugee Resettlement, 370 L'Enfant Promenade, SW 6th Floor, Washington, DC 20447, Tel: (202) 401-4851, E-mail: sbenjamin@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) 401-4579, E-mail: kdo@acf.dhhs.gov.

Concerning Category 6, *Ethnic Community Organizations*, contact: Ms. Anna Mary Portz, Administration for Children and Families, Office of Refugee Resettlement, 370 L'Enfant Promenade, SW 6th Floor, Washington, DC 20447, (202) 401-1196, E-mail: aportz@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:

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

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

**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 D. 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: o 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); o State consultation (e.g., copies of letters; notes of planning/coordination meetings);

- 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 TANF 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 suited to assist 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. Application 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 diversion, 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 program is intended to provide communities with the capability to respond to the social services needs of refugees whose resettlement in the applicant's community is unanticipated and who are not included in ORR's social service formula allocation to the State in which they are placed. The funds may be used to enable communities to establish or expand existing services in situations, where: (1) the existing service system does not have culturally and linguistically compatible staff; or (2) where refugee services do not presently exist; or (3) where the service capacity is not sufficient to accommodate significant increases in arrivals.

Examples of situations for which applicants may compete for a grant under this program include: (1) the unexpected arrival of more than 100 refugees in the community where the formula services funds are committed to social services for the current refugee population, but there are no available

resources to fund culturally and linguistically appropriate services for the unanticipated number of arrivals, or (2) the State formula social service dollars are sufficient for most services, but the unanticipated population has unusual social service needs; and the services currently funded will not be sufficient for the new arrivals.

Applications will be accepted only for proposals for services in communities which have received, or expect to receive, minimally 100 or more persons within a one year period as an unanticipated population to a single local community. This is a minimum, not a standard. The reasonableness of the proposal will depend, in part, on the ratio of unanticipated arrivals to the anticipated resettlement caseload in the applicant's community. The applicant must establish that the unanticipated number is significant relative to the resident population by documenting arrivals, both anticipated and unanticipated. The application must describe the time period of unanticipated arrivals, i.e., the start date when the unanticipated arrivals began and the length of time over which the arrivals are expected to continue. Applications which do not satisfy the requirement for documentation 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. ORR will only support the establishment of services that are culturally and linguistically appropriate to the new arrivals.

This grant program is intended to supplement a State's existing refugee services network by responding to unmet needs of new refugee populations shortly after arrival in the community. Grantees should view these resources, therefore, as a *temporary* solution to insufficient services necessitating program adjustment due to the unanticipated arrival of a refugee population in a specific community. ORR's expectation is 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. In the grantee's final report, the transition of the services should be discussed indicating whether the services are now supported by the State, other public or private resources, or are no longer needed, with supporting information on the target population.

## B. Allowable Services

ORR will accept applications under this announcement for projects specifically providing unanticipated arrivals 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, such as orientation activities. Applications under this section should indicate appropriate bilingual and bicultural services will be provided. Services provided by all grantees, whether private or public, must comport with the regulations at 45 CFR sections 400.147, 400.150, and 400.154-.156 regarding eligibility for services, scope of services and priorities for services.

## C. Application Content

1. Statement of purpose and need. A description of the target population(s); presence, or absence of prior presence, of an ethnic population in the community(ies); documentation of the arrivals of the population(s), including first date of admission; expected duration of the arriving population; number (at least 100 refugees per year) of unanticipated arrivals relative to the expected admissions; identification and description of the need(s) for social services; discussion of the relative significance of the unanticipated arrivals to the expected arrivals and the impact on available services; letter from the national voluntary agency(ies) substantiating that there will be an unanticipated arrival of at least 100 or more refugees or entrants of the target population or secondary migrants.

2. Description of the planning process. A list of organizations by name and their role in the project activities, and a list of all organizations in the community(ies) providing services to the unanticipated refugees. Summary of the planning activities with lists of participants, dates of meetings and summary and results of the discussions. Letters of support from the resettlement network agencies who either participate in the project or whose work with refugees will be affected by the proposed grant activities.

3. Organizational qualifications. Demonstration of organizational qualifications of the agency proposed to act as fiscal agent for the project. For each organization proposed for project activities, include staff and position information with biographical sketch of

known staff or summary of desired qualifications and position activities.

4. Project goals. Statement of outcomes and performance measures that will demonstrate impact of the project on the arriving refugees. Plan for continuation of services following the period of grant support. Letter from State Coordinator acknowledging the presence of unanticipated arrivals and stating their openness to discuss continuation of support at the close of the project.

5. Project line item budget and budget justification. A line item budget and narrative justification which conform to Block 15 of the SF 424 object class categories. The justification must include estimation methods, unit costs, and whatever quantitative detail is sufficient for the calculation to be replicated.

## D. Application Review Criteria

1. Quality of the description of the target population; the justification of the significance of the unanticipated arrival population relative to the expected arrivals; their need for services; and a letter from the national voluntary agency(ies). (15 points)

2. Quality and appropriateness of the planning process and the resulting project strategy; evidence of appropriate collaboration with other refugee service providers and public and private organizations serving the unanticipated refugees; and adequacy and reasonableness of the strategy and proposed activities to achieve the projected outcomes. (35 points)

3. Qualifications of the organization(s) proposed to carry out the project activities; evidence of collaboration; capability in acting as fiscal agent, if applicable. (15 points)

4. Quality of the project goals; appropriateness of the performance measures to the project activities; appropriateness of the performance outcomes in demonstrating desirable impact on the target population of arriving refugees. (20 points)

5. Appropriateness and reasonableness of the costs in the budget; clarity and reasonableness of the line item narrative justification. Evidence that the budget items reflect the project activities. (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 are 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

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

2. 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.

