

# GOVERNMENT GRANTS

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## **Disclaimer**

The web sites, agencies, companies, publications or entities listed below are purely for informational and referential purposes. We are not linked to, nor do we endorse their contents.

Most of us have dream projects that we would love to get started ... if only. If only we had the funding! Ever thought of the government helping you realize your dreams? Some people have. This information is a result of their research.

Countless individuals have received a portion of the billions of dollars of funding the federal government budgets for aiding individuals, groups and associations, in reaching their goals.

Our goal is to point you in the right direction by providing URLs and the names of publications to help you more readily find programs suited to your goals. Therefore, this article contains only a sample of programs available

## **We provide the information ... you do your own research**

We can't do everything for you, but we can save you months of research time by pointing you in the right direction and giving you links to state and federal resources. The information in this ebook, including the web addresses and publication listings are to help you find programs suited to your goals. Hence, we are only listing a sample of programs that are available.

## **Okay, I'm interested ... give me some specifics!**

There are 1,425 assistance programs administered by 57 federal agencies.

The federal government offers 15 types of assistance (seven of these are financial types, and eight non-financial types).

The most comprehensive listing of federal programs, for education, career or business, can be found in the Catalog of Federal Domestic Assistance (CFDA). This catalog can be obtained at most public libraries, or purchased at the US Government Printing Office (GPO) at <http://www.gpo.gov/>.

If you want a user-friendly, easy-to-navigate catalogue, visit the Office of the Assistant Secretary for Planning and Evaluation (ASPE) at <http://aspe.hhs.gov/>. Click the link for the Catalogue of Federal Domestic Assistance (CFDA). You'll find detailed information on each program. You can view the programs alphabetically (<http://aspe.os.dhhs.gov/cfda/ialphall.htm>), numerically, (<http://aspe.hhs.gov/cfda/inumall.htm>), by subject or topic (<http://aspe.hhs.gov/cfda/ifun.htm>), by target or beneficiary group (<http://aspe.hhs.gov/cfda/iben.htm>), by agency within department (<http://aspe.hhs.gov/cfda/idept.htm>), and by independent agency (<http://aspe.hhs.gov/cfda/ideptaa.htm>).

# Developing a grant proposal

## ***Preparation***

A successful grant proposal is one that is well prepared, thoughtfully planned, and concisely packaged. The potential applicant should become familiar with all of the pertinent program criteria related to the Catalog program from which assistance is sought. Refer to the information contact person listed in the Catalog program description before developing a proposal to obtain information such as whether funding is available, when applicable deadlines occur, and the process used by the grantor agency for accepting applications. Applicants should remember that the basic requirements, application forms, information and procedures vary with the Federal agency making the grant award.

Individuals without prior grant proposal writing experience may find it useful to attend a grant writing workshop. A workshop can amplify the basic information presented here. Applicants interested in additional readings on grants and proposal development should consult the references listed at the end of this section and explore other library resources.

## ***Developing Ideas for the Proposal***

When developing an idea for a proposal it is important to determine if the idea has been considered in the applicant's locality or State. A careful check should be made with legislators and area government agencies and related public and private agencies, which may currently have grant awards or contracts to do similar work. If a similar program already exists, the applicant may need to reconsider submitting the proposed project, particularly if duplication of effort is perceived. If significant differences or improvements in the proposed project's goals can be clearly established, it may be worthwhile to pursue Federal assistance.

## ***Community Support***

Community support for most proposals is essential. Once proposal summary is developed, look for individuals or groups representing academic, political, professional, and lay organizations, which may be willing to support the proposal in writing. The type and caliber of community support is critical in the initial and subsequent review phases. Numerous letters of support can be persuasive to a grantor agency. Do not overlook support from local government agencies and public officials. Letters of endorsement detailing exact areas of project sanction and commitment are often requested as part of a proposal to a Federal agency. Several months may be required to develop letters of endorsement since something of value (e.g., buildings, staff, services) is sometimes negotiated between the parties involved.

Many agencies require, in writing, affiliation agreements (a mutual agreement to share services between agencies) and building space commitments prior to either grant approval or award. A useful method of generating community support may be to hold meetings with the top decision makers in the community who would be concerned with the subject matter of the proposal. The forum for discussion may include a query into the merits of the proposal, development of a contract of support for the proposal, to generate data in support of the proposal, or development of a strategy to create proposal support from a large number of community groups.

## ***Identification of a Funding Resource***

A review of the Objectives and Uses and Use Restrictions sections of the Catalog program description can point out which programs might provide funding for an idea. Do not overlook the related programs as potential resources. Both the applicant and the grantor agency should have the same interests, intentions, and needs if a proposal is to be considered an acceptable candidate for funding.

Once a potential grantor agency is identified, call the contact telephone number identified in Information Contacts and ask for a grant application kit. Later, get to know some of the grantor agency personnel. Ask for suggestions, criticisms, and advice about the proposed project. In many cases, the more agency personnel know about the proposal, the better the chance of support and of an eventual favorable decision. Sometimes it is useful to send the proposal summary to a specific agency official in a separate cover letter, and ask for review and comment at the earliest possible convenience. Always check with the Federal agency to determine its preference if this approach is under consideration. If the review is unfavorable and differences cannot be resolved, ask the examining agency (official) to suggest another department or agency, which may be interested in the proposal. A personal visit to the agency's regional office or headquarters is also important. A visit not only establishes face-to-face contact, but also may bring out some essential details about the proposal or help secure literature and references from the agency's library.

Federal agencies are required to report funding information as funds are approved, increased or decreased among projects within a given State depending on the type of required reporting. Also, consider reviewing the Federal Budget for the current and budget fiscal years to determine proposed dollar amounts for particular budget functions.

The applicant should carefully study the eligibility requirements for each Federal program under consideration (see the Applicant Eligibility section of the Catalog program description). The applicant may learn that he or she is required to provide services otherwise unintended such as a service to particular client groups, or involvement of specific institutions. It may necessitate the modification of the original concept in order for the project to be eligible for funding. Questions about eligibility should be discussed with the appropriate program officer.

Deadlines for submitting applications are often not negotiable. They are usually associated with strict timetables for agency review. Some programs have more than one application deadline during the fiscal year. Applicants should plan proposal development around the established deadlines.

## ***Getting Organized to Write the Proposal***

Throughout the proposal writing stage keep a notebook handy to write down ideas. Periodically, try to connect ideas by reviewing the notebook. Never throw away written ideas during the grant writing stage. Maintain a file labeled "Ideas" or by some other convenient title and review the ideas from time to time. The file should be easily accessible. The gathering of documents such as articles of incorporation, tax exemption certificates, and bylaws should be completed, if possible, before the writing begins.



## **Review & Criticism**

At some point, perhaps after the first or second draft is completed, seek out a neutral third party to review the proposal working draft for continuity, clarity and reasoning. Ask for constructive criticism at this point, rather than wait for the Federal grantor agency to volunteer this information during the review cycle. For example, has the writer made unsupported assumptions or used jargon or excessive language in the proposal?

### **Signature**

Most proposals are made to institutions rather than individuals. Often signatures of chief administrative officials are required. Check to make sure they are included in the proposal where appropriate.

### **Neatness**

Proposals should be typed, collated, copied, and packaged correctly and neatly (according to agency instructions, if any). Each package should be inspected to ensure uniformity from cover to cover. Binding may require either clamps or hard covers. Check with the Federal agency to determine its preference. A neat, organized, and attractive proposal package can leave a positive impression with the reader about the proposal contents.

### **Mailing**

A cover letter should always accompany a proposal. Standard U.S. Postal Service requirements apply unless otherwise indicated by the Federal agency. Make sure there is enough time for the proposals to reach their destinations. Otherwise, special arrangements may be necessary. Always coordinate such arrangements with the Federal grantor agency project office (the agency which will ultimately have the responsibility for the project), the grant office (the agency which will coordinate the grant review), and the contract office (the agency responsible for disbursement and grant award notices), if necessary.

# Writing the grant proposal

## ***The Basic Components of a Proposal***

There are eight basic components to creating a solid proposal package: (1) the proposal summary; (2) introduction of organization; (3) the problem statement (or needs assessment); (4) project objectives; (5) project methods or design; (6) project evaluation; (7) future funding; and (8) the project budget. The following will provide an overview of these components.

## ***The Proposal Summary: Outline of Project Goals***

The proposal summary outlines the proposed project and should appear at the beginning of the proposal. It could be in the form of a cover letter or a separate page, but should definitely be brief -- no longer than two or three paragraphs. The summary would be most useful if it were prepared after the proposal has been developed in order to encompass all the key summary points necessary to communicate the objectives of the project. It is this document that becomes the cornerstone of your proposal, and the initial impression it gives will be critical to the success of your venture. In many cases, the summary will be the first part of the proposal package seen by agency officials and very possibly could be the only part of the package that is carefully reviewed before the decision is made to consider the project any further.

The applicant must select a fundable project which can be supported in view of the local need. Alternatives, in the absence of Federal support, should be pointed out. The influence of the project both during and after the project period should be explained. The consequences of the project as a result of funding should be highlighted.

## ***Introduction: Presenting a Credible Applicant or Organization***

The applicant should gather data about its organization from all available sources. Most proposals require a description of an applicant's organization to describe its past and present operations. Some features to consider are:

- ✓ A brief biography of board members and key staff members.
- ✓ The organization's goals, philosophy, track record with other grantors, and any success stories.
- ✓ The data should be relevant to the goals of the Federal grantor agency and should establish the applicant's credibility.

## ***The Problem Statement: Stating the Purpose at Hand***

The problem statement (or needs assessment) is a key element of a proposal that makes a clear, concise, and well-supported statement of the problem to be addressed. The best way to collect information about the problem is to conduct and document both a formal and informal needs assessment for a program in the target or service area. The information provided should be both factual and directly related to the problem addressed by the proposal. Areas to document are:

- ✓ The purpose for developing the proposal.
- ✓ The beneficiaries -- who are they and how will they benefit.
- ✓ The social and economic costs to be affected.
- ✓ The nature of the problem (provide as much hard evidence as possible).
- ✓ How the applicant organization came to realize the problem exists, and what is currently being done about the problem.

- ✓ The remaining alternatives available when funding has been exhausted. Explain what will happen to the project and the impending implications.
- ✓ Most importantly, the specific manner through which problems might be solved. Review the resources needed, considering how they will be used and to what end.

There is a considerable body of literature on the exact assessment techniques to be used. Any local, regional, or State government planning office, or local university offering course work in planning and evaluation techniques should be able to provide excellent background references. Types of data that may be collected include: historical, geographic, quantitative, factual, statistical, and philosophical information, as well as studies completed by colleges, and literature searches from public or university libraries. Local colleges or universities which have a department or section related to the proposal topic may help determine if there is interest in developing a student or faculty project to conduct a needs assessment. It may be helpful to include examples of the findings for highlighting in the proposal.

### ***Project Objectives: Goals and Desired Outcome***

Program objectives refer to specific activities in a proposal. It is necessary to identify all objectives related to the goals to be reached, and the methods to be employed to achieve the stated objectives. Consider quantities or things measurable and refer to a problem statement and the outcome of proposed activities when developing a well-stated objective. The figures used should be verifiable. Remember, if the proposal is funded, the stated objectives will probably be used to evaluate program progress, so be realistic. There is literature available to help identify and write program objectives.

### ***Program Methods and Program Design: A Plan of Action***

The program design refers to how the project is expected to work and solve the stated problem. Sketch out the following:

- ✓ The activities to occur along with the related resources and staff needed to operate the project (inputs).
- ✓ A flow chart of the organizational features of the project. Describe how the parts interrelate, where personnel will be needed, and what they are expected to do. Identify the kinds of facilities, transportation, and support services required (throughputs).
- ✓ Explain what will be achieved through 1 and 2 above (outputs); i.e., plan for measurable results. Project staff may be required to produce evidence of program performance through an examination of stated objectives during either a site visit by the Federal grantor agency and or grant reviews, which may involve peer review committees.

It may be useful to devise a diagram of the program design. For example, draw a three-column block. Each column is headed by one of the parts (inputs, throughputs and outputs), and on the left (next to the first column) specific program features should be identified (i.e., implementation, staffing, procurement, and systems development). In the grid, specify something about the program design, for example, assume the first column is labeled inputs and the first row is labeled staff. On the grid one might specify under inputs five nurses to operate a child care unit. The throughput might be to maintain charts, counsel the children, and set up a daily routine; outputs might be to discharge 25 healthy children per week. This type of procedure will help to conceptualize both the scope and detail of the project.

Wherever possible, justify in the narrative the course of action taken. The most economical method should be used that does not compromise or sacrifice project quality. The financial expenses associated with performance of the project will later become points of negotiation with the Federal program staff. If everything is not carefully justified in writing in the proposal, after negotiation with the Federal grantor agencies, the approved project may resemble less of the

original concept. Carefully consider the pressures of the proposed implementation, that is, the time and money needed to acquire each part of the plan. A Program Evaluation and Review Technique (PERT) chart could be useful and supportive in justifying some proposals. Highlight the innovative features of the proposal, which could be considered distinct from other proposals under consideration.

