

(1) Identify all proposed services which are to be awarded to subrecipients/subcontractors;

(2) Provide relevant background material regarding the proposed subrecipient(s)/subcontractor(s), and;

(3) Provide letters from the proposed subrecipient(s)/subcontractor(s) indicating their commitment and the specific services to be provided.

e. Budget.

(1) Itemized budget.

(2) A narrative explaining the budget.

Screening Criteria

CRS will screen all applications submitted pursuant to this Notice to determine whether an application is sufficiently complete to warrant consideration and review by the CRS Review Panel. An application may be rejected if:

1. The application is from an ineligible applicant;

2. The application is received after the closing date;

3. The application omits:

a. Documented written evidence of community support for the program;

b. A comprehensive line-item budget with appropriate descriptive narrative, or;

c. A copy of the latest financial audit of the applicant.

Criteria for Evaluating Applications

Applications will be reviewed, evaluated, and ranked numerically according to the following weighted criteria:

1. The degree to which the entire proposed plan for developing, implementing and administering a shelter care program is clear, succinct, integrated, efficient, cost effective and likely to achieve program objectives. (15 POINTS)

2. The quality of the applicant's program management and staffing plans as demonstrated by:

a. The adequacy of the plan for program management and the plan for coordination between the components of the program.

b. The adequacy of the plan for coordination with community and governmental agencies.

c. The adequacy of the qualifications of the applicant organization, and the extent to which this organization has a demonstrated record as a provider of child welfare or other social services.

d. The extent to which the applicant has a demonstrated capacity for effective fiscal management and accountability.

e. The extent to which subrecipient(s)/subcontractor(s) have a demonstrated capacity for effective

fiscal and program management and accountability.

f. The adequacy of the plans for staff supervision and intra-program communication.

g. The adequacy of the staffing plans in terms of the relationship between the proposed functions and responsibilities of the staff in the program, and the education and relevant experience required for the position.

h. Clear organizational charts delineating organizational relationships and levels of authority, including the identification of the staff position accountable for the overall management, direction and progress of the program. (20 POINTS)

3. Program Services—The applicant's response to the required program services, including a description of program resources which demonstrates:

a. The capacity of the program to offer comprehensive, integrated and differential services which meet the needs of the clients.

b. Utilization of resources in a manner which enhances program control, structure and accountability.

c. Provision of service in a manner which promotes and fosters cultural identification and mutual support.

d. Sensitivity to the issues of culture, race, ethnicity and native language. (20 POINTS)

4. The degree to which the applicant provides effective strategies of programmatic control, predictability and accountability as evidenced by the structure and continuity inherent in the program design. (15 POINTS)

5. The adequacy of the plans for:

a. developing and updating individual client service plans; and,

b. the proposed system of case management. (10 POINTS)

6. The reasonableness of the proposed budget and budget narrative, in relation to proposed program activities. (10 POINTS)

7. The plan for program evaluation, including the methodology and criteria for evaluation of the program. (5 POINTS)

8. The degree to which the application has provided written documented evidence of community support and acceptance of the program. (5 POINTS)

Application Submission

Applicants must submit a signed original and two copies of the Proposal and supporting documentation to the United States Department of Justice, Community Relations Service, Suite 330, 5550 Friendship Boulevard, Chevy Chase, Maryland, 20815; Attention: Orin McCrae, Grants Officer by 5 p.m. (Eastern Time) of the closing date.

Applications Delivered by Mail

An applicant must show proof of mailing consistency of the following:

1. A legible dated U.S. Postal Service postmark.

2. A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.

3. A dated shipping label, invoice, or receipt from a commercial carrier.

If an application is sent through the U.S. Postal Service, CRS does not accept either of the following as proof of mailing: (1) A private metered postmark, or (2) a mail receipt that is not dated by the U.S. Postal Service.

Applicants should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, the applicant should check with its local Post Office.

Applicants are encouraged to use registered or at least First Class mail. Each late applicant will be notified that the application will not be considered.

Applications postmarked on or before 5 p.m. (Eastern Daylight Time), September 11, 1995, shall be considered as timely applications.

Applications Delivered by Hand

An application that is hand delivered must be taken to the United States Department of Justice, Community Relations Service, Suite 330, 5550 Friendship Boulevard, Chevy Chase, Maryland, 20815.

The Grants Management Office will accept hand delivered applications between 9 a.m. and 5 p.m., Eastern Daylight Time, daily, except Saturdays, Sundays, and Federal holidays. An application that is hand delivered will not be accepted after 5 p.m., Eastern Daylight Time, on the closing date. Applications hand delivered on or before the closing date shall be considered as timely applications.

Public Program Orientation Meeting for Prospective Applicants

CRS will hold a public program orientation meeting for prospective applicants in regard to this Notice. Information regarding the time, date and location of the meeting(s) will be included in the proposal application package.

Proposal Review

Proposals will be reviewed, evaluated, and ranked numerically by an independent review panel on the basis of weighted criteria listed in this Notice. All funding decisions are at the discretion of the Associate Director for Immigration and Refugee Affairs, CRS. Awards will be subject to the availability of funds.