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

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

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

6. 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 1998 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:

1. 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;
2. 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;
3. Identifying the needs of State and local agencies for assistance in orientation, conflict resolution and mediation strategies, and culturally and linguistically appropriate service delivery;
4. 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;
5. Developing assessment and evaluation tools, and conducting assessment of project activities;
6. Developing a list of training and technical resources, and devising a

system for updating and transferring training technology for future use;

7. 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. Objectives of ORR

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 an increase in the level of awareness of available mental health services among 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 (PHS). 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)

## Category 6—Ethnic Community Organizations

### A. Purpose and Scope

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

- (1) Multi-site or national ethnic organizations which propose to develop or strengthen local ethnic agencies and/or a national network of ethnic community agencies for purposes of linking refugees to community resources; or,
- (2) Emerging local ethnic organizations which seek to function as



bridges between newly arrived refugee groups and mainstream local resources and organizations.

ORR expects to make approximately 4 national and 6 local awards in this program area.

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

ORR recognizes that one key to strengthening communities is the development of strong community based organizations (CBOs). A strong ethnic organization can tap into the community's desire for self-help, improve services, nurture leaders, raise funds from various sources, explore housing and economic opportunities, collaborate with mainstream agencies and groups, and at the same time, remain accountable to the community.

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

Many refugees who arrived in this country during the past two decades have already organized themselves into self-help groups in order to assist their own members, to foster long term community growth, to preserve their cultural heritage, and to assist community members in securing employment and other social services. More newly arrived refugee groups, who have come to the United States in recent years, have not yet organized into self-help groups; consequently, they may be experiencing barriers to accessing mainstream resources and full participation in the economic, social, and political activities of the larger community. They lack information about the process of building community capacity.

Effective program models for self-help groups result in:

- Creating a shared, dynamic vision of the community's future which inspires members to work together to secure that future;
- Moving refugees from being recipients of services and assistance to

being active partners in their integration into community;

- Linking individual self-sufficiency to community self-sufficiency;
- Developing effective leadership within the organization;
- Allowing local communities to apply their own cultural, political and socio-economic values to long term strategies and programs;
- Creating close connections among community needs, program, and service delivery systems;
- Providing avenues for resources that are generated locally (through service delivery or economic development) to remain within the community;
- Fostering collaboration among refugee and mainstream service providers, policy makers, and public and private institutions.

In recognition of the special vulnerability of newly arrived populations, ORR proposes through this announcement to provide funds to ethnic organizations established among refugee groups who have arrived in this country since 1991. Target populations range from a minimum of 2,000 to a maximum of 50,000 arrivals from a single country between FY 1992 and FY 1996. (ORR has dedicated other resources toward the ethnic populations experiencing 100,000 or more arrivals during this period.)

Further, at least 50% of the specific ethnic population currently in the U.S. should have arrived during the past five years. According to ORR's data, this includes refugee populations from the former Yugoslavia, Haiti, Iraq, Somalia, Sudan, and Liberia. Awards, however, will not be based solely on population numbers, but will be based on the justification and documentation of the applicant, including such factors as community service needs and available resources. If an applicant can demonstrate that its ethnic arrivals meet the minimum threshold of 2,000 for the same period and correlate with the above description, the organization representing that refugee population may submit an application for funds under this announcement. The application must provide documentation that includes the name, alien number, date of birth, and date of arrival in the U.S. for each refugee claimed.

In continuation applications under this category, for the subsequent second through fifth budget periods, applicants must demonstrate adequate progress toward project goals and outcomes to be eligible for continuation funding. In subsequent year continuation applications, the grantee will be asked

to document receipt of non-ORR funds from other sources toward cost-sharing of the project's activities. The requirement will be not less than 10% of the requested funding for the third year award, 20% for the fourth year award, and 30% for the fifth year award. The cost-sharing may be in cash or in-kind contributions.

#### B. Allowable Activities

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

- Technical assistance and support to local ethnic organizations
- Ethnic community development
- Leadership training
- Resource development
- Public education and agency linkage through an Internet site
- Information dissemination on ethnic-specific issues
- Convening of national or regional meetings
- Development or translation of ethnic-specific publications

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

- Public education activities designed to inform the refugee community about issues essential to functioning effectively in the new society;
- Orientation and assistance to parents in connecting with school systems and other local public or private institutions;
- Information services on health care—information on access to health care for the uninsured, on health insurance, on health maintenance organizations, on the importance of preventive health, and on available universal coverage services, e.g., immunizations;
- Pairing refugee individuals or families with community volunteers;
- Leadership training for such activities as community organizing, fund raising, non-profit management;
- Education and training to prepare refugees to become citizens;
- Information and training on the roles of men and women in the U.S. culture, and against child abuse, sexual harassment and coercion, and domestic violence, including bilingual staff assistance for women's shelters and techniques for protection;
- Activities designed to improve relations between refugees and the law enforcement communities;
- Developing and operating community centers which serve the designated, newly arrived refugee population.