Whenever possible, use appendices to provide details, supplementary data, references, and information requiring in-depth analysis. These types of data, although supportive of the proposal, if included in the body of the design, could detract from its readability. Appendices provide the proposal reader with immediate access to details if and when clarification of an idea, sequence or conclusion is required. Time tables, work plans, schedules, activities, methodologies, legal papers, personal vitae, letters of support, and endorsements are examples of appendices.

### ***Evaluation: Product and Process Analysis***

The evaluation component is two-fold: (1) product evaluation; and (2) process evaluation. Product evaluation addresses results that can be attributed to the project, as well as the extent to which the project has satisfied its desired objectives. Process evaluation addresses how the project was conducted, in terms of consistency with the stated plan of action and the effectiveness of the various activities within the plan.

Most Federal agencies now require some form of program evaluation among grantees. The requirements of the proposed project should be explored carefully. Evaluations may be conducted by an internal staff member, an evaluation firm or both. The applicant should state the amount of time needed to evaluate, how the feedback will be distributed among the proposed staff, and a schedule for review and comment for this type of communication. Evaluation designs may start at the beginning, middle or end of a project, but the applicant should specify a start-up time. It is practical to submit an evaluation design at the start of a project for two reasons:

1. Convincing evaluations require the collection of appropriate data before and during program operations; and,
2. If the evaluation design cannot be prepared at the outset then a critical review of the program design may be advisable.

Even if the evaluation design has to be revised as the project progresses, it is much easier and cheaper to modify a good design. If the problem is not well defined and carefully analyzed for cause and effect relationships then a good evaluation design may be difficult to achieve. Sometimes a pilot study is needed to begin the identification of facts and relationships. Often a thorough literature search may be sufficient.

Evaluation requires both coordination and agreement among program decision makers (if known). Above all, the Federal grantor agency's requirements should be highlighted in the evaluation design. Also, Federal grantor agencies may require specific evaluation techniques such as designated data formats (an existing information collection system) or they may offer financial inducements for voluntary participation in a national evaluation study. The applicant should ask specifically about these points. Also, consult the Criteria For Selecting Proposals section of the Catalog program description to determine the exact evaluation methods to be required for the program if funded.

### ***Future Funding: Long-Term Project Planning***

Describe a plan for continuation beyond the grant period, and/or the availability of other resources necessary to implement the grant. Discuss maintenance and future program funding if program is for construction activity. Account for other needed expenditures if program includes purchase of equipment.

## ***The Proposal Budget: Planning the Budget***

Funding levels in Federal assistance programs change yearly. It is useful to review the appropriations over the past several years to try to project future funding levels (see Financial Information section of the Catalog program description).

However, it is safer to never anticipate that the income from the grant will be the sole support for the project. This consideration should be given to the overall budget requirements, and in particular, to budget line items most subject to inflationary pressures. Restraint is important in determining inflationary cost projections (avoid padding budget line items), but attempt to anticipate possible future increases.

Some vulnerable budget areas are: utilities, rental of buildings and equipment, salary increases, food, telephones, insurance, and transportation. Budget adjustments are sometimes made after the grant award, but this can be a lengthy process. Be certain that implementation, continuation and phase-down costs can be met. Consider costs associated with leases, evaluation systems, hard/soft match requirements, audits, development, implementation and maintenance of information and accounting systems, and other long-term financial commitments.

A well-prepared budget justifies all expenses and is consistent with the proposal narrative. Some areas in need of an evaluation for consistency are: (1) the salaries in the proposal in relation to those of the applicant organization should be similar; (2) if new staff persons are being hired, additional space and equipment should be considered, as necessary; (3) if the budget calls for an equipment purchase, it should be the type allowed by the grantor agency; (4) if additional space is rented, the increase in insurance should be supported; (5) if an indirect cost rate applies to the proposal, the division between direct and indirect costs should not be in conflict, and the aggregate budget totals should refer directly to the approved formula; and (6) if matching costs are required, the contributions to the matching fund should be taken out of the budget unless otherwise specified in the application instructions.

It is very important to become familiar with Government-wide circular requirements. The Catalog identifies in the program description section (as information is provided from the agencies) the particular circulars applicable to a Federal program, and summarizes coordination of Executive Order 12372, "Intergovernmental Review of Programs" requirements in Appendix I. The applicant should thoroughly review the appropriate circulars since they are essential in determining items such as cost principles and conforming with Government guidelines for Federal domestic assistance.

## **Free Money**

What is free money? Usually it means grants or other programs where you don't have to pay back the money you receive. People who have contacted the Small Business Administration asking about free money programs were told that there is no such thing. That is partially true. The Small Business Administration does not offer grants. They specialize in loans and loan guarantees. But there are dozens of other government organizations that do offer grants to businesses. The following is a sample list of national and local government organizations that offer grants or other forms of money you don't have to pay back, like venture capital.

This is not a complete list of programs available. But it certainly does offer you an idea of the opportunities that are out there waiting, and it dispels the myth that there are no government grants for businesses.

### ***Used Tire Grants***

The Used Tire Recovery Unit's mission is to develop self-sustaining markets for used and waste tires. The program offers funding in the form of grants and loans for projects, which reuse, recycle, or recover energy from used tires.

For more information, contact:

Used Tire Recovery Unit  
Bureau of Energy and Recycling  
Illinois Department of Commerce and Community Affairs  
620 Adams St.  
Springfield, IL 62701  
217- 785-3999

[http://www.commerce.state.il.us/resource\\_efficiency/Recycling/RecycleProgramOverview.htm](http://www.commerce.state.il.us/resource_efficiency/Recycling/RecycleProgramOverview.htm)

### ***Use Recycled Materials***

The Market Development Program provides funding assistance in the form of loans and grants for the purchase or conversion of equipment to manufacture products from recycled products, and procurement and end-use testing of recycled content products.

For more information, contact:

Resource Development Section  
Bureau of Energy and Recycling  
Illinois Department of Commerce and Community Affairs  
620 Adams St.  
Springfield, IL 62701  
217-785-2006

[http://www.commerce.state.il.us/resource\\_efficiency/Recycling/RecycleProgramOverview.htm](http://www.commerce.state.il.us/resource_efficiency/Recycling/RecycleProgramOverview.htm)

### ***\$25,000 To Upgrade Employees Skills***

The Competitiveness Improvement Program allows an employer to upgrade the skills of existing employees, thus improving the productivity of the business.

The program awards matching grants of up to \$25,000 per company through a competitive proposal process. Businesses are urged to work through trade associations and local colleges and universities to increase the effectiveness of the training programs.

For more information, contact:  
Rhode Island Economic Development Corporation  
One West Exchange St.  
Providence, R1 02903  
401-222-2890  
[http://www.riedc.com/growth/jobs/job\\_programs.htm](http://www.riedc.com/growth/jobs/job_programs.htm)

### ***Venture Capital for Low-Income Entrepreneurs***

Maryland's Equity Participation Investment Program provides investments in technology-based businesses and business acquisitions that will be owned 70% or more by disabled, socially, or economically disadvantaged persons. The amount of money available ranges from \$100,000 to \$3 million and can be used to purchase machinery and equipment, inventory, working capital, real estate acquisitions, and more.

For more information, contact:  
Maryland Department of Business and Economic Development  
Division of Marketing  
217 E. Redwood St.  
Baltimore, MD 21202  
410-767-6555  
800-811-0051  
<http://www.mdbusiness.state.md.us> (follow links)

### ***\$5,000 To Learn New Technology***

Rapid changes require rapid and effective responses. To meet your organizational needs, the Rhode Island Economic Development Corporation can afford you the opportunity to increase your overall productivity. The intent of the Project Upgrade funds is to upgrade skills of currently employed workers who are being impacted by technological or organizational changes in the workplace. A maximum \$5,000 Project Upgrade grant can be obligated to each eligible company.

For more information, contact:  
Rhode Island Economic Development Corporation  
One West Exchange St.,  
Providence, R1 02903  
401-222-2890  
[http://www.riedc.com/growth/jobs/job\\_programs.htm](http://www.riedc.com/growth/jobs/job_programs.htm)

### ***\$500,000 Venture Capital From New York***

High tech entrepreneurs, companies with technologies ready for market, and leading-edge enterprises each have different needs for investment capital. New York State has the seed and growth capital that will enable your high tech business to grow. The Small Business Technology investment Fund Program (STBIF) is a source of early-stage debt and equity funding for high tech companies. Initial investments can come to as much as \$300,000 and later stage investments can go up to \$500,000. New York State is banking on a strong high tech future.

For more information, contact:  
Empire State Development/Small Business Technology Investment Fund  
30 S. Pearl St., 6th Floor

Albany, NY 12245  
518-292-5134  
<http://www.empire.state.ny.us>

### ***Grants To Improve Energy Efficiency***

The National Industrial Competitiveness Through Energy, Environment and Economics Grant is a federal grant with possible state matching money to improve energy efficiency, promote a cleaner production process and improve the competitiveness of industry. Those eligible include manufacturers in industrial glass, metals, chemicals, forest products, petroleum, steel, and aluminum. The maximum grant is \$400,000 and a 55% match is required.

For more information contact:  
Indiana Department of Commerce  
Energy Policy Division, Alternative Energy Program  
One North Capital, Suite 700  
Indianapolis, IN 46204  
317- 232-8940  
<http://www.state.in.us/doc/energy/industrial.html>

### ***\$5,000 To Go Overseas***

The Trade Show Assistance Program provides financial assistance to Indiana manufacturers by reimbursing a portion of the costs incurred while exhibiting their products at overseas trade shows. Reimbursement includes 100% of exhibit space rental or \$5,000; whichever is less. Eligible companies may use this program one time per fiscal year and may not use the grant for the same show in two consecutive years. Applicants must be ready to export, have available manufacturing capacity for export and have basic export knowledge.

For more information, contact:  
Indiana Department of Commerce  
International Trade Division  
One North Capital, Suite 700  
Indianapolis, IN 46204  
317-232-8845  
<http://www.state.in.us/doc/trade/tsap.html>

### ***Advanced Technology Money***

Not-yet-possible technologies are the domain of the National Institute of Standards and Technology's Advanced Technology Program (ATP). The ATP is a unique partnership between government and private industry to accelerate the development of high-risk technologies that promise significant commercial payoffs and widespread benefits for the economy. ATP projects focus on the technology needs of the U.S. industry. The ATP does not fund product development. It supports enabling technologies that are essential to the development of new products, processes, and services across diverse application areas. There are strict cost-sharing rules and peer-review competitions.

For more information on how to apply for funding, contact:  
Advanced Technology Program  
National Institute of Standards and Technology  
A 407 Administration Building,  
Gaithersburg, MD 20899



800-ATP-FUND (287-38630)  
<http://www.atp.nist.gov>

### ***\$425.000 To Save Energy***

The U.S. Department of Energy sponsors an innovative, cost-sharing program to promote energy efficiency, clean production, and economic competitiveness in industry. The grant program, known as NICE3 (National Industrial Competitiveness through Energy, Environment, and Economics), provides funding to state and industry partnerships for projects that develop and demonstrate advances in energy efficiency and clean production technologies. The overall goal of NICE3 is to improve industry energy efficiency, reduce industry's costs, and promote clean production. Grants support innovative technology deployment that can significantly conserve energy and energy-intensive feed stocks, reduce industrial wastes, prevent pollution, and improve industrial cost competitiveness.

For more information, contact:  
U S. Department of Energy  
Office of Industrial Technologies  
Golden Field Office  
1617 Cole Blvd., 17-3  
Golden, CO 80401  
303-275- 4728  
<http://www.oit.doe.gov/nice3>

### ***Technology Assistance***

The Small Business Technology Transfer (STTR) Program is a highly competitive program that reserves a specific percentage of federal research and development funding for awarding to small business and nonprofit research institution partners.

Small business has long been where innovation and innovators thrive, and nonprofit research laboratories are instrumental in developing high-tech innovations. STTR combines the strengths of both entities by introducing entrepreneurial skills to hi-tech research efforts. There are specific requirements that must be met.

To learn more about how to apply and the various agencies involved, contact:

Office of Technology  
US. Small Business Administration,  
409 Third St., SW  
Washington, DC 20416  
202-205-6450  
<http://www.sba.gov/sbir>

### ***\$4,000 For Technical Assistance***

The Microenterprise Assistance Grants help start-up entrepreneurs and expanding businesses receive technical assistance and, in some cases, financial support through selected nonprofit business development organizations. Technical assistance may include assisting business owners in evaluating their abilities and/ or needs of their business; making knowledgeable choices about their business operations; developing new management or operations skills; and underwriting expenses related to the implementation of their business plans.

