- unemployment rate, business starts and failures, and major employers;
- Provides for the conduct of a continuing process evaluation. This should include the periodic assessment of the following: client characteristics, pertinent policies and procedures; staffing; cooperative partnerships with state and local agencies; use of other community resources; client outreach and recruitment; client service delivery; cost of services; and, level of technical and financial assistance to employers. The types of data and information, measures and indicators to be used for the process evaluation, as well as the methods and timeframe for collecting and analyzing the required data should be indicated:
- Provides for the completion of two interim evaluation reports and a final report comprising both process and outcome evaluation. The final evaluation report will describe the program design and any changes from the original workplan, outreach and recruitment results, interventions, and accomplishments. The measurement instruments, data collection procedures, and analysis techniques should be discussed, and the report should yield conclusions as to how well the program works and why. It should also discuss the program's potential for replication in other communities: and
- Includes a realistic plan for disseminating the project findings to other interested organizations and public agencies.

## Criterion VI: Public-Private Partnerships (Maximum: 10 points)

- —The cooperative partnership arrangements are fully described and clearly relate to the objectives of the proposed project, and the activities include one or more of the mandatory or optional components of the State's JOBS program as described in Part II, Section A.
- -In the case of projects involved in the creation of non-traditional employment opportunities in highway construction and maintenance or the machine tool industry, agreements with the appropriate partners (for example: highway departments, contractors, unions or businesses) should clearly identify the undertakings of each partner in terms of training, support, apprenticeships, career opportunities, and the like.
- The application documents that the applicant will mobilize from public and/or private sources cash and/or third-party in-kind contributions.

- Applications that document that the value of such contributions will be at least equal to the OCS funds requested, and demonstrate that the cooperative partnership arrangements clearly relate to the objectives of the proposed project, will receive the maximum number of points for this criterion. Lesser contributions will be given consideration based upon the value documented.
- —Applicants should note that partnership relationships are not created via service delivery contracts; partners should be responsible for substantive project components or elements.
- -The above requirements are also applicable to applications submitted in the area of non-traditional employment opportunities. (See Part II, A for minimum requirement to be included in the cooperative partnership agreement.)

Criterion VII: Budget Appropriateness and Reasonableness (Maximum: 5 points)

Funds requested are commensurate with the level of effort necessary to accomplish the goals and objectives of

the project.

The application includes a detailed budget break-down for each of the budget categories in the SF-424A. The applicant presents a reasonable administrative cost if an indirect cost rate has not been negotiated with the cognizant Federal agency (See Part VI, Section B, Line 6j).

The estimated cost to the government of the project also is reasonable in relation to the anticipated results.

## Part V—Application Procedures and **Selection Process**

## A. Availability of Forms

Attachment B contains all of the standard forms necessary for the application for awards under this OCS program. This attachment and Parts VI and VII of this announcement contain all of the instructions required for submittal of applications. These forms may be photocopied for the application. Copies of the **Federal Register** 

containing this announcement are available at most local libraries and Congressional District Offices for reproduction or accessible on the OCS Electronic Bulletin Board for downloading through your computer modem by calling 1-800-627-8886. If copies are not available at these sources, they may be obtained by writing or telephoning the office listed under the section entitled FOR FURTHER **INFORMATION** at the beginning of this announcement.

The applicant must be aware that in signing and submitting the application for this award, it is certifying that it will comply with the Federal requirements concerning the drug-free workplace and debarment regulations set forth in Attachments C and D.

Part VII, Section A contains instructions for the project narrative.

## B. Application Submission

The closing date for submission of applications is noted under "CLOSING DATE' at the beginning of this Announcement.

- 1. Deadlines. Applications shall be considered as meeting the deadline if they are either:
- a. Received on or before the deadline date at the Department of Health and Human Services, Administration for Children and Families, Division of Discretionary Grants, 370 L'Enfant Promenade, SW., 6th Floor, (OCS-95-08) Washington, DC 20447, Attention: Maiso Bryant, or
- b. Sent on or before the deadline date and received by the granting agency in time for them to be considered during the competitive review and evaluation process under Chapter 1-62 of the Health and Human Services Grants Administration Manual. (Applicants are cautioned to request a legibly dated U.S. Postal Service postmark or to obtain a legibly dated receipt from a commercial carrier or the U.S. Postal Service. Private metered postmarks are not acceptable as proof of timely mailing.)
- 2. Applications submitted by other means. Applications which are not submitted in accordance with the above criteria shall be considered as meeting the deadline only if they are physically received before the close of business on or before the deadline date. Hand delivered applications will be accepted at the Department of Health and Human Services, Administration for Children and Families, Division of Discretionary Grants, 901 D Street SW., 6th Floor, ACF Guard Station, Washington, DC 20447 during the normal working hours of 8 a.m. to 4:30 p.m., Monday through Friday.
- 3. *Late Applications*. Applications which do not meet one of these criteria are considered late applications. The **ACF Division of Discretionary Grants** will notify each late applicant that its application will not be considered in this competition.
- 4. Extension of Deadline. The ACF may extend the deadline for all applicants because of acts of God such as floods, hurricanes, etc. or when there is a disruption of the mails. However, if the granting agency does not extend the deadline for all applicants, it may not