The above are examples of services. Applicants may propose other services,

to the extent they are consistent with the goals stated above, and may request funds to cover core or general operating expenses. In all instances, however, activities must be designed to supplement, rather than to supplant, the existing array of refugee services available in the community.

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

While activities proposed do not have to be directly employment related, planning and coalition building should be guided by the overarching goal of improving the economic condition of refugee families and of giving them the information needed to adjust socially and economically to their new country and their new communities.

**Non-Allowable Activities:** Funds will not be awarded to applicants for the purpose of engaging in activities of a distinctly political nature, activities designed exclusively to promote the preservation of a specific cultural heritage, or activities with an international objective (i.e., activities related to events in the refugees' country of origin).

### C. Application Content

Applications for Ethnic Community Organizations at the local or national level (as specified on the SF-424 Application for Federal Assistance, Boxes 11. and 12.) should contain the following information:

1. A discussion of the national or local focus relevant to the refugee ethnicity which the applicant seeks to represent or serve including numbers and dates of arrival, and an analysis of the need for this project with reference to the specified population;

2. A description of the applicant's expertise (organizational or leadership), to include a project staffing plan with staff and consultant (if proposed) qualifications, evidence of applicant (but not necessarily the ethnic organization's) nonprofit incorporation, a list of Board of Directors or representative refugee advisors indicated with gender, and a discussion of how directors or advisors were chosen;

3. A statement of the project goals and objectives with anticipated outcomes and results of benefit to the local or national ethnic community;

4. A description of local or national ethnic community planning and support to work collaboratively on the project. If the project is designed to enhance ethnic leadership, the application should describe how these individuals have been or will be identified and how the overall community will be brought into the plan;

5. A proposed plan of action, including the scope of activities and a timetable for implementation;

6. An estimated line item budget narrative with a detailed justification of how the applicant arrived at estimated costs.

### D. Application Review Criteria

Each project proposal will be rated individually by an independent review panel using the criteria described below. Local level projects and national/multi-state projects will be ranked separately. In making awards, the Director will exercise some discretion to ensure that a range of ethnicities are supported in their self-help efforts under this program.

1. Degree to which the applicant understands the focus and need of the relevant ethnic group, as evidenced by the discussion presented. (10 points)

2. Applicant's capacity, including any enhancement due to proposed partners or consultants, to implement the proposed plan of action. (15 points)

3. Appropriateness of goals and the extent to which outcomes proposed are measurable. (20 points)

4. Evidence of ethnic community involvement in the project planning, suitable identification of project leaders as appropriate, and support for the plan of action. (15 points)

5. Clarity and appropriateness of the project design, plan of action and timetable for implementation, and likelihood that proposed activities and results will benefit the community. (30 points)

6. The budget is reasonable, clearly presented, sufficiently detailed, and cost effective. (10 points)

### Part II. General Application Information and Guidance

All applications which meet the stipulated deadline and other requirements 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.

### A. Application Preparation and Submission

**Availability of Forms—Attachments** contain all of the standard forms necessary for the application for awards under this announcement. Further, copies of the **Federal Register** containing this announcement are available at most local libraries and Congressional District Offices for reproduction. If copies are not available at these sources, they may be obtained by writing or telephoning the following office: Office of Refugee Resettlement, 370 L'Enfant Promenade S.W., Washington, D.C. 20447, Telephone: (202) 401-9251.

### B. Forms, Certifications, Assurances, and Disclosure

1. Applicants for financial assistance under this announcement must file the Standard Form (SF) 424, Application for Federal Assistance; SF-424A, Budget Information—Non-Construction Programs; SF-424B, Assurances—Non-Construction Programs. The instructions and forms required for submission of applications are included. The forms may be reproduced for use in submitting applications. An application with an original signature and two copies is required.

The two letter designations for the Categories of the Standing Announcement Discretionary Grants are: category 1, RP; category 2, RU; category 3, RO; category 4, RB; category 5, RM; and category 6, RE. The applicant should identify each application accordingly on the face page of the SF 424, item 11.

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

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

The following guidelines are for preparing the budget and budget justification. Both Federal and non-Federal resources shall be detailed and justified in the budget and narrative justification. According to the instructions for completing the SF-424A and the preparation of the budget and budget justification, "Federal resources" refers only to the ACF/ORR grant for which you are applying. Non-Federal resources are all other Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s), and last column, total budget. The budget justification should be a narrative.

**Personnel:** Costs of employee salaries and wages. Identify the project director and for each staff person, provide the title, time commitment to the project (in months), time commitment to the project (as a percentage or full-time equivalent), annual salary, grant salary, wage rates, etc. Do not include the costs of consultants or personnel costs of delegate agencies.

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

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

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

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

**Equipment:** Costs of tangible, non-expendable, personal property, having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

For each type of equipment requested, provide a description of the equipment, the cost per unit, the number of units, the total cost, and a plan for use on the project, as well as use or disposal of the equipment after the project ends.

**Supplies:** Costs of all tangible personal property other than that

included under the Equipment category. Specify general categories of supplies and their costs. Show computations and provide other information which supports the amount requested.

**Contractual:** Costs of all contracts for services and goods except for those which belong under other categories such as equipment, supplies, etc. Contracts with secondary recipient organizations, including delegate agencies (if applicable), should be included under this category.