For more information, contact:  
Minnesota Department of Trade and Economic Development  
500 Metro Square, 121 7th Place East  
St. Paul, MN 55101  
651-297-1170  
800- 657-3858  
<http://www.dted.state.mn.us>

### ***Invention Assistance***

Do you have a plan to develop a company based on your energy-saving invention or innovation? Have you been searching for financial and technical support to bring your idea to market? The U.S. Department of Energy's Inventions and Innovation Program can help. This program provides financial assistance for establishing technical performance and conducting early development of innovative ideas and inventions. Ideas that have a significant energy savings impact and future commercial market potential are chosen for financial support through a competitive solicitation process. In addition to financial assistance, this program offers technical guidance and commercialization support to successful applicants.

For more information, contact:  
U S. Department of Energy,  
Golden Field Office  
Inventions and Innovation Program  
1617 Cole Blvd., 17-3  
Golden, CO 80401  
303- 275-4744  
<http://www.oit.doe.gov/inventions>

### ***550,000,000 For Air Service***

The Airline Deregulation Act gave airlines almost total freedom to determine which markets to serve domestically and what fares to charge for that service. The Essential Air Service Program was put into place to guarantee that small communities that were served by certified air carriers before deregulation maintain a minimal level of scheduled air service. The Department of Transportation currently subsidizes commuter airlines to serve approximately 100 rural communities across the country that otherwise would not receive any scheduled air service.

For more information, contact:  
Office of Aviation Analysis  
Office of the Assistant Secretary  
U.S. Department of Transportation  
400 7th St., SW  
Washington, DC 20590  
202-366-1053  
<http://www.ostpxweb.dot.gov/aviation>

### ***Sell Overseas***

The Foreign Market Development Cooperator Program is designed to develop, maintain, and expand long-term export markets for U.S. agricultural products. The program has fostered a trade

promotion partnership between the U.S. Department of Agriculture (USDA) and U.S. agricultural producers and processors who are represented by nonprofit commodity or trade associations called cooperators. The USDA and the cooperators pool their technical and financial resources to conduct market development activities outside the United States. Trade organizations compete for funds on the basis of the following allocation criteria: past export performance, past demand expansion performance, future demand expansion goals, and contribution levels. Projects include market research, trade servicing and more.

For more information, contact:  
Foreign Agriculture Service  
Marketing Operations Staff, Stop Code 1042  
US. Department of Agriculture,  
Washington, DC 20250  
202- 720-4327

### ***Venture Capital***

The Small Business Investment Company (SBIC) programs are privately organized and privately managed investment firms that are licensed by the Small Business Administration. With their own capital and with funds borrowed at favorable rates through the federal government, SBICs provide venture capital to small independent businesses, both new and already established. A major incentive for the SBICs to invest in small businesses is the chance to share in the success of the small business if it grows and prospers. Small businesses qualifying for assistance from the SBIC program are able to receive equity capital, long-term loans, and expert management assistance.

For more information on SBICs or for a Directory of Small Business Investment Companies, contact:  
Investment Division  
US. Small Business Administration  
409 Third St., SW  
Washington, DC 20416  
202-205-6510  
<http://www.sba.gov/INV>

### ***Hurt By Imports (PC1)?***

The Economic Development Administration of the U.S. Department of Commerce funds the Trade Adjustment Assistance Program. If your company is affected by import competition, you may file a petition for certification of impact. If your firm is certified, you may then apply for technical assistance in diagnosing your problems, and assessing your opportunities. Once approved, your firm can apply for technical assistance to implement the recovery strategy. The average grant is for over \$700,000.

For more information, contact:  
Economic Development Administration  
U S. Department of Commerce  
14th and Constitution Ave.  
NW, Room 7804  
Washington, DC 20230  
202-482-5081

<http://www.doc.gov/eda>

### ***\$1 Billion To Work On Ideas***

The Small Business Innovation Research (SBIR) Program is a highly competitive program that encourages small businesses to explore their technological potential and provides the incentive to profit from its commercialization. Each year, ten federal departments and agencies are required to reserve a portion of their research and development funds to award to small businesses. SBIR funds the critical start-up and development stages and it encourages the commercialization of the technology, product, or service.

There are three phases to the program:

Start-up

Development

Marketplace.

To learn more about how to apply and about the various agencies involved, contact

Office of Technology,

US. Small Business Administration,

409 Third St., SW

Washington, DC 20416

202-205-6450

<http://www.sba.gov/sbir>

### ***\$10,000 For Every New Job Created***

The goal of the Vocational Rehabilitation Economic Development Partnership is to increase employment opportunities for Division of Vocational Rehabilitation (DVR) clients by providing equipment grants, technical assistance grants, customized technical assistance and other assistance to companies that will hire persons with disabilities. Companies interested in applying should contact:

Wisconsin Department of Commerce

Bureau of Minority Business Development, Job Creation Program

101 W Pleasant St., Suite 100A

Milwaukee, WI 53212

414-220-5360

<http://www.commerce.state.wi.us/MT/MT-FAX-0817.html>

# Federal Programs By Type

## ***BUSINESS DEVELOPMENT***

To foster business ownership by individuals who are both socially and economically disadvantaged; and to promote the competitive viability of such firms by providing business development assistance including, but not limited to, management and technical assistance, access to capital and other forms of financial assistance, business training and counseling, and access to sole source and limited competition Federal contract opportunities, to help the firms to achieve competitive viability.

<http://aspe.os.dhhs.gov/cfda/p59006.htm>

## **ENVIRONMENT RELATED GRANTS**

[Office of Grants and Debarment](#)

[Brownfields Program Grants](#)

[EMPACT Metro Grant](#)

[Environmental Education Grants Program](#)

[Environmental Justice Grants](#)

[Environmental Justice through Pollution Prevention](#)

[EPA Grant-Writing Tutorial](#) - interactive software tool from [Software for Environmental Awareness Program](#) walks the user through the grant-writing process and helps them learn to write more competitive grants.

[National Center for Environmental Research and Quality Assurance](#)

[National Network for Environmental Management Studies Fellowships](#)

[Office of Wastewater Management](#) (OWM) [Financial Assistance](#) - includes guidance and information about the following programs:

- Construction Grants Programs
- Section 106 Water Pollution Control Program Grants
- Indian Set-Aside Grants
- Hardship Grants Program for Rural Communities

[One Stop Reporting Program](#)

[Pollution Prevention Incentives for States](#)

[Sustainable Development Challenge Grants](#) - includes everything applicants need to apply to the program; i.e., federal register documents requesting proposal, descriptions of all the projects funded to date, and a list of EPA contacts.

[Water Grants](#) - Information on national grant programs, including the State Revolving Funds for drinking water and wastewater, grants for water pollution prevention and wetlands protection, and tribal grants.

**Regional Information:**

[Region 1](#) (CT, MA, ME, NH, RI, VT) [Grants Information](#) - including community funding sources and environmental education grants program.

[Region 2](#) (NJ, NY, Puerto Rico, Virgin Islands) - a collection of grant programs including Brownfields, environmental education, environmental justice and Superfund available to the Region 2 community.

[Region 5](#) (IL, IN, MI, MN, OH, WI) [Funding Sources](#) - this table provides a quick way to review several grant and funding sources.

[Region 9](#) (AZ, CA, HI, NV, American Samoa, Guam) [Funding Sources](#) - including community funding sources and funding for solid waste projects.

## **SMALL BUSINESS PROGRAMS**

[Farm Operating Loans](#)

[Intermediary Relending Program](#)

[Business and Industry Loans](#)

[Rural Business Enterprise Grants](#)

[Rural Business Opportunity Grants](#)

[Commercial Service](#)

[Trade Development](#)

[Export Licensing Service and Information](#)

[Trade Adjustment Assistance](#)

[Manufacturing Extension Partnership](#)

[Minority Business Development Centers](#)

[Minority Business Opportunity Committee Development](#)

[Employment Opportunities for Lower Income Persons and Businesses](#)

[Indian Loans Economic Development](#)

[Taxpayer Service](#)

[Fair Competition Counseling and Investigation of Complaints](#)

[Business Services](#)

[Credit Union Charter, Examination, Supervision, and Insurance](#)

[Economic Injury Disaster Loans](#)

[Business Development Assistance to Small Business](#)

[8\(a\) Business Development](#)

[Management and Technical Assistance](#)

[Physical Disaster Loans](#)

[Procurement Assistance to Small Businesses](#)

[Small Business Investment Companies](#)

[Small Business Loans](#)

[Bond Guarantees for Surety Companies](#)

[Service Corps of Retired Executives Association](#)

[Small Business Development Center](#)

[Certified Development Company Loans \(504 Loans\)](#)

[Women's Business Ownership Assistance](#)

[Veterans Entrepreneurial Training and Counseling](#)

[Microloan Demonstration Program](#)

[Office of Small Disadvantaged Business Certification and Eligibility](#)

[Management and Technical Assistance for Minority Business Enterprises](#)

[National Industrial Competitiveness through Energy, Environment, and Economics](#)

[Flood Insurance](#)

## **MINORITY BUSINESS PROGRAMS**

[Minority Business Development Centers.](#)

[U.S. Department of Commerce](#)

[Early Planning Grant Program](#)

[Women's Business Ownership Assistance](#)

[SBA Office of Women's Business Ownership](#)

[Business and Industry Loans](#)

[Commercial Service](#)

[Trade Development](#)

[Grants for Public Works and Economic Development](#)

[Economic Adjustment Assistance](#)

[Fisheries Development and Utilization Research and Development Grants and Cooperative Agreements Program](#)

[Minority Business Development Centers](#)

[Native American Program](#)

[Minority Business Development](#)

[Minority Business Opportunity Committee Development](#)

[Indian Loans Economic Development](#)

[Human Resource Programs](#)

[Support Mechanisms for Disadvantaged Businesses](#)

[Bonding Assistance Program](#)

[Disadvantaged Business Enterprises Short Term Lending Program](#)

[Business Services](#)

[Business Development](#)

[Management and Technical Assistance](#)

[Small Business Investment Companies](#)

[Micro-loan Demonstration Program](#)

[Management and Technical Assistance for Minority Business Enterprises](#)



## **ECONOMIC DEVELOPMENT**

[Management and Technical Assistance for Economically Disadvantaged Businesses](#)

[Emergency Loans](#)

[Farm Operating Loans](#)

[National Forest Dependent Rural Communities](#)

[Community Facilities Loans and Grants](#)

[Intermediary Relending Program](#)

[Business and Industry Loans](#)

[Rural Business Enterprise Grants](#)

[Rural Business Opportunity Grants](#)

[Foreign-Trade Zones in the United States](#)

[ITA Special Projects](#)

[Grants for Public Works and Economic Development](#)

[Economic Development Support for Planning Organizations](#)

[Economic Development Technical Assistance](#)

[Hydrologic Research](#)

[Experimental Program to Stimulate Competitive Technology](#)

[Minority Business Development Centers](#)

[Procurement Technical Assistance For Business Firms](#)

[Community Economic Adjustment](#)

[Community Economic Adjustment Planning Assistance](#)

[Joint Land Use Studies](#)

[Community Base Reuse Plans](#)

[Growth Management Planning Assistance](#)

[Community Development Block Grants/Entitlement Grants](#)

[Community Development Block Grants/Small Cities Program](#)

[Community Development Block Grants/Special Purpose Grants/Insular Areas](#)

[Community Development Block Grants/Special Purpose Grants/Technical Assistance Program](#)

[Community Development Block Grants/State's Program](#)

[Community Development Block Grants/Economic Development Initiative](#)

[Employment Opportunities for Lower Income Persons and Businesses](#)

[Indian Community Development Block Grant Program](#)

[Aid To Tribal Governments](#)

[Tribal Self-Governance](#)

[Indian Self-Determination Contract Support](#)

[Indian Economic Development](#)

[Indian Loans-Economic Development](#)

[Economic, Social, and Political Development of the Territories and the Freely Associated States](#)

[Federal Transit Formula Grants](#)

[Community Development Financial Institutions Program](#)

[Bank Enterprise Award Program](#)

[Appalachian Regional Development \(See individual Appalachian Programs\)](#)

[Appalachian Area Development](#)

[Appalachian State Research, Technical Assistance, and Demonstration Projects](#)

[Community Development Revolving Loan Program for Credit Unions](#)

[Institute of Museum and Library Services](#)

[Museum Assessment Program](#)

[Conservation Project Support](#)

[Conservation Assessment Program](#)

[Certified Development Company Loans \(504 Loans\)](#)

[Denali Commission Program](#)

[Community Services Block Grant-Discretionary Awards](#)

## ***ADVANCED TECHNOLOGY PROGRAM***

(Grants to develop new technologies for your business)

Contact Dr. Lura Powell, Director; Advanced Technology Program; National Institute of Standards and Technology; Gaithersburg, MD 20899; e-mail [lura.powell@nist.gov](mailto:lura.powell@nist.gov). For an application kit, contact ATP customer service at 1-800-ATP-FUND. For program description, see <http://aspe.os.dhhs.gov/cfda/P11612.htm>

## **INTERNATIONAL PROGRAMS**

[National Endowment for the Humanities](#)

[Princes Trust -Starting Your Own Business in the UK](#)

[Phoenix Fund Small Business Awards](#)

[Scientific Cooperation and Research](#)

[National Trade Data Bank \(NTDB\)](#)

[Remedies for Unfair Foreign Trade Practices Anti-dumping and Countervailing Duty Investigations](#)

