

the steps and activities proposed to carry out the objectives of the project, if funded, including a timetable for implementation. ORR anticipates that such activities may include, but are not limited to:

- Intensive, individually tailored technical assistance to a certain number of refugee ethnic community-based organizations in a limited number of sites;
- General community development assistance (i.e. grassroots democracy and organizing, leadership training, coalition building, resource development) for a broad audience of refugee community-based organizations;
- Facilitation of peer to peer consultation among community-based organizations; and
- Development and applied testing of a refugee appropriate model design or curricula for these activities.

F. A line-item budget with narrative justification for each line which correlates with and/or refers to the workplan.

#### **Application Review Criteria**

Applications will be reviewed, scored, and ranked in accordance with the following criteria:

1. Understanding of community development demonstrated by the quality of the discussion of the criteria that would be used and how they would be applied in selecting implementation sites and participating refugee CBOs, including appropriate examples of each. (10 Points)
2. Adequacy of the applicant's community development strategy, including leveraging of other resources and recruiting mainstream service providers, and the appropriateness of this approach for refugee community organizations. (25 Points)
3. Appropriateness of the anticipated outcomes. (15 Points)
4. Qualifications of the applicant agency, including the staffing plan and qualifications of key personnel to carry out the proposed activities. (25 Points)
5. Adequacy and reasonableness of implementation plan. (15 points)
6. Appropriateness, cost-effectiveness, and reasonableness of the budget. (10 Points)

#### **Administrative Requirement**

##### **A. Availability of Application Forms**

All forms necessary for submission of an application, as described herein are attached to this announcement and may be reproduced.

##### **B. Assurances and Procedures**

Applicants requesting financial assistance for a non-construction project

must file the Standard Form 424B, "Assurances: Non-Construction Programs." Applicants must sign and return the Standard Form 424B with their applications.

The following certifications are attached: Drug-Free Workplace, Debarment, Environmental Tobacco Smoke, and Anti-Lobbying. In signing and submitting an application, the applicant should be aware that it is certifying that it will comply with the Federal requirement concerning the above-cited certifications for a drug-free workplace, debarment, and environmental tobacco smoke. By signing and submitting the applications, applicants are providing these certifications and need not mail back the certification with the applications. However, the applicant must submit a signed certification regarding Lobbying with the application.

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

Any non-profit organization submitting an application must submit proof of its non-profit status in its application at the time of submission. The non-profit agency can accomplish this by providing a copy of the applicant's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in Section 501(c)(3) of the IRS code or by providing a copy of the currently valid IRS tax exemption certificate, and by providing a copy of the articles of incorporation bearing the seal of the State in which the corporation or association is domiciled.

#### **C. Closing Date**

1. Applications will be considered to have met the announced deadline if they are received at the address specified in this announcement by 6:30 p.m. on July 24, 1995. Applicants are responsible for mailing applications well in advance, when using all mail services, to ensure that the applications are received on or before the deadline date. (Applicants are cautioned that postmarks will not be considered as a methodology for meeting the deadline.)

2. Applications which do not meet the criteria in paragraph 1 of this section are considered late applications. The ACF shall notify each late applicant that its application will not be considered in the current competition.

3. The ACF may extend the deadline for all applicants because of acts of God such as floods, hurricanes, etc., or when there is a widespread disruption of the mails. However, if the ACF does not extend the deadline for all applicants, it

may not waive or extend the deadline for any applicant.

4. Once an application has been submitted, it is considered as final and no additional materials will be accepted by ORR. An application with an original signature and two copies is required. Applications, if mailed, should be addressed to: Department of Health and Human Services, Administration for Children and Families, Division of Discretionary Grants, 370 L'Enfant Promenade SW., Washington, DC 20447.

No application will be accepted by telefax. Hand delivered applications are accepted during the normal working hours of 8 a.m. to 6:30 p.m. (Eastern Daylight Time), Monday through Friday, on or prior to the established closing date at: Administration for Children and Families, Division of Discretionary Grants, 6th Floor, ACF Guard Station, 901 D Street, SW., Washington, DC 20447.

The application should reference this program announcement.

#### **Intergovernmental Review**

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

All States and Territories except Alabama, Alaska, Colorado, Connecticut, Hawaii, Idaho, Kansas, Louisiana, Massachusetts, Minnesota, Montana, Nebraska, Oklahoma, Oregon, Pennsylvania, South Dakota, Tennessee, Virginia, Washington, American Samoa and Palau have elected to participate in the Executive Order process and have established Single Points of Contact (SPOCs). Applicants from these nineteen jurisdictions need take no action regarding Executive Order 12372. Applicants for projects to be administered by Federally-recognized Indian Tribes are also exempt from the requirements of E.O. 12372. Otherwise, applicants should contact their SPOCs as soon as possible to alert them of the prospective applications and receive any necessary instructions. Applicants must submit any required material to the SPOCs as soon as possible so that the program office can obtain and review SPOC comments as part of the award process. It is imperative that the applicant submit all required materials, if any, to the SPOC and indicate the date of this submittal (or the date of contact