All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. If procurement competitions were held or if procurement without competition is being proposed, attach a list of proposed contractors, indicating the names of the organizations, the purposes of the contracts, the estimated dollar amounts, and the award selection process. Justify any anticipated procurement action that is expected to be awarded without competition and exceed the simplified acquisition threshold fixed at 41 USC 403(11). Recipients might be required to make available to ACF pre-award review and procurement documents, such as request for proposals or invitations for bids, independent cost estimates, etc.

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

**Other:** Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to insurance, professional services costs, space and equipment rentals, printing and publication, computer use, training costs, such as tuition and stipends, staff development costs, and administrative costs.

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

**Indirect Costs:** This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services or another cognizant Federal agency.

An applicant proposing to charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, it should immediately upon notification that an award will be made, develop a tentative indirect cost rate proposal based on its most recently completed fiscal year in accordance with the principles set forth

in the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency.

Applicants awaiting approval of their indirect cost proposals may also request indirect costs. It should be noted that when an indirect cost rate is requested, those costs included in the indirect cost pool should not also be charged as direct costs to the grant. Also, if the applicant is requesting a rate which is less than what is allowed under the agreement, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

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

Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application which contain this information. Program income generated under any Federal grant resulting from this announcement shall be used in one of the following ways: (1) deducted from the total project costs, (2) under cost-sharing used for allowable costs to satisfy this requirement, (3) added to funds committed to the project and used to further program objectives. For 1 or 2, the income should be used for current costs unless the awarding agency authorizes deferral to a later period. For 3, there is no requirement to request prior approval to defer use of program income for a later period.

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

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

3. Applicants must provide the following certifications. Copies of the forms and assurances are located at the end of this announcement.

a. Certification regarding lobbying if your anticipated award exceeds \$100,000.

b. Certification regarding environmental tobacco smoke. By signing and submitting the applications, applicant provides certification that they will comply with the requirements of the Pro-Children Act of 1994 (P.L. 103-227, Part C—Environmental Tobacco Smoke) and need not mail back the certification with the application.

c. Certification regarding debarment, suspension, and other Ineligibility. By signing and submitting the applications, applicant provides certification that

they are not presently debarred, suspended or otherwise ineligible for this award and therefore need not mail back the certification with the application.

d. Drug-Free Workplace Act of 1988.

*C. Deadline*

1. Mailed applications shall be considered as meeting an announced deadline if they are received on or before the deadline date or sent on or before the deadline date and received by ORR in time for the independent review. Applications should be mailed to: Office of Refugee Resettlement, Administration for Children and Families, Division of Community Resettlement, 370 L'Enfant Promenade, S.W., Sixth Floor, Washington, D.C. 20447, *Attention: Standing Competition.*

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 hand-carried 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 Administration for Children and Families, Office of Refugee Resettlement, 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.

2. *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.

3. *Extension of deadlines:* ACF may extend the deadline for applicants affected by acts of God such as floods and hurricanes, or when there is widespread disruption of the mails. A determination to waive or extend

deadline requirements rests with the Chief Grants Management Officer.

4. Once an application has been submitted, it is considered as final and no additional materials will be accepted by ACF.

*D. Nonprofit Status*

Applicants other than public agencies must provide evidence of their nonprofit status with their applications. Any of the following is acceptable evidence: (1) A copy of the applicant organization's listing in the Internal Revenue Service's most recent list of tax-exempt organizations described in section 501(c)(3) of the IRS Code; or (2) a copy of the currently valid IRS tax exemption certificate.

*E. Intergovernmental Review*

This program is covered under Executive Order 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities."

As of June 15, 1997, 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: Alabama, Alaska, Colorado, Connecticut, Hawaii, Idaho, Kansas, Louisiana, Massachusetts, Minnesota, Montana, Nebraska, New Jersey, Ohio, Oklahoma, Oregon, Pennsylvania, South Dakota, Tennessee, Vermont, Virginia, Washington, American Samoa, and Palau.

All remaining jurisdictions participate in the E.O. process and have established Single Points of Contact (SPOCs). A list of the Single Points of Contact for each State and Territory is included as Appendix A of this announcement.

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 ORR 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, Office of Refugee Resettlement, Division of Community Resettlement, 6th Floor, 370 L'Enfant Promenade, S.W., Washington, D.C. 20447.

*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 OMB Approval No. 0970-0139, ACF Uniform Project Description.

*G. Applicable Regulations*

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

*H. Reporting Requirements*

Grantees are required to file the Financial Status Report (SF-269) semi-annually 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.

Although ORR does not expect the proposed components/projects to include evaluation activities, it does expect grantees to maintain adequate records to track and report on project outcomes and expenditures by budget line item.

The official receipt point for all reports and correspondence is the ORR Division of Community Resettlement. An original and one copy of each report shall be submitted within 30 days of the end of each reporting period directly to the Project Officer named in the award letter. The mailing address is: 370 L'Enfant Promenade S.W., Sixth Floor, Washington, D.C. 20447.

A final Financial and Program Report 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)

Dated: December 1, 1997.