[Commercial Service](#)

[Foreign-Trade Zones in the United States](#)

[Export Promotion Market Development Cooperator](#)

[Special American Business Internship Training Program](#)

[Export Licensing Service and Information](#)

[Trade Adjustment Assistance](#)

[Trade Adjustment Assistance-Workers](#)

[Foreign Investment Financing](#)

[Foreign Investment Insurance](#)

[Business and International Education Projects](#)

[Centers for International Business Education](#)

## **RESOURCE CONSERVATION AND DEVELOPEMENT**

[Plant and Animal Disease, Pest Control, and Animal Care](#)

[Wildlife Services](#)

[Emergency Conservation Program](#)

[Water Bank Program](#)

[Livestock Assistance Program](#)

[Conservation Reserve Program](#)

[Colorado River Basin Salinity Control Program](#)

[Wetlands Reserve Program](#)

[Crop Disaster Program](#)

[Sustainable Agriculture Research and Education](#)

[Community Food Projects](#)

[Farm Operating Loans](#)

[Interest Assistance Program](#)

[Boll Weevil Eradication Loan Program](#)

[Emergency Community Water Assistance Grants](#)

[Great Plains Conservation](#)

[Resource Conservation and Development](#)

[Soil and Water Conservation](#)

[Plant Materials for Conservation](#)

[Watershed Surveys and Planning](#)

[Rural Abandoned Mine Program](#)

[Environmental Quality Incentives Program](#)

[Farmland Protection Program](#)

[Wildlife Habitat Incentive Program](#)

[Planning Assistance to States](#)

[Agriculture on Indian Lands](#)

[Rivers, Trails and Conservation Assistance](#)

[Denali Commission Program](#)

## **PRODUCTION AND OPERATIONS PROGRAMS**

[Production Flexibility Payments for Contract Commodities](#)

[Farm Storage Facility Loans](#)

[Emergency Loans](#)

[Farm Operating Loans](#)

[State Mediation Grants](#)

[Crop Insurance](#)

[Agriculture on Indian Lands](#)

## **MARKETING PROGRAM**

[Dairy Indemnity Program](#)

[Special Apple Program](#)

[Market News](#)

[Marketing Agreements and Orders](#)

[Federal-State Marketing Improvement Program](#)

[Inspection Grading and Standardization](#)

[Market Protection and Promotion](#)

[Wholesale Market Development](#)

[Perishable Agricultural Commodities Act](#)

[Transportation Services](#)

[Dairy Options Pilot Program](#)

[Cooperative Agreements with States for Intrastate Meat and Poultry Inspection](#)

[Meat, Poultry, and Egg Products Inspection](#)

[Cooperative Extension Service](#)

[Foreign Market Development Cooperator Program](#)

[Market Access Program](#)

[Rural Development, Forestry, and Communities](#)

[National Sheep Industry Improvement Center](#)

[Livestock, Meat and Poultry Market Supervision](#)

[Commodity Futures Reparations Claims](#)

## **RESEARCH AND DEVELOPMENT**

[Agricultural Research Basic and Applied Research](#)

[Colorado River Basin Salinity Control Program](#)

[Grants for Agricultural Research, Special Research Grants](#)

[Cooperative Forestry Research](#)

[Payments to Agricultural Experiment Stations Under the Hatch Act](#)

[Payments to 1890 Land-Grant Colleges and Tuskegee University](#)

[Grants for Agricultural Research Competitive Research Grants](#)

[Animal Health and Disease Research](#)

[Food and Agricultural Sciences National Needs Graduate Fellowship Grants](#)

[Small Business Innovation Research](#)

[Sustainable Agriculture Research and Education](#)

[1890 Institution Capacity Building Grants](#)

[Biotechnology Risk Assessment Research](#)

[Higher Education Multicultural Scholars Program](#)

[Fund for Rural America Research, Education, and Extension Activities](#)

[1994 Institutions Research Program](#)

[Agricultural and Rural Economic Research](#)

[Initiative for Future Agriculture and Food Systems](#)

[Integrated Programs](#)

[Foreign Market Development Cooperator Program](#)

[Market Access Program](#)

[Forestry Research](#)

[Rural Cooperative Development Grants](#)

[Technical Agricultural Assistance](#)

[Scientific Cooperation and Research](#)

[International Training Foreign Participant](#)

[Marine Fisheries Initiative](#)

[Special Oceanic and Atmospheric Projects](#)

## **FORESTRY PROGRAMS**

[Wildlife Services](#)

[Forestry Incentives Program](#)

[Cooperative Forestry Research](#)

[Biotechnology Risk Assessment Research](#)

[Farm Operating Loans](#)

[Farm Ownership Loans](#)

[Forestry Research](#)

[Cooperative Forestry Assistance](#)

[Schools and Roads Grants to States](#)

[Schools and Roads Grants to Counties](#)

[National Forest Dependent Rural Communities](#)

[Southeast Alaska Economic Disaster Fund](#)

[Forestry on Indian Lands](#)

## **MARINE PROGRAM**

[Marine Mammal Data Program](#)

[Cooperative Science and Education Program](#)

[Center for Sponsored Coastal Ocean Research Coastal Ocean Program](#)

[Protection of Ships From Foreign Seizure](#)

[Federal Ship Financing Guarantees](#)

[Maritime War Risk Insurance](#)

[Operating Differential Subsidies](#)

[State Marine Schools](#)

[U.S. Merchant Marine Academy](#)

[Capital Construction Fund](#)

[Supplementary Training](#)

[Construction Reserve Fund](#)

## **JOB TRAINING AND EMPLOYMENT**

[Indian Community Development Block Grant Program](#)

[Indian Vocational Training United Tribes Technical College](#)

[Indian Employment Assistance](#)

[Corrections Training and Staff Development](#)

[Employment Service](#)

[Senior Community Service Employment Program](#)



[Trade Adjustment Assistance Workers](#)

[Migrant and Seasonal Farm workers](#)

[Native American Employment and Training Programs](#)

[Welfare-to-Work Grants to States and Localities](#)

[Welfare-to-Work Grants to Federally Recognized Tribes and Alaska Natives](#)

[One-Stop Career Center Initiative](#)

[WIA Adult Program](#)

[WIA Youth Activities](#)

[WIA Dislocated Workers](#)

[Employment and Training Administration Evaluations](#)

[Youth Opportunity Grants](#)

[Disabled Veterans' Outreach Program \(DVOP\)](#)

[Veterans' Employment Program](#)

[Local Veterans' Employment Representative Program](#)

[Homeless Veterans Reintegration Project](#)

[Highway Training and Education](#)

[Grants-in-Aid for Railroad Safety State Participation](#)

[Human Resource Programs](#)

[Alcohol, Tobacco, and Firearms Training Assistance](#)

[Vocational Rehabilitation for Disabled Veterans](#)

[Senior Environmental Employment Program](#)

[Science and Engineering Training to Support Diversity-Related Programs](#)

[Adult Education State Grant Program](#)

[Vocational Education Indians Set-aside](#)

[Rehabilitation Services Vocational Rehabilitation Grants to States](#)

[Rehabilitation Services Service Projects](#)

[Rehabilitation Long-Term Training](#)

[Mental Health Clinical and AIDS Service-Related Training Grants](#)

[Occupational Safety and Health Training Grants](#)

[Centers for Disease Control and Prevention Investigations and Technical Assistance](#)

[Advanced Education Nursing Traineeships](#)

[Minority Biomedical Research Support](#)

## ***FEDERAL EMPLOYMENT PROGRAM***

[Internship Program for Postsecondary Students](#)

[Veteran's Preference in Federal Employment 1](#)

[Federal Civil Service Employment](#)

[Federal Employment Assistance for Veteran](#)

[Federal Student Temporary Employment Program](#)

[Federal Employment for Individuals With Disabilities](#)

[Federal Summer Employment](#)

[Presidential Management Intern Program](#)

[Harry S Truman Scholarship Program](#)

## **ENERGY CONSERVATION**

[Weatherization Assistance for Low-Income Persons](#)

[Regional Biomass Energy Programs](#)

[Conservation Research and Development](#)

[Renewable Energy Research and Development](#)

[General Research and Technology Activity](#)

[Office of Science Financial Assistance Program](#)

[University Coal Research](#)

[Nuclear Waste Disposal Siting](#)

[Regional Biomass Energy Programs](#)

[Conservation Research and Development](#)

[Renewable Energy Research and Development](#)

[Fossil Energy Research and Development](#)

[Office of Science and Technology for Environmental Management](#)

[National Industrial Competitiveness through Energy, Environment, and Economics](#)

[Epidemiology and Other Health Studies Financial Assistance Program](#)

[Stewardship Science Grant Program](#)

[Defense Nuclear Nonproliferation Research](#)

[University Nuclear Science and Reactor Support](#)

[Arms Control and Nonproliferations Policy Analysis](#)

## **RESEARCH GRANTS & FELLOWSHIPS**

### **Environment Related Grants and Fellowships**

<http://www.epa.gov/epahome/grants.htm>

### **National Institute of Health – Research Grants**

<http://grants.nih.gov/grants/forms.htm>.

### **Small Business Innovation Research**

The Small Business Innovation Research (SBIR) program, at the U.S. Department of Agriculture (USDA), makes grants that are competitively awarded to qualified small businesses. The purpose is to support high quality research proposals containing advanced concepts related to important scientific problems and opportunities in agriculture that could lead to significant public benefit if the research is successful. The SBIR Program does not make loans and does not award grants for the purpose of helping a business get established. SBIR Phase I grants are limited to \$80,000 and a duration of 6 months. For a full description of the program, please refer to our [Fiscal Year 2002 Program Solicitation](#)

### **Grants in Occupational Safety and Health Research**

Fundamental/basic research will not be supported unless the project will make an original contribution for applied technical knowledge in the identification, evaluation, or control of occupational safety and health hazards (e.g., development of a diagnostic technique for early detection of an occupational disease).

This non-renewable award provides support for project periods of up to two years to carry out exploratory or pilot studies, to develop or test new techniques or methods, or to analyze data previously collected. The minimum time commitment is 20%. Awards will not exceed two modules (\$50,000) per year in direct costs. Direct costs may include salary support (plus fringe benefits), technical assistance, equipment, supplies, consultant costs, domestic travel, publications, and other costs. The facilities and administrative costs will be based upon the negotiated facilities and administrative cost rate of the applicant organization. An individual may not receive more than one R03 award.

<http://grants.nih.gov/grants/guide/pa-files/PA-01-033.html>

### **Fellowships for Graduate Environmental Study**

The U.S. Environmental Protection Agency (EPA), as part of its Science to Achieve Results (STAR) program, is offering Graduate Fellowships for master's and doctoral level students in environmentally related fields of study. The deadline for receipt of pre-applications is November 19, 2001. Subject to availability of funding, the Agency plans to award approximately 100 new fellowships by July 22, 2002. Master's level students may receive support for a maximum of two years. Doctoral students may be supported for a maximum of three years. The fellowship program provides up to \$34,000 per year of support. This amount covers a \$17,000 annual stipend, \$5,000 for authorized expenses, and up to \$12,000 for tuition and fees. Actual annual support may vary based on length of fellowship award and tuition and fees

<http://es.epa.gov/ncer/rfa/2002stargradfellann.html>

### **Epidemiological Research on Health Effects of Long Term Exposure to Ambient Particulate Matter and Other Air Pollutants**

Proposals may request funding for projects with a duration of up to three years.

It is anticipated that a total of approximately \$4.0 million, including direct and indirect costs, will be awarded for topics A and B combined, depending on the availability of funds. EPA anticipates funding approximately four grants under this RFA

<http://es.epa.gov/ncer/rfa/02epidemiologic.html>

### **AAAS/EPA Environmental Fellowships**

Fellows work for one year at the [U.S. Environmental Protection Agency's \(EPA\)](#) headquarters in Washington, DC, on an array of projects relating to science, policy, and the environment. The program is coordinated by EPA's National Center for Environmental Research and Quality Assurance within the Office of Research and Development. Fellows will work in offices throughout the Agency on projects of mutual interest to the Fellows and the hosting offices. The program includes an orientation on congressional and executive branch operations, with special emphasis on environmental issues, and a year-long seminar program on topics relating to science, technology, and public policy.

In cooperation with EPA, AAAS will select up to ten Fellows for 2002-03. The stipend is approximately \$54,000, with allowances for relocation and professional travel. The continuation of this program is contingent upon the availability of funds.

<http://www.fellowships.aaas.org/environmental/>

### **Division of Nuclear Physics Junior Investigator Program**

The Division of Nuclear Physics of the Office of Science (SC), U.S. Department of Energy, invites grant applications for support under the Outstanding Junior Investigator Program in nuclear physics. The purpose of this program is to support the development of individual research programs of outstanding scientists early in their careers. Applications should be from tenure-track faculty who are currently involved in experimental or theoretical nuclear physics research, and should be submitted through a U.S. academic institution.

<http://www.er.doe.gov/production/grants/Fr01-29.html>

### **Division of High Energy Physics Junior Investigator Program**

The Division of High Energy Physics of the Office of Science (SC), U.S. Department of Energy, hereby announces its interest in receiving grant applications for support under its Outstanding Junior Investigator (OJI) Program. Applications should be from tenure-track faculty investigators who are currently involved in experimental or theoretical high energy physics or accelerator physics research, and should be submitted through a U.S. academic institution. The purpose of this program is to support the development of individual research programs of outstanding scientists early in their careers. Awards made under this program will help to maintain the vitality of university research and assure continued excellence in the teaching of physics.

<http://www.er.doe.gov/production/grants/Fr01-30.html>

# Government Services

## ***Free or Low-Priced Career Counseling and Assistance***

If you're looking for another career, there are over 1,000 career centers nationwide that offer free usage of such things as phone, fax, photocopier, computer, and Internet. They also provide assistance with such things as day care, job search, resume preparation, education and training. To find a center near you, contact your local employment office or go to <http://www.ttrc.doleta.gov/onestop/pdf/1stop.pdf>.

## ***Free or Low-Priced Counseling, and Services for New and Existing Businesses***

If you would like to start your own business, a good place to begin is at one of 700 Small Business Development Centers located throughout the United States. The professionals at these centers provide FREE or very low cost, sound advice relating to virtually every aspect of starting and maintaining a business. To find the Small Business Development Center nearest you, consult the blue, government pages of your telephone directory, or visit the U.S. Small Business Administration online at <http://www.sba.gov> or the Small Business Development Center Web site at <http://www.sbaonline.sba.gov/SBDC/>

## ***Free Assistance to Small Disadvantaged Businesses***

Management and technical assistance is provided free to disadvantaged businesses. For certification and eligibility as a small disadvantaged business (SDB), visit the SDB Web site at <http://www.sba.gov/sdb/section06c.htm>.

# More Grant Makers

## ***The Foundation Center***

For a listing of philanthropic grant-makers, visit The Foundation Center at <http://www.fdncenter.org/grantmaker/index.html>

## ***Nursing and Medical Grants***

An alphabetical listing includes information about private and government financing in the form of grants, grant resources, loans and funding sources that support health services, research, education, career development and related subjects for those individuals in the medical field <http://www.allhealthnet.com/Nursing/Nursing+Grants/>

# Grant Resources & Publications

## Government Publications and Links

Contact the United States Government Printing Office at <http://www.gpo.gov/>

## Catalog of Federal Domestic Assistance (CFDA)

The most comprehensive listing of federal programs, whether for education, career, or business, can be found in the Catalog of Federal Domestic Assistance (CFDA). It is available in most public libraries, or you can write to the U.S. Government Printing Office, Washington, DC 20402, or visit the GPO Web site at <http://www.gpo.gov/> or the CFDA Web site at <http://www.cfda.gov> or <http://aspe.os.dhhs.gov/cfda/>. The latter site provides a more accessible listing of programs. To access it, go directly to <http://aspe.os.dhhs.gov/cfda/ialphall.htm>.

## Federal Register

Consult the Federal Register, which is printed each business day by the U.S. government. It contains Notices of Funding Availability (NOFAs), which are invitations for applications for federal grant programs, and include program descriptions, eligibility requirements, and guidelines. Write to Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402, or visit the GPO Web site at <http://www.gpo.gov/> or the Federal Register Web site at <http://fr.cos.com/>. To generate a customized listing of NOFAs, visit <http://ocd.usda.gov/nofa.htm>.

## Grants Net

For finding information about U.S. Department of Health and Human Services HHS and other federal grant programs, visit GrantsNet at <http://www.os.dhhs.gov/progorg/grantsnet>. It is part of the much-publicized national movement toward providing government resources to the general public in a more accessible and meaningful manner.

## Small Business Innovation Research (SBIR)

For a listing of "other federal grant programs," visit the SBIR Web site at <http://www.idbsu.edu/isbdc/sbirother.htm>.

## Free Money Directory

The Free Money Directory provides links not only for free money for organizations, businesses, and entrepreneurs but also provides links to "free college money," "get paid to surf," "get paid to read your email," "free lotteries and sweepstakes," and "get paid to take surveys." Visit the Web site at <http://www.freemoneydirectory.com/>.

## Federal Money Retriever

You can purchase the Federal Money Retriever from IDI Magic Technologies. This software application searches a database containing over 6,000 pages of federally funded sources. It is updated twice annually and prices range from \$39.95 to \$179.95. For information and a demo, visit <http://www.idimagic.com> or visit <http://www.fedmoney.com>.

## Free Money to Change Your Life

Written by Matthew Lesko, this book lists 15,000 government programs (both state and local) to "get a better job, start a new career, get and education, or follow your dream." For more



information about this and other Lesko publications, see  
[http://www.bizhotline.com/html/lesko\\_books.html](http://www.bizhotline.com/html/lesko_books.html)

### **Government Giveaways for Entrepreneurs III**

Visit <http://www.doug-robinson.com/gov/business/9000.html> to purchase "Government Giveaways for Entrepreneurs III," a listing of over 9,000 government grants and loans, free money programs, government auctions, and more.

### **Grants Galore**

Purchase a listing of grants from Grants Galore at [http://ourworld-top.cs.com/kayalock/grants\\_galore.htm](http://ourworld-top.cs.com/kayalock/grants_galore.htm)

### **An Insiders Guide To Finding and Obtaining Grant Money**

<http://www.peak.org/~coins/govgrantb.html>

A good percentage of the links and resources listed include tips on applying for grants, loans and government programs. Here are some tips from the pros that might save you time and money:

- ✓ Don't spend large amounts of money for publications, consulting, or databases. The Catalogue of Federal Domestic Assistance provides all the information you need. The no or low-cost services of the SBA and SBICs can help apply for grants and loans.
- ✓ Do your homework. Learn as much as you can about programs that match your needs.
- ✓ Investigate programs in states surrounding yours. Another state might have a program that would make a move worthwhile.
- ✓ Find a face-to-face contact.

Be persistent. Good things don't always come easy. But they come, all right.

### **Guidelines and literature**

United States Government Manual  
Superintendent of Documents  
U.S. Government Printing Office  
Washington, DC 20402  
OMB Circular Nos. A-87, A-102, A-110, and A-133, and Executive Order 12372:  
Publications Office  
Office of Administration  
Room 2200, 725 Seventeenth Street, NW.  
Washington, DC 20503

Government Printing Office (GPO) Resources

The government documents identified above as available from the GPO can be requested (supply the necessary identifying information) by writing to:

Superintendent of Documents  
Government Printing Office  
Washington, DC 20402

### **Regional and Federal depository libraries**

Regional libraries can arrange for copies of Government documents through an interlibrary loan. All Federal Depository Libraries will receive copies of the Catalog directly. A list of depository and regional libraries is available by writing: Chief, Library Division, Superintendent of Documents, Stop SLL, Washington, DC 20402.

# State Programs

Overwhelmed with choices? In truth, there are too many state programs available to mention here. Sample programs by state are outlined in the next section. For a comprehensive listing of state programs, contact the respective department. For instance, if you are interested in individual assistance, get in touch with your state or local department of health and human services. For business-related programs, such as starting or expanding a business, contact your state or local department of economic development, or the US Small Business Administration (<http://www.sba.gov>). Links to SBA development centers listed by state are provided below.

## ***SMALL BUSINESS DEVELOPMENT CENTERS BY STATE***

Every state has Small Business Development Centers who can match you up with the right FREE MONEY grant program. All development centers offer free counseling to anyone wishing to start or expand a business. Their services are varied but include: FREE seminars, workshops, business planning, feasibility studies, marketing research, management analysis, sales technique, financing, exporting, inventory control, accounting, record keeping, and grant applications. Whatever your questions about FREE MONEY grants or starting a business.

There are now 58 small business development centers -- with a network of nearly 1,000 service locations. SBDC assistance is tailored to the local community and the needs of individual clients. Each center develops services in cooperation with local SBA district offices to ensure statewide coordination with other available resources. Use the list below to locate and contact your local SBDC center and find out what programs are available.

- [Alabama](#)
- [Alaska](#)
- [Arizona](#)
- [Arkansas](#)
- [California](#)
- [Colorado](#)
- [Connecticut](#)
- [Delaware](#)
- [Columbia](#)
- [Florida](#)
- [Georgia](#)
- [Guam](#)
- [Hawaii](#)

- [Idaho](#)
- [Illinois](#)
- [Indiana](#)
- [Iowa](#)
- [Kansas](#)
- [Kentucky](#)
- [Louisiana](#)
- [Maine](#)
- [Maryland](#)
- [Massachusetts](#)
- [Michigan](#)
- [Minnesota](#)
- [Mississippi](#)
- [Missouri](#)
- [Montana](#)
- [Nebraska](#)
- [Nevada](#)
- [New Hampshire](#)
- [New Jersey](#)
- [New Mexico](#)
- [New York](#)
- [North Carolina](#)
- [North Dakota](#)
- [Ohio](#)
- [Oklahoma](#)
- [Oregon](#)
- [Pennsylvania](#)
- [Rhode Island](#)
- [South Carolina](#)

- [South Dakota](#)
- [Tennessee](#)
- [Texas](#)
- [Utah](#)
- [Vermont](#)
- [Virginia](#)
- [Virgin Islands](#)
- [Washington](#)
- [West Virginia](#)
- [Wisconsin](#)
- [Wyoming](#)
- [Puerto Rico](#)

## ***OTHER SMALL BUSINESS RESOURCES***

[State-Specific Small Business Links](#)

[SBA Office of Advocacy](#)

[Procurement Assistance to Small Businesses](#)

[Small Business Investment Companies](#)

[Biz-Hotline](#)

### **Micro-Enterprise Loans**

The U.S. Small Business Administration administers the Micro-enterprise Program. This program allows entrepreneurs to apply for small amounts of money (from \ \$100 to a maximum of \ \$25,000). Prior to the implementation of this program, entrepreneurs had to apply for a minimum of \ \$50,000. For more information, visit the Web site at <http://www.sba.gov/financing/frmicro.html>. For other government financing options, see <http://www.sba.gov/financing/>

### **Venture Capital**

These are companies that provide financing to small businesses — equity securities or long-term debt. Venture Capital Companies are privately owned and operate for a profit, but the federal government subsidizes them. For more information, contact Associate Administrator for Investment; U.S. Small Business Administration; Washington, DC 20416; or telephone 202-205-6510; or visit the Web site at <http://www.sba.gov/inv>.

## ***Programs Listed By State***

### ***Alabama***

#### **Lister Hill Center Intramural Grants Program**

To foster health policy & services research on the UAB campus, the Lister Hill Center for Health Policy is soliciting faculty applications for one-year grants of up to \$20,000. Health policy/health services research is an interdisciplinary field, calling on expertise from health economics, epidemiology, medical sociology, anthropology, medicine, nursing, biostatistics, law, psychology, political science, operations research, and others.

[http://lhcwww.soph.uab.edu/intramural\\_grant.html](http://lhcwww.soph.uab.edu/intramural_grant.html)

### ***Alaska***

#### **Child Care Money**

Alaska offers the Child Care Grant program that provides a small business subsidy for childcare centers and licensed homes. Grantees must use the money for the long-term benefit of the childcare facility and the children in care. Most childcare facilities use these funds for staff salaries and benefits, goods relating to health, safety and nutrition, and age appropriate equipment, supplies and activities for the children.

Contact:

Child Care Programs Coordinator  
Division of Community and Rural Development  
Department of Community and Regional Affairs  
333 West Fourth Ave., Suite 220  
Anchorage, AK 99501  
907-269- 4529

### ***Arkansas***

#### **Grants To Train Arkansas Employees**

The primary purpose of the Existing Workforce Training Program (EWTP) is to provide financial assistance to Arkansas manufacturing industries for upgrading the skills of their existing workforce. EWTP will pay a portion of the costs of the approved training program. Financial assistance will range from 20 percent to 70 percent depending upon a series of scoring criteria.

Contact:

Arkansas Department of Economic Development  
1 State Capitol Mall  
Little Rock, AR 72201  
501-682- 7323  
[http://www.work-ed.state.ar.us/ind\\_coord.html](http://www.work-ed.state.ar.us/ind_coord.html)

## **ARKANSAS CHILD CARE PROVIDERS**

### **Enhancement Grants**

Grants, up to a maximum of \$7,500, are available to providers for the purchase of equipment, enhancement of programs or maintenance of licensing standards. Providers must demonstrate age appropriate immunizations for all children in their care to qualify for these grants. Grant applications are available from either your Child Care Licensing Specialist or by calling the Division.

### **CDA Scholarships**

Scholarships are available to individuals to assist in accessing training which will lead to certification under the Child Development Associate program. This is a nationally recognized credential which provides a practicum for persons working in care programs and assists then in improving the learning environment for children in care.