**Leonard Glickman,**

*Acting 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

**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) 565-  
3855 or (404) 656-3829, FAX: (404)  
656-7938

**ILLINOIS**

Virginia Bova, State Single Point of  
Contact, Department of Commerce  
and Community Affairs, James R.  
Thompson Center, 100 West  
Randolph, Suite 3-400, Chicago,

Illinois 60601, Telephone: (312) 814-  
6028, FAX: (312) 814-1800

**INDIANA**

Frances Williams, State Budget Agency,  
212 State House, Indianapolis,  
Indiana 46204-2796, 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  
21201-3265, 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 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, FAX: (518) 486-5617

**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**

Kevin Nelson, Review Coordinator,  
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**

Rodney Grizzle, State Single Point of  
Contact, Grant Services, Office of the  
Governor, 1205 Pendleton Street—  
Room 331, Columbia, South Carolina  
29201, Telephone: (803) 734-0494,  
FAX: (803) 734-0356

**TEXAS**

Tom Adams, Governor's Office,  
Director, Intergovernmental  
Coordination, P.O. Box 12428, Austin,  
Texas 78711, Telephone: (512) 463-  
1771, FAX: (512) 463-1888

**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

**WEST VIRGINIA**

Fred Cutlip, Director, Community  
Development Division, W. Virginia  
Development Office, Building #6,  
Room 553, Charleston, West Virginia  
25305, Telephone: (304) 558-4010,  
FAX: (304) 558-3248

**WISCONSIN**

Jeff Smith, Section Chief, State/Federal  
Relations, Wisconsin Department of  
Administration, 101 East Wilson  
Street—6th Floor, P.O. Box 7868,  
Madison, Wisconsin 53707,  
Telephone: (608) 266-0267, FAX:  
(608) 267-6931

**WYOMING**

Matthew Jones, State Single Point of  
Contact, Office of the Governor, 200  
West 24th Street, State Capitol, Room  
124, Cheyenne, Wyoming 82002,  
Telephone: (307) 777-7446, FAX:  
(307) 632-3909

**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**

Mr. Alvaro A. Santos, Executive Officer,  
State Single Point of Contact, Office of  
Management and Budget, Office of the  
Governor, Saipan, MP, Northern  
Mariana Islands 96950, Telephone:  
(670) 664-2256, FAX: (670) 664-2272,  
Contact Person: Ms. Jacoba T. Seman,  
Federal Programs Coordinator,  
Telephone: (670) 644-2289, FAX:  
(670) 644-2272

**VIRGIN ISLANDS**

Nelson Bowry, 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

In accordance with Executive Order  
#12372, "Intergovernmental Review of  
Federal Programs," this listing  
represents the designated State Single  
Points of Contact. The jurisdictions not  
listed no longer participate in the  
process BUT GRANT APPLICANTS  
ARE STILL ELIGIBLE TO APPLY FOR  
THE GRANT EVEN IF YOUR STATE,  
TERRITORY, COMMONWEALTH, ETC  
DOES NOT HAVE A "STATE SINGLE  
POINT OF CONTACT." STATES  
WITHOUT "STATE SINGLE POINTS  
OF CONTACT" INCLUDE: Alabama,  
Alaska, American Samoa, Colorado,  
Connecticut, Kansas, Hawaii, Idaho,  
Louisiana, Massachusetts, Palau,  
Minnesota, Montana, Nebraska, New  
Jersey, Oklahoma, Oregon,  
Pennsylvania, South Dakota, Tennessee,  
Vermont, Virginia, and Washington.  
This list is based on the most current  
information provided by the States.  
Information on any changes or apparent  
errors should be provided to the Office  
of Management and Budget and the  
State in question. Changes in the list  
will only be made upon formal  
question. Changes to the list will only  
be made upon formal notification by the  
State. Also, this listing is published  
biannually in the Catalogue of Federal  
Domestic Assistance.

BILLING CODE 4184-01-P

# APPLICATION FOR FEDERAL ASSISTANCE

OMB Approval No. 0348-0043

|   |             |   |                              |
|---|-------------|---|------------------------------|
| <b>1. TYPE OF SUBMISSION:</b><br>Application                      Preapplication<br><input type="checkbox"/> Construction <input type="checkbox"/> Construction<br><input type="checkbox"/> Non-Construction <input type="checkbox"/> Non-Construction  |             | <b>2. DATE SUBMITTED</b>  | Applicant Identifier         |
|   |             | <b>3. DATE RECEIVED BY STATE</b>  | State Application Identifier |
|   |             | <b>4. DATE RECEIVED BY FEDERAL AGENCY</b>   | Federal Identifier           |
| <b>5. APPLICANT INFORMATION</b>   |             |   |                              |
| Legal Name:   |             | Organizational Unit:  |                              |
| Address (give city, county, state, and zip code):   |             | Name and telephone number of person to be contacted on matters involving this application (give area code)  |                              |
| <b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b><br><div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 5px;"></div>  |             | <b>7. TYPE OF APPLICANT: (enter appropriate letter in box)</b> <input type="checkbox"/><br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">           A. State<br/>           B. County<br/>           C. Municipal<br/>           D. Township<br/>           E. Interstate<br/>           F. Intermunicipal<br/>           G. Special District         </div> <div style="width: 45%;">           H. Independent School Dist.<br/>           I. State Controlled Institution of Higher Learning<br/>           J. Private University<br/>           K. Indian Tribe<br/>           L. Individual<br/>           M. Profit Organization<br/>           N. Other (Specify) _____         </div> </div> |                              |
| <b>8. TYPE OF APPLICATION:</b><br><div style="display: flex; justify-content: space-around; margin-top: 10px;"> <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"/><br><div style="display: flex; justify-content: space-around; margin-top: 5px;">           A. Increase Award    B. Decrease Award    C. Increase Duration<br/>           D. Decrease Duration    Other (specify): _____         </div> |             |   |                              |
| <b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b><br><br><div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin-bottom: 5px;"></div> </div> TITLE:   |             | <b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b>  |                              |
| <b>12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):</b>  |             |   |                              |
| <b>13. PROPOSED PROJECT</b>   |             | <b>14. CONGRESSIONAL DISTRICTS OF:</b>  |                              |
| Start Date  | Ending Date | a. Applicant                      b. Project  |                              |
| <b>15. ESTIMATED FUNDING:</b>   |             | <b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b><br><br>a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:<br><br>DATE _____<br><br>b. NO. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372<br><input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW  |                              |
| a. Federal  | \$ .00      |   |                              |
| b. Applicant  | \$ .00      | <b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b><br><br><input type="checkbox"/> Yes    If "Yes," attach an explanation. <input type="checkbox"/> No   |                              |
| c. State  | \$ .00      |   |                              |
| d. Local  | \$ .00      |   |                              |
| e. Other  | \$ .00      |   |                              |
| f. Program Income   | \$ .00      |   |                              |
| g. TOTAL  | \$ .00      |   |                              |
| <b>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.</b>  |             |   |                              |
| a. Typed Name of Authorized Representative  |             | b. Title  | c. Telephone Number          |
| d. Signature of Authorized Representative   |             | e. Date Signed  |                              |

Previous Edition Usable  
Authorized for Local Reproduction

Standard Form 424 (REV 4-92)  
Prescribed by OMB Circular A-102



**Instructions For The SF 424**

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

Please do not return your completed form to the Office of Management and Budget, send it to the Address Provided By The Sponsoring Agency.

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 (or 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 of 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 allowances, 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-P

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             |                                     |     |     |     |     |           |
|---|-------------------------------------|-----|-----|-----|-----|-----------|
| 6. 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 - 6 h) |                                     |     |     |     |     |           |
| j. Indirect Charges                       |                                     |     |     |     |     |           |
| k. TOTALS (sum of 6i and 6j)              | \$                                  | \$  | \$  | \$  | \$  | \$        |
| 7. Program Income                         | \$                                  | \$  | \$  | \$  | \$  | \$        |

Previous Edition Usable

Authorized for Local Reproduction

Standard Form 424A (Rev. 4-92)  
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. TOTAL (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. Non-Federal   |                                |                       |                   |             |             |
| 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. TOTAL (sum of lines 16 - 19)  | \$                             | \$                    | \$                | \$          |             |
| SECTION F - OTHER BUDGET INFORMATION  |                                |                       |                   |             |             |
| 21. Direct Charges:   |                                | 22. Indirect Charges: |                   |             |             |
| 23. Remarks:  |                                |                       |                   |             |             |

Authorized for Local Reproduction

Standard Form 424A (Rev. 4-92) Page 2

**Instructions for the SF 424A**

Public reporting burden for this collection of information is estimated to average 180 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

Please do not return your completed form to the Office of Management and Budget, send it to the address provided by the sponsoring agency.

**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 function 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 of 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 total 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 Lines 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 6i 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 in 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**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing

the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

Please do not return your completed form to the Office of Management and Budget, send it to the address provided by the sponsoring agency.

**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 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 C.F.R. 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. 290 dd-3 and 290 ee-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 non-discrimination 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, as applicable, 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 (41 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 or OMB Circular No. A-133, Audits of Institutions of Higher Learning and other Non-profit Institutions.

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-P

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645(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 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, SW Washington, DC 20201.

**Certification Regarding Drug-Free Workplace Requirements**  
(Instructions for Certification)

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.
2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards 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, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For grantees other than individuals, Alternate I applies.
4. For grantees who are individuals, Alternate II applies.
5. 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.
6. 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).
7. If the workplace identified to the agency 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 paragraph five).
8. 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 U.S.C. 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).

**Certification Regarding Drug-Free Workplace  
Requirements**

**Alternate I. (Grantees Other Than Individuals)**

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 paragraph (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 paragraph (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).

(B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

---

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

*Alternate II. (Grantees Who Are Individuals)*

(a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

(b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

[55 FR 21690, 21702, May 25, 1990]



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

*Instructions for Certification*

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification is this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.

4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact that person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, [[Page 33043]] should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

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

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4 debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a low tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

\* \* \* \* \*

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

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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

*Instructions for Certification*

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's 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.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other

remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

\* \* \* \* \*

**Certification Regarding Debarment, Suspension, and other Responsibility Matters—Primary Covered transactions**

(1) The prospective primary participant 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 by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with 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 indicted for 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 three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

BILLING CODE 4184-01-P

### Protection of Human Subjects Assurance Identification/Certification/Declaration (Common Federal Rule)

**POLICY:** Research activities involving human subjects may not be conducted or supported by the Departments and Agencies adopting the Common Rule (56FR28003, June 18, 1991) unless the activities are exempt from or approved in accordance with the common rule. See Section 101(B) the common rule for exemptions. Institutions submitting applications or proposals for support must submit certification of appropriate Institutional Review Board (IRB) review and approval to the Department or Agency in accordance with the common rule.