<http://www.state.ar.us/childcare/genproglis.html>

## **Arizona**

### **SMALL BUSINESS RECYCLING PROGRAM**

The City of Tucson Solid Waste Management Department is looking for up to 300 businesses to join this pilot program, which will help determine if small business recycling can be expanded successfully throughout the city. The pilot is partially funded by a grant from the U. S. Environmental Protection Agency

<http://www.ci.tucson.az.us/solwaste/small-biz-grant.html>

### **Arizona Business & Commerce**

Key “grants” in the search criteria to view various small business loans.

<http://www.azcommerce.com/smallbus.htm>

## **Colorado**

### **Train Colorado Employees**

The Colorado FIRST Program is to encourage quality economic development by providing training assistance as an incentive for the location of new or expanding firms in Colorado. Companies can utilize innovative approaches to training. Training programs are not designed to assist companies with normal, on-going training requirements. Companies should provide a health plan for their employees.

Contact:

Office of Business Development

162 Broadway, Suite 1710

Denver: CO 80202

303-892- 3840

## **Delaware**

### **CHILD CARE AND EARLY CHILDHOOD EDUCATION**

Challenge grants and technical assistance are available to Early Care and Education providers who are pursuing national accreditation. Both family child care providers seeking NAFCC accreditation and centers seeking NAEYC accreditation are eligible for this program. Training and mentoring are offered as well as direct grants for facility/program enhancement to meet accreditation requirements. For information on grants and assistance, call the Delaware First program at (302)892-5800.

For any additional information on the Delaware First Early Care And Education Career Development System, please contact:

Career Development Manager

Office Of Child Care Licensing/DSCYF

1825 Faulkland Road

Wilmington, DE 19805

E-Mail: [kawilson@state.de.us](mailto:kawilson@state.de.us)

Phone: (302) 892-5800 <http://www.state.de.us/kids/occlfrst.htm>

### **\$25,000 To Develop Business Plans and Patents**

The Delaware Innovation Fund provides financial and technical assistance to Delaware-based business that have the potential to launch innovative products and processes into national markets, to create new jobs, and to make a contribution to the economic diversity of Delaware. Demonstration Funding provides \$25,000 to aid in establishing patents, business plans, and proof of concept issues. Commercialization Funding goes up to \$250,000 to be used to begin the commercialization process of early-stage businesses.

Contact:

Delaware Innovation Fund

100 W 10th St., Suite 413

Wilmington, DE 19801

302- 777-1616

<http://www.delawareinnovationfund.com>

### **\$150,000 to \$2 Million in Delaware Venture Capital**

Venture capital is needed for both technology-based and non-technology oriented companies to get them up and running. In order to help these companies grow, the State of Delaware has joined as a partner in three venture capital funds. Each one funds businesses at various stages of development, but their investment focus varies.

Contact:

Delaware Economic Development Office

99 Kings Highway

Dover, DE 19901

302- 739-4271

### **\$50,000 For Delaware Inventors**

The Small Business Innovation Research (SBIR) grant program is a federal government program designed to encourage small business to explore their technological potential and provides the incentive to profit from its commercialization. SBIR funds the critical start-up and development stages. Phase I Provides awards up to \$100,000 for six months support for the exploration of technical merit or feasibility of an idea or technology. Delaware businesses that receive Phase I support are eligible for a bridge grant of up to \$50,000 if they submit a Phase II proposal.



Contact:  
Delaware Economic Development Office  
99 Kings Highway  
Dover, DE 19901  
302- 739-4271

## **Money For Development And Marketing In Delaware**

Companies based in Delaware may be eligible for the Delaware Innovation Fund that provides financial and technical assistance to businesses, which have the potential to launch innovative products and processes into national markets, to create new jobs, and to make a significant contribution to the economic diversity and the technology base of Delaware's communities.

Money can be used to establish patents, develop business plans, and begin the commercialization process. A match is required for investments, but sweat equity is considered.

Contact:  
Delaware Innovation Fund  
100 West 10th St., Suite 413  
Wilmington, DE 19801  
302-777-1616

## ***Illinois***

### **\$1.6 For Illinois Job Training**

The Industrial Training Program (ITP) assists companies in meeting their employee training needs. There are two ways employers can access state training funds available through ITP. One way is for individual employers to apply for grant funds to assist with training the employees. The second way is through the Multi-Company Training Project that allows companies with common employee training needs to join together.

Contact:  
Office of Industrial Training  
Department of Commerce and Community Affairs  
620Adams St.  
Springfield, IL 62701  
217- 785-6284  
[http://www.commerce.state.il.us/workforce/ITP/ITP\\_home.htm](http://www.commerce.state.il.us/workforce/ITP/ITP_home.htm)

### **Used Tire Grants**

The Used Tire Recovery Unit's mission is to develop self-sustaining markets for used and waste tires. The program offers funding in the form of grants and loans for projects which reuse, recycle, or recover energy from used tires.

Contact:  
Used Tire Recovery Unit  
Bureau of Energy and Recycling  
Illinois Department of Commerce and Community Affairs  
620 Adams St.  
Springfield, IL 62701  
217- 785-3999  
[http://www.commerce.state.il.us/resource\\_efficiency/Recycling/RecycleProgramOverview.htm](http://www.commerce.state.il.us/resource_efficiency/Recycling/RecycleProgramOverview.htm)

## **Use Recycled Materials**

The Market Development Program provides funding assistance in the form of loans and grants for the purchase or conversion of equipment to manufacture products from recycled products, and procurement and end-use testing of recycled content products.

Contact:

Resource Development Section  
Bureau of Energy and Recycling  
Illinois Department of Commerce and Community Affairs  
620 Adams St.  
Springfield, IL 62701  
217-785-2006

[http://www.commerce.state.il.us/resource\\_efficiency/Recycling/RecycleProgramOverview.htm](http://www.commerce.state.il.us/resource_efficiency/Recycling/RecycleProgramOverview.htm)

## **Grants to Recycle Solid Waste**

The mission of the Recycling Industry Modernization (RIM) Program is to divert materials from the solid waste stream and improve the competitiveness of Illinois manufacturing firms, through modernization. RIM projects increase the use of recycled materials and/or promote solid waste source reduction. Grants are available to fund modernization assessments and implementation projects.

Contact:

Bureau of Energy and Recycling  
Illinois Department of Commerce and Community Affairs  
620 Adams St.  
Springfield, IL 62701  
217- 785- 2638

[http://www.commerce.state.il.us/resource\\_efficiency/Recycling/RecycleProgramOverview.htm](http://www.commerce.state.il.us/resource_efficiency/Recycling/RecycleProgramOverview.htm)

## ***Indiana***

### **Grants To Improve Energy Efficiency**

The National Industrial Competitiveness Through Energy, Environment and Economics Grant is a federal grant with possible state matching money to improve energy efficiency, promote a cleaner production process and improve the competitiveness of industry. Those eligible include manufacturers in industrial glass, metals, chemicals, forest products, petroleum, steel, and aluminum. The maximum grant is \$400,000 and a 55% match is required.

Contact:

Indiana Department of Commerce  
Energy Policy Division, Alternative Energy Program  
One North Capital, Suite 700  
Indianapolis, IN 46204  
317- 232-8940

<http://www.state.in.us/doc/energy/industrial.html>

### **Indiana Coal Research Grant Program**

This program is designed to help Indiana businesses and research institutions conduct coal research projects that promote efficient, economical and environmentally responsible uses for Indiana coal. Eligible research areas include advanced power generation systems, the production of fuels and chemicals from coal, coal use in the steel industry, systems for reducing coal wastes through processing and recovery of marketable by-products, and geological analyses that define coal resources. Grants of up to \$100,000 are available. Projects which include partnerships

among several businesses, local and regional organizations, research institutions and government are encouraged. For more information contact the Energy Policy Division at (317) 232-8970.

## **Indiana Biomass Grant Program**

This grant program was created to assist with research, development and production of biomass energy systems. Goals include increasing the role of biomass in Indiana's energy mix, deploying cost-effective biomass energy technologies and promoting private and public sector investment in biomass technology and resources. The program focuses on project partnerships among local and regional organizations, researchers, industries, utilities and government. Grants of up to \$20,000 per project will be available to successful applicants. Projects should have near-term commercialization potential, should not duplicate the work of others and should capitalize on in-state expertise and resources. For more information contact the Energy Policy Division at (317) 232-8970.

<http://www.state.in.us/doc/energy/research.html>

## ***Iowa***

### **Iowa Job Training**

The Iowa Industrial New Jobs Training Program provides funds to train new employees of eligible Iowa businesses. Eligible businesses may be new to Iowa, expanding their Iowa work force, or relocating to the state. Employees qualifying for training services must be in a newly created position and pay Iowa withholding tax. Job training services are defined as any training needed to enhance the performance of a business' new employees. Services include vocational and skill assessment testing, adult basic education, job-related training, cost of company, college, or contracted trainer or training services, and more. The program is administered and operated by Iowa's 15 community colleges. Each college works with eligible businesses to assess training needs, determine funds availability, and provide training.

Contact:

Iowa Department of Economic Development  
Workforce Development  
200 East Grand Ave.  
Des Moines, IA 50309  
515-242-4878

<http://www.state.ia.us/ided>

### **Forgivable Loans For Training**

The Community Economic Betterment Account program provides financial assistance to businesses creating new job opportunities or retaining existing jobs. Assistance may be provided to encourage new business start-ups, expansion or retention of existing businesses, or recruitment of out-of-state businesses into Iowa. Assistance may be in the form of loans and/ or forgivable loans.

Contact:

Iowa Department of Economic Development  
Workforce Development  
200 East Grand Ave.  
Des Moines, IA 50309  
515-242-4878

<http://www.smart.state.ia.us/financial.htm>

## **New Skills Development**

The Iowa Innovative Skills Development Program promotes the development of new, creative and innovative approaches that address Iowa's current and future work force needs. Program services are prioritized in support of projects that concentrate on skill development for new or emerging technologies as well as enhancement of technological skills for our current work force. Allowable program costs include purchase or development of training curricula and materials, cost of assessment, recruitment, outreach, tuition, vocational and skill assessment, adult basic education, and more.

Contact:

Iowa Department of Economic Development  
Workforce Development  
200 East Grand Ave.  
Des Moines, IA 50309  
515-242-4878  
<http://www.state.ia.us/ided>

## **Business Network**

The Iowa Community College Business Network Training Project consists of five or more businesses located in two or more community college districts with at least two community colleges sponsoring the training project. A community college business network-training project is eligible for up to \$50,000 in program assistance per participating community college. A 25% cash match from the participating businesses is required for consortia projects costing \$45,000 or more. Projects costing less than \$45,000 do not require a cash match.

Contact:

Iowa Department of Economic Development  
Workforce Development  
200 East Grand Ave.  
Des Moines, IA 50309  
515-242-4878  
<http://www.state.ia.us/government/ided/workforce/IJTP.htm>

## **Entrepreneurs With Disabilities**

The Entrepreneurs With Disabilities Program provides technical and/or financial assistance to qualified individuals with disabilities seeking self-sufficiency by establishing, maintaining, expanding, or acquiring a small business. Program services include technical assistance such as business plan development, accounting, legal services, and financial assistance for the purpose of purchasing business equipment, supplies, inventory, rent and more. Financial assistance shall not exceed \$15,000.

Contact:

Iowa Department of Economic Development,  
Workforce Development  
200 East Grand Ave.  
Des Moines, IA 50309  
515- 242-4878  
<http://www.smart.state.ia.us/financial.htm>

## **Money For Iowa Entrepreneurs**

The Entrepreneurial Ventures Assistance program provides financial and technical assistance to start-up and early-stage companies. The eligible business must be located in Iowa and in an industry sector offering the greatest start-up and growth potential for the state. To qualify,

applicants must have completed or be participating in an entrepreneurial training program. An initial investment of up to \$20,000 may be awarded for product development, working capital, purchase of machinery and equipment, and for other qualifying business expenses. Funds may be used to finance up to 50% of total project costs.

Contact:

Iowa Department of Economic Development  
Workforce Development  
200 East Grand Ave.  
Des Moines, IA 50309  
515-242-4878

<http://www.smart.state.ia.us/financial.htm>

## ***Kansas***

Professionally managed and incredibly broad in scope, our grant programs offer some terrific opportunities. Funding is only part of the package, though. The technical and customer support provided by our Program Managers is first-rate and has helped hundreds of projects stay on track and on budget

[http://kdoch.state.ks.us:82/ProgramApp/program\\_grant.jsp](http://kdoch.state.ks.us:82/ProgramApp/program_grant.jsp)

## **Kansas Job Training Grants**

The High Performance Incentive Program promotes the establishment and expansion of high performance industry in the state. The program provides incentives to qualified firms to provide training to employees to upgrade existing employee job skills and offers a sales tax exemption and substantial tax credits in connection with capital investment.