Institutions with an assurance of compliance that covers the research to be conducted on file with the Department, Agency or the Department of Health and Human Services (HHS) should submit certification of IRB review and approval with each application or proposal unless otherwise advised by the Department or Agency. Institutions which do not have such an assurance must submit an assurance and certification of IRB review and approval within 30 days of a written request from the Department or Agency.

|   |   |   |
|---|---|---|
| 1. Request Type<br><input type="checkbox"/> ORIGINAL<br><input type="checkbox"/> FOLLOWUP<br><input type="checkbox"/> EXEMPTION | 2. Type of Mechanism<br><input type="checkbox"/> GRANT <input type="checkbox"/> CONTRACT <input type="checkbox"/> FELLOWSHIP<br><input type="checkbox"/> COOPERATIVE AGREEMENT<br><input type="checkbox"/> OTHER: _____ | 3. Name of Federal Department or Agency and, if known, Application or Proposal Identification No. |
| 4. Title of Application or Activity   |   | 5. Name of Principal Investigator, Program Director, Fellow, or Other                             |

6. Assurance Status of this Project (*Respond to one of the following*)

- ☐ This assurance, on file with the Department of Health and Human Services, covers this activity:  
Assurance identification no. M-\_\_\_\_\_ IRB identification no. \_\_\_\_\_
- ☐ This Assurance, on file with (agency/dept.) \_\_\_\_\_, covers this activity:  
Assurance identification no. \_\_\_\_\_ IRB identification no. \_\_\_\_\_ (if applicable)
- ☐ No assurance has been filed for this project. This institution declares that it will provide an Assurance and Certification of IRB review and approval upon request.
- ☐ *Exemption status:* Human subjects are involved, but this activity qualifies for exemption under Section 101 (b), paragraph \_\_\_\_\_

7. Certification of IRB Review (*Respond to one of the following IF you have an Assurance on file*)

- ☐ This activity has been reviewed and approved by the IRB in accordance with the common rule and any other governing regulations and subparts on (date) \_\_\_\_\_ by: ☐ Full IRB Review or ☐ Expedited Review.
- ☐ This activity contains multiple projects, some of which have not been reviewed. The IRB has granted approval on condition that all projects covered by the common rule will be reviewed and approved before they are initiated and that appropriate further certification will be submitted.

8. Comments

|  |                              |                                     |  |
|--|------------------------------|-------------------------------------|--|
| 9. The official signing below certifies that the information provided above is correct and that, as required, future reviews will be performed and certification will be provided. |                              | 10. Name and Address of Institution |  |
| 11. Phone No. (with area code)   | 12. Fax No. (with area code) | 14. Title                           |  |
| 13. Name of Official   |                              |                                     |  |
| 15. Signature  |                              | 16. Date                            |  |

Authorized for local reproduction

Public reporting burden for this collection of information is estimated to average 5 minutes per response. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: PHS Reports Clearance Officer (9999-0020 and 0925-0418), Humphrey Building, 200 Independence Ave. S.W., Washington, D.C. 20201. Attn: PRA. Do not return the completed form to this address.

OPTIONAL FORM 310 (Rev. 1-95)  
Sponsored by HHS/PHS/NIH

**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 an 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.

Statement for Loan Guarantees 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-P

## DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB  
0348-0046Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse for public burden disclosure.)

|   |  |   |  |   |  |
|---|--|---|--|---|--|
| <b>1. Type of Federal Action:</b><br><input type="checkbox"/> a. contract<br><input type="checkbox"/> b. grant<br><input type="checkbox"/> c. cooperative agreement<br><input type="checkbox"/> d. loan<br><input type="checkbox"/> e. loan guarantee<br><input type="checkbox"/> f. loan insurance   |  | <b>2. Status of Federal Action:</b><br><input type="checkbox"/> a. bid/offer/application<br><input type="checkbox"/> b. initial award<br><input type="checkbox"/> c. post-award |  | <b>3. Report Type:</b><br><input type="checkbox"/> a. initial filing<br><input type="checkbox"/> b. material change<br><br><b>For material change only</b><br>Year _____ Quarter _____<br><br>date of last report _____ |  |
| <b>4. Name and Address of Reporting Entity:</b><br><input type="checkbox"/> Prime <input type="checkbox"/> Subawardee<br>Tier _____, if known.<br><br>Congressional District, if known  |  |   | <b>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</b><br><br>Congressional District, if known |   |  |
| <b>6. Federal Department/Agency:</b>  |  |   | <b>7. Federal Program Name/Description:</b><br>CFDA Number, if applicable:   |   |  |
| <b>8. Federal Action Number, if known:</b>  |  |   | <b>9. Award Amount, if known:</b><br>\$  |   |  |
| <b>10. a. Name and Address of Lobbying Registrant</b><br>(if individual, last name, first name, MI):  |  |   | <b>b. Individuals Performing Services</b><br>(including address if different from No. 10a)<br>(last name, first name, MI):     |   |  |
| Items 11 through 15 are deleted.  |  |   |  |   |  |
| <b>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.</b> |  |   | Signature: _____<br>Print Name: _____<br>Title: _____<br>Telephone No.: _____ Date: _____                                      |   |  |
| Federal Use Only:   |  |   | Authorized for Local Reproduction<br>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 routinely owned or leased or contracted for by an entity and used routinely or regularly for 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 \$1000 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 the children's services and that all subgrantees shall certify accordingly.

[FR Doc. 97-32073 Filed 12-8-97; 8:45 am]

BILLING CODE 4184-01-P

**DEPARTMENT OF THE INTERIOR****Bureau of Land Management**

[UTU-62159]

**Utah; Propose Reinstatement of Terminated Oil and Gas Lease**

In accordance with Title IV of the Federal Oil and Gas Royalty Management Act (Pub. L. 97-451), a petition for reinstatement of oil and gas lease VTU-62159 for lands in Duchesne County, Utah, was timely filed and required rentals accruing from November 1, 1997, the date of termination, have been paid.

The lessee has agreed to new lease terms for rentals and royalties at rates of \$5 per acre and 16 $\frac{2}{3}$  percent, respectively. The \$500 administrative fee has been paid and the lessee has reimbursed the Bureau of Land Management for the cost of publishing this notice.

Having met all the requirements for reinstatement of the lease as set out in Section 31 (d) and (e) of the Mineral Leasing Act of 1920 (30 U.S.C. 188), the Bureau of Land Management is proposing to reinstate lease UTU-62159, effective November 1, 1997, subject to the original terms and conditions of the

lease and the increased rental and royalty rates cited above.

**Robert Lopez,**

*Group Leader, Minerals Adjudication Group.*  
[FR Doc. 97-32153 Filed 12-8-97; 8:45 am]

BILLING CODE 4310-DQ-M

**DEPARTMENT OF INTERIOR****National Park Service****Delaware and Lehigh Navigation Canal National Heritage Corridor Commission Meeting**

**AGENCY:** National Park Service, Interior.

**ACTION:** Notice of meeting.

**SUMMARY:** This notice announces an upcoming meeting of the Delaware and Lehigh Navigation Canal National Heritage Corridor Commission. Notice of this meeting is required under the Federal Advisory Committee Act (Pub. L. 92-463).

Meeting Date and Time: Wednesday, December 17, 1997; 1:30-4:00 p.m.

Address: Zephyr Park Community Center, Schadt Avenue, Whitehall, PA 18052.

The agenda for the meeting will focus on implementation of the Management Action Plan for the Delaware and Lehigh Canal National Heritage Corridor and State Heritage Park. The Commission was established to assist the Commonwealth of Pennsylvania and its political subdivisions in planning and implementing an integrated strategy for protecting and promoting cultural, historic and natural resources. The Commission reports to the Secretary of the Interior and to Congress.

**SUPPLEMENTARY INFORMATION:** The Delaware and Lehigh Navigation Canal National Heritage Corridor Commission was established by Pub. L. 100-692, November 18, 1988.

**FOR FURTHER INFORMATION CONTACT:**

Executive Director, Delaware and Lehigh Navigation Canal, National Heritage Corridor Commission, 10 E. Church Street, Room P-208, Bethlehem, PA 18018, (610) 861-9345.

Dated: December 2, 1997.

**Gerald R. Bastoni,**

*Executive Director, Delaware and Lehigh Navigation Canal NHC Commission.*  
[FR Doc. 97-32153 Filed 12-8-97; 8:45 am]

BILLING CODE 6820-PE-M

**DEPARTMENT OF THE INTERIOR****National Park Service****National Register of Historic Places; Notification of Pending Nominations**

Nominations for the following properties being considered for listing in the National Register were received by the National Park Service before November 29, 1997. Pursuant to section 60.13 of 36 CFR Part 60 written comments concerning the significance of these properties under the National Register criteria for evaluation may be forwarded to the National Register, National Park Service, P.O. Box 37127, Washington, D.C. 20013-7127. Written comments should be submitted by December 24, 1997.

**Carol D. Shull,**

*Keeper of the National Register.*

**ALASKA**

Sitka Borough-Census Area

Sitka US Post Office and Court House,  
100 Lincoln St.,  
Sitka, 97001584

Yukon-Koyukuk Borough-Census Area

Sourdough Inn,  
Jct. of First and Sled Sts.,  
Fort Yukon, 97001585

**ARIZONA**

Yavapai County

Clarkdale Historic District,  
Roughly along Main St., roughly bounded by  
Verde R. including industrial smelter site.,  
Clarkdale, 97001586

**CALIFORNIA**

Calaveras County

Copperopolis Armory,  
695 Main St.,  
Copperopolis, 97001588  
Copperopolis Congregational Church,  
411 Main St.,  
Copperopolis, 97001587

**FLORIDA**

Leon County

Jacksonville, Pensacola and Mobile Railroad  
Company Freight Depot,  
918 Railroad Ave.,  
Tallahassee, 97001589

**MONTANA**

Ravalli County

Summers—Quast Farmstead,  
1288 Eastside Hwy.,  
Corvallis, 97001590

**NEW MEXICO**

Bernalillo County

Enchanted Mesa Trading Post  
(Route 66 Through New Mexico MPS),  
9612 Central Ave. SE,  
Albuquerque, 97001595

Hilltop Lodge

(Route 66 Through New Mexico MPS),  
5410 Central Ave. SW,