Contact:

High Performance Incentive Program,  
Business Development Division  
Kansas Department of Commerce and Housing  
700 SW Harrison, 13th Floor  
Topeka, KS 66603  
785-296-5298

<http://www.kansascommerce.com>

## **Venture Capital For Kansas Businesses**

The Innovation and Commercialization Corporations (ICCs) seek entrepreneurs and scientists who are in need of help, to aid in commercializing high-tech products in the development stage. The ICCs aid clients in preparing quality business plans to attract venture capital as well as assistance in preparing competitive ARMF proposals. ICCs help client corporations find affordable business incubator space nearby, so that they can take clients "on-board" and provide constant support. The ICCs also each operate a pre-seed capital fund, which empowers start-up businesses to commercialize new technology. The type of aid available differs slightly between the three corporations. For more information, contact one of the following:

Contact:

Kansas Innovation Corporation  
1617 St. Andrews Dr  
Lawrence, KS 66047  
785-832-2110

<http://www.kic.com>

Contact:  
Mid-America Commercialization Corp.  
1500 Hayes Dr  
Manhattan, KS 66502  
785-532-3900  
<http://www.ksu.edu/tech.transfer/macc/macc.htm>

Contact:  
Wichita Technology Corporation  
1845 N Fairmont, NIAR Bldg.  
Wichita, KS 67260  
316-978-3690  
<http://www.wichitatechnology.com>

## **Kansas Venture Capital**

Instituted to increase the availability of risk capital in Kansas, the venture capital and seed capital programs make use of income tax credits to encourage investment in venture and seed capital pools as a source of early stage financing for small businesses. Businesses demonstrating strong growth potential but lacking the financial strength to obtain conventional financing are the most likely candidates for risk capital funding. The Business Development Division has in operation and continues to develop a network of venture capital resources to assist qualified small businesses in locating potential sources of venture capital financing.

Contact:  
Business Development Division  
Kansas Department of Commerce and Housing  
700 SW Harrison, Suite 1300  
Topeka, KS 66603-3712  
785-296-5298  
<http://www.kansascommerce.com>

## **\$1,000 For Your Kansas Invention**

The Invention Development Assistance program is designed to help inventors in the beginning stages with marketing their inventions to increase market-driven products and processes that can be commercialized in Kansas. Assistance is limited to matching grants of up to \$1,000 per invention. For more information, contact Kansas Technology.

Contact:  
Enterprise Corporation  
112 W 6th, Suite 400  
Topeka, KS 66603  
785-296-5272  
<http://www.ktec.com>

## **\$5,000 To Prepare Grant Proposals**

The Small Business Innovation Research (SBIR) Matching Grants assist businesses in preparing federal SBIR/STTR grant proposals and to increase the number and quality being submitted by Kansas small businesses that will meet the research and development needs of the federal government. Reimbursement assistance is up to \$5,000 in preparing a quality proposal, review of the draft proposal prior to submission, and assistance in locating resources.

Contact:  
Kansas Technology Enterprise Corporation

112 W 6th, Suite 400  
Topeka, KS 66603  
785-296-3686  
<http://www.ktec.com>

### **\$3,500 For Trade Shows**

The Kansas Trade Show Assistance Program provides Kansas companies with financial assistance to target new markets. Companies who receive approval can be reimbursed for up to 50% of the show related expenses to attend trade shows.

Contact:

Trade Development Division  
Kansas Department of Commerce and Housing  
700 SW Harrison St., Suite 1300  
Topeka, KS 66603  
785-296-4027  
<http://www.kansascommerce.com>

## ***Kentucky***

### **Search the Kentucky Internet for small business grants**

<http://search.state.ky.us:8080/cgi-bin/query?mss=simple&pg=q&what=web&fmt=.&q=grants&submit1=Search+KY>

### **Money To Train Kentucky Employees**

The Bluegrass State Skills Corporation (BSSC) works with business and industry and Kentucky's educational institutions to establish a program of skills training. The BSSC provides funding support for the training of workers of Kentucky's new and expanding industries, and for skills upgrade and occupational upgrade training of workers of existing industries. There is a matching funds requirement.

Contact:

Bluegrass State Skills Corporation  
Capital Plaza Tower, 21st Floor  
500 Mero St.  
Frankfort, KY 40601  
502-564-2021  
<http://www.thinkkentucky.com/bssc>

## ***LOUISIANA***

The Louisiana Economic Development Corporation (LEDC) administers several programs for small Louisiana businesses, ranging from loan guarantees to venture capital. "Click financing"

<http://www.lded.state.la.us/>

## ***Maryland***

### **Venture Capital for Low-Income Entrepreneurs**

Maryland's Equity Participation Investment Program provides investments in technology-based businesses and business acquisitions that will be owned 70% or more by disabled, socially, or economically disadvantaged persons. The amount of money available ranges from \$100,000 to \$3 million and can be used to purchase machinery and equipment, inventory, working capital, real estate acquisitions, and more.

Contact:

Maryland Department of Business and Economic Development

Division of Marketing

217 E. Redwood St.

Baltimore, MD 21202

410-767-6555

800-811-0051

<http://www.mdbusiness.state.md.us> (follow links)

## ***Massachusetts***

### **80% Discount on Energy Consultants**

Today, businesses need innovative ways to cut costs, and one way to cut costs is to conserve energy. Companies that are energy efficient have more money for capital improvements, wages, and jobs. The Massachusetts Division of Energy Resources (EAS), through its Energy Advisor Service provides the technical assistance companies need to cut energy costs. EAS utilizes engineers from the private sector who provide flexible and comprehensive energy efficient analyses of manufacturing processes and facilities. The service is customized to meet the needs of individual companies. EAS is partly subsidized through federal dollars so customers only pay approximately 12% of the overall cost.

Contact:

Massachusetts Office of Business Development

One Ashburton Place, Room 2101

Boston, MA 02108

617-727-3206

800-5-CAPITAL

### **Low interest Loans for New and existing child care providers**

SCCCU makes small, low-interest loans to nonprofit child care organizations through its Child Care Revolving Loan Program. A \$40,000 grant from the Packard Foundation started this loan program in 1991 in hope of expanding childcare opportunities for low-income families. These loans usually run about \$10,000 or less at an interest rate of 3 percent

<http://www.4children.org/news/5-97crdt.htm>

## ***Michigan***

### **Child Care**

The Healthy Childcare Campaign of the American Academy of Pediatrics will allocate \$50,000 to support 10 regional new or continuing initiatives that are collaborative in nature. For more information on the Campaign's proposals, contact 888-227-5409



## **\$1,000 Job Training Grants**

The Economic Development Job Training program is a major feature of Michigan's economic development incentive package. While the employer matches 25% of the state assistance, under this program employers customize training programs to meet their needs; training funds are channeled through Michigan's expansive educational network; and grants average \$500- \$1,000 per employee.

Contact:

Michigan Jobs Commission  
201 N Washington Square  
Lansing, MI 48913  
517-373-9808  
<http://www.michworks.org/>

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Contact:

Michigan Economic Development Corporation  
201 N Washington Square,  
Lansing, MI 48913  
517-373-9808

## ***Missouri***

### **Recycle Missouri**

The Missouri Market Development Program assists recycling throughout Missouri by focusing economic development efforts on businesses and projects that use materials recovered from solid waste in manufacturing operations and other end-uses. They can help identify what financial and business development assistance is available to you through a variety of resources and connect you with collection systems, processors, and manufacturers using recovered materials. Maximum amount of financial assistance is \$75,000.

Contact:

Missouri Market Development Program  
Environmental Improvement and Energy Resources Authority  
P.O. Box 744  
Jefferson City, MO 65102  
573-526-0744

## **Childhood Development Grant Opportunities**

"**Stay At Home Parent Program**" requests proposals for planning, developing, and implementing programs that provide early childhood education support to parents staying at home with children. The programs will serve children from birth to age 3 in families with incomes under 185% of the Federal Poverty Level.

"**Child Care Program Accreditation Facilitation Services**" requests proposals for increasing the quality of child care services for children from birth to kindergarten entry. The programs will provide financial and technical assistance to child care programs wanting to become accredited by an early childhood accrediting organization recognized by DSS.

<http://www.dss.state.mo.us/dfs/early/>

## ***NEW JERESY***

### **Early Stage Enterprise (ESE) Seed Investment Fund**

Very young technology enterprises may be eligible to receive investments ranging from \$50,000 to \$1.5 million

<http://www.njbrc.org/finance/early.html>

### **Business Relocation Assistance Grant (BRAG)**

The New Jersey Commerce Commission will provide grants to relocating or expanding companies that create a minimum of 25 new, full-time jobs in New Jersey within one year. Businesses relocating to New Jersey or expanding facilities within New Jersey are eligible. For more information, please call (609) 777-0885, or visit the [Business Resource Center](http://www.state.nj.us/njbiz/r_brag.shtml). [http://www.state.nj.us/njbiz/r\\_brag.shtml](http://www.state.nj.us/njbiz/r_brag.shtml)

### **5000 Registered Apprenticeship Incentive Program**

The federal Registered Apprenticeship Program offers small and mid-size **manufacturing** employers, with up to 250 employees, financial resources to upgrade the skills of employees working in the direct production of goods in a manufacturing environment. The program provides **one-time financial incentives of \$5,000 to employers for each registered apprentice** sponsored as of January 1, 1999.

[http://www.state.nj.us/njbiz/r\\_reg\\_apprenticeship.shtml](http://www.state.nj.us/njbiz/r_reg_apprenticeship.shtml)

## ***New Mexico***

### **New Mexico Job Training**

The New Mexico Industrial Development Training Program provides funds for classroom or on-the-job training to prepare New Mexico residents for employment. Training may be tailored to the needs of the business and is usually provided in one of three ways:

- Classroom in nature and provided by a public education institution facility
- Training conducted at the business facility
- On-the-job and/or classroom training

Trainees must be guaranteed full-time employment upon successful completion of training. Trainee's wages are reimbursed to the company at 50% during hours of training.

Contact:

New Mexico Economic Development Department  
Development Division  
1100 St. Francis Dr.  
Santa Fe, NM 87503  
505-827-0323

<http://www.edd.state.nm.us/SERVICES/TRAINING/index.html>

## ***New York***

### **\$500,000 Venture Capital From New York**

High tech entrepreneurs, companies with technologies ready for market, and leading-edge enterprises each have different needs for investment capital. New York State has the seed and growth capital that will enable your high tech business to grow. The Small Business Technology investment Fund Program (STBIF) is a source of early-stage debt and equity funding for high tech companies. Initial investments can come to as much as \$300,000 and later stage investments can go up to \$500,000. New York State is banking on a strong high tech future.

Contact:

Empire State Development/Small Business Technology Investment Fund

30 S. Pearl St., 6th Floor

Albany, NY 12245

518-292-5134

<http://www.empire.state.ny.us>

### **Micro Enterprise Conditional Grant Program – Trickle Up**

CDC offers a grant program to help economically disadvantaged persons to start or expand home-based businesses. Applicants complete a Business Plan using materials supplied by CDC. If the plan is approved, the applicant is eligible to receive the first \$500 installment of the grant. They receive the second \$200 after submitting a three month Business Report. These modest grants are targeted toward persons whose household income is no more than 200% of the federal poverty limit (\$30,000 for a family of 4) with a preference for women and minorities as well as current and former public assistance recipients. This program is partially funded by Trickle Up, Inc., a New York City-based international non-profit. Trickle Up funding is supplemented with grant funds raised locally on Long Island.

<http://www.cdcli.org/documents/program/smallBusLend.asp>

## ***North Carolina***

### **\$30,000 to Reduce Wood Waste**

The North Carolina Division of Pollution Prevention and Environmental Assistance set a goal to reduce solid waste by 40 percent. They have created the Organics Waste Recycling Grant which funds projects up to \$30,000, with a 25% match from the business, to help in meeting that goal. Projects that reduce the flow of organic wastes to landfills or incinerators, or that stimulate market demand for recycled organic wastes are eligible for this project.

Contact:

North Carolina Division of Pollution Prevention and Environmental Assistance

1639 Mail Service Center

Raleigh, NC 27699

919-715-6524

## ***North Dakota***

### **Agriculture Marketing Grants**

North Dakota agricultural products or by-products can get a helping hand from the Agricultural Products Utilization Commission. Funds are available for the development or implementation of a sound marketing plan for the promotion of these products. The products should be new to the

area and should be an expansion of a use or uses of existing products. For more information on requirements

Contact:

North Dakota Agricultural Products Utilization Commission  
1833 East Bismarck Expressway  
Bismarck, ND 58505  
701-328- 5350

## **Grants To North Dakota Women**

The North Dakota Women's Business Program was designed to provide counseling and technical assistance for women entrepreneurs, as well as administer the women's incentive grant program. This office can certify women-owned businesses for federal and state contracting purposes and more.

Contact:

North Dakota Women Business Program  
418 East Broadway, Suite 25  
Bismarck, ND 58501  
701-328-5855

<http://www.growingnd.com>

## **Ohio**

### **Money To Recycle Tires**

The Ohio Department of Development has loans and grants available to scrap tire recyclers who locate or expand in Ohio and who demonstrate that they will create new/reuse scrap tire products. \$2 million is available for qualifying loans and grants.

Contact:

Economic Development Division  
Ohio Department of Development  
77 S. High St., P.O. Box 1001  
Columbus, OH 43215  
614-644-8201

<http://www.resourceohio.com>

### **Grants and Help For Ohio Business**

The Business Development Account 412 helps Ohio businesses prosper through technical assistance programs and customized assistance resources. It provides assistance with up-to-date information on sites, buildings, labor, markets, taxes, and financing. It helps companies seek state, local, or private financing and coordinates tax incentive programs and assists companies infrastructure needs.

Contact:

Office of Business Development  
Ohio Department of Development  
77 South High St., 28th Floor  
Columbus, OH 43215  
614-466- 4155

<http://www.resourceohio.com>

## **Oklahoma**

### **Money For Small Businesses**

The Oklahoma Small Employer Quality Jobs Program allows qualifying small businesses that are creating a minimum of ten new direct jobs within one year of the date of application to receive a special incentive to locate or expand in Oklahoma.

The program provides annual cash payments of 5% of taxable payroll for new employees to a qualifying company for up to five years. There are requirements that must be met including health insurance coverage, hours worked, and more.

Contact:

Office of Business Recruitment  
Oklahoma Department of Commerce  
P.O. Box 26980  
Oklahoma City, OK 73126  
800-588-5959  
405- 815-5213  
<http://www.odoc.state.ok.us>

### **Quality Oklahoma Jobs**

The innovative Oklahoma Quality Jobs Program allows qualifying businesses that are creating new quality jobs to receive a special incentive to locate or expand in Oklahoma. The program provides quarterly cash payments of up to 5 percent of new taxable payroll directly to a qualifying company, for up to ten years. There are requirements such as payroll amount, health insurance coverage, workweek, and more.

Contact:

Office of Business Recruitment  
Oklahoma Department of Commerce  
P.O. Box 26980  
Oklahoma City, OK 73126  
800-588-5959  
415- 815-5213  
<http://www.odoc.state.ok.us>

## **Oregon**

### **Oregon Venture Capital**

Equity-based capital is available for Oregon businesses through the Oregon Resource and Technology Development Fund. Areas of focus include: biological and biomedical services, high technology, and natural resource industries. Funds are available to eligible companies for seed capital, applied research, and technical information.

Contact:

Oregon Resource and Technology Development Fund  
4370 NE Halsey, Suite 233  
Portland, OR 97213  
503-417-2165.

## ***Pennsylvania***

### **Clean Up Assistance**

Pennsylvania companies involved in the reuse of former industrial land may be eligible for the Industrial Sites Reuse Program. Grants and low interest loan financing are provided to perform environmental site assessment and remediation work at former industrial sites. This program provides grants and loans of up to \$200,000 for environmental assessment and up to \$1 million for remediation. A 25% match is required for grant and loan projects. The interest rate for loans is 2%.

Contact:

Department of Community and Economic Development

494 Forum Bldg.

Harrisburg, PA 17120

717-787-7120

800-379-7448

[http://www.dced.state.pa.us/PA\\_Exec/DCED/business/f.isrp.htm](http://www.dced.state.pa.us/PA_Exec/DCED/business/f.isrp.htm)

### **Convert Gas Vehicles to Alternative Fuels**

In an effort to improve Pennsylvania air quality and reduce the consumption of imported oil, the Office of Pollution Prevention and Compliance Assistance developed the Alternative Fuels Incentive Grant Fund. Money can be used to increase the use of alternative fuel vehicles and develop a refueling infrastructure in Pennsylvania. Applicants may request a grant to cover a percentage of their costs to convert an existing gasoline vehicle that meets certain age and mileage restrictions to operate on alternative fuel, as well to purchase and install a refueling or recharging facility.

Contact:

Department of Environment Protection

Office of Pollution Prevention and Compliance Assistance

400 Market St., 15th Floor

RCSOB, P.O. Box 8772

Harrisburg, PA 17105

717-772-8912

<http://www.dep.state.pa.us/dep/deputate/airwaste/aq/afv/afvafig1.htm>

### **Money For Job Training**

Pennsylvanian companies can take advantage of the Opportunity Grant Program. This Program provides grant funds to create or preserve jobs within the Commonwealth. Funds may be used for job training, infrastructure improvements, land and building improvements, machinery and equipment, working capital and environmental assessment and redemption. A 4 to 1 private to public match is required.

Contact:

Department of Community and Economic Development

494 Forum Bldg.

Harrisburg, PA 17120

727-787-7120

800-379-7448

[http://www.dced.state.pa.us/PA\\_Exec/DCED/business/f.opportunity.htm](http://www.dced.state.pa.us/PA_Exec/DCED/business/f.opportunity.htm)

## ***Rhode Island***

### **Grants To Train Employees**

The Set-Aside for Economic Development is designed to provide matching job training funds to companies that are either relocating to Rhode Island or expanding present operations in the state. The funds are used for the training of new employees through either customized training programs or on the job training. The Set-Aside may also be used to upgrade and/ or retrain existing employees in order to develop increased business and long term employment.

Contact:

Rhode Island Economic Development Corporation  
One West Exchange St.  
Providence, RI 02903  
401-222-2890

### **\$25,000 To Upgrade Employees Skills**

The Competitiveness Improvement Program allows an employer to upgrade the skills of existing employees, thus improving the productivity of the business.

The program awards matching grants of up to \$25,000 per company through a competitive proposal process. Businesses are urged to work through trade associations and local colleges and universities to increase the effectiveness of the training programs.

Contact:

Rhode Island Economic Development Corporation  
One West Exchange St.  
Providence, RI 02903  
401-222-2890

[http://www.riedc.com/growth/jobs/job\\_programs.htm](http://www.riedc.com/growth/jobs/job_programs.htm)

### **\$5,000 To Learn New Technology**

Rapid changes require rapid and effective responses. To meet your organizational needs, the Rhode Island Economic Development Corporation can afford you the opportunity to increase your overall productivity. The intent of the Project Upgrade funds is to upgrade skills of currently employed workers who are being impacted by technological or organizational changes in the workplace. A maximum \$5,000 Project Upgrade grant can be obligated to each eligible company.

Contact:

Rhode Island Economic Development Corporation  
One West Exchange St.,  
Providence, RI 02903  
401-222-2890

[http://www.riedc.com/growth/jobs/job\\_programs.htm](http://www.riedc.com/growth/jobs/job_programs.htm)

## ***Tennessee***

### **\$3 Million To Growing Tennessee Businesses**

Commerce Capital LP is a Small Business Investment Company that has equity funds for rapidly growing small business operating capital needs in the Tennessee Valley. These investments are made in both debt and equity financing for companies in health care, manufacturing, environmental services, communications and information systems.

Contact:  
TVA Economic Development  
400 W Summit Hill Dr.  
Knoxville, TN 37902  
423-632-3405  
[http://www.state.tn.us/ecd/rg\\_ch5.htm](http://www.state.tn.us/ecd/rg_ch5.htm)

## **Texas**

### **Smart Texas Jobs**

Smart Jobs is a business incentive program designed to help Texas companies become more competitive. Smart Jobs provides grants to employers for customized training. The employer decides what training is needed for the work force and who will provide the training. There is an employer match component.

Contact:  
Texas Department of Economic Development  
Smart Jobs Fund  
P.O. Box 12728  
Austin, TX 78711  
800-888-0511  
<http://www.tded.state.tx.us/smartjobs>

## **Utah**

### **\$100,000 To Move Your Business To Utah**

The State of Utah has an Industrial Assistance Fund that can be used for relocation costs. This incentive loan can be repaid as Utah jobs created. For more information about eligibility and requirements

Contact:  
Department of Community and Economic Development  
324 South State St., Suite 500  
Salt Lake City, UT 84111  
801-538-8700  
<http://www.dced.state.ut.us/NATIONAL/incentiv.htm>

### **Utah's Short Term Intensive Training Grants Cover New Employees**

Utah's Short Term Intensive Training (STIT) Grant programs are customized and designed to meet full-time job openings. Programs are usually less than one year in length and are designed to meet the specific training needs of a company. Although employees must pay tuition to participate, STIT can provide qualified employees from which a company can hire. STIT gives the option of training at 50-70% discount of normal training costs.

Contact:  
Department of Community and Economic Development  
324 South State St. Suite 500  
Salt Lake City, UT 84111  
801-538-8700  
<http://www.dced.state.ut.us/NATIONAL/incentiv.htm>



## ***Virginia***

### **Grants To Promote Virginia's Horse Industry**

The Virginia Horse Industry Board is offering grants to groups or individuals who wish to develop projects that will benefit Virginia's horse industry. The Board will look at efforts that address the promotion and economic development of the horse industry, including areas of education, research, and marketing. A majority of the funding goes to non-profit groups.

Contact:

Virginia Horse Industry Board  
%Virginia Department of Agriculture & Consumer Services  
100 Bank St., Room 1004  
Richmond, VA 23219  
804- 786-5842

<http://www.virginiahorse.com/VHIB/vhibgrant2.html>

### **Pollution Control Grants From Virginia**

The Virginia Department of Environmental Quality has partnered with others to offer \$10,000 pollution prevention grants. The Pollution Prevention Grants Program is designed to encourage the implementation of pollution prevention techniques in businesses and governments throughout Virginia. It is an effort to support industrially significant pollution prevention programs that reduce the production waste and to help contribute to the bottom line of Virginia's manufacturers and businesses.

Contact:

Virginia Department of Environmental Quality  
629 E. Main St.  
Richmond, VA 23219  
804-698-4545  
800-592-5482

<http://www.deq.state.va.us/p2>

## ***Washington***

### **Washington Job Skills**

The Job Skills Program brings together employers or industries who have specific training needs With educational institutions that can provide customized employee training. Through matching grants, the Job Skills Program funds industry-education partnerships in which customized training materials are developed and short term, job specific training is delivered.

Contact:

Workforce Training and Education Coordinating Board  
Building 17 Airdustrial Park  
Olympia, WA 98504  
360-753-5662

<http://www.wa.gov/wtb/index.html>

### **Energy grants for residents on tight budgets**

The county program has a little more than \$1 million in grants to help qualifying low-income individuals and families pay their heating and electricity bills this winter. Other money is available elsewhere

You can call Herald Writer Sharon Salyer at 425-339-3486 or send e-mail to [salyer@heraldnet.com](mailto:salyer@heraldnet.com).

<http://www.heraldnet.com/Stories/00/12/15/13266461.cfm>

## ***Wisconsin***

### **Grants For Environmental Cleanup In Wisconsin**

Brownfields are potential business sites, but currently pose a danger due to environmental problems. The Brownfields Grant Program provides grants to persons or businesses for environmental remediation activities where the owner is unknown, cannot be located, or cannot meet the cleanup costs.

Contact:

Department of Commerce

201 W. Washington Ave.

Madison, WI 53707

608-266-3494

800-HELP-BUS

<http://www.commerce.state.wi.us/CD/CD-bfi.html>

### **Brownfields Grant Initiative**

\$10,000 For Every New Job Created

The goal of the Vocational Rehabilitation Economic Development Partnership is to increase employment opportunities for Division of Vocational Rehabilitation (DVR) clients by providing equipment grants, technical assistance grants, customized technical assistance and other assistance to companies that will hire persons with disabilities. Companies interested in applying should contact

Wisconsin Department of Commerce

Bureau of Minority Business Development, Job Creation Program

101 W Pleasant St., Suite 100A

Milwaukee, WI 53212

414-220-5360

<http://www.commerce.state.wi.us/MT/MT-FAX-0817.html>

### **Minority Enterprise Grants**

The Minority Business Early Planning Grant Program offers individual grants for planning and managerial assistance to minority entrepreneurs and business owners. Grants are to be used to hire professional consultants for feasibility studies, business and management planning, marketing assistance and planning, and/ or financial statements and loan packaging. Grants are up to \$15,000 with a 25% match being required.

Contact:

Department of Commerce

201 W. Washington Ave.

Madison, WI 53707

608-267-9550

800-HELP-BUS;

<http://www.commerce.state.wi.us/MT/MT-FAX-0808.html>

## **Grants for Recycling Businesses**

The Recycling Market Development Board, attached to the Wisconsin Department of Commerce, identifies markets for recycled materials, and awards loans and grants to companies and organizations committed to manufacturing products from recycled materials.

Contact:

Department of Commerce

201 W. Washington Ave.

Madison, WI 53707

608-2667-9548

800-HELP-BUS

<http://www.commerce.state.wi.us/RB/RB-Organization.html>

## **Wood Utilization Grants**

The Lake States Wood Utilization Grant Program, awards up to \$100,000 to universities, private and federal laboratories, and forest products industry businesses located in Wisconsin to develop value-added products from manufacturing by-products and other wood waste; to provide economical solutions to environmental protection; or to improve the use of available timber resources. Applicants must provide 25% of the project cost in cash or in-kind.

Contact:

Department of Commerce

201 W. Washington Ave.

Madison, WI 53707

608-266-1018

800-HELP-BUS

<http://www.commerce.state.wi.us/>

## **Recycle Wisconsin**

The Recycling Early Planning Grant Program encourages the creation and expansion of businesses that will undertake the production of goods from recycled materials, or increase the use of recycled materials. Funds may be issued for up to 75% of eligible project costs to a maximum of \$15,000.

Contact:

Department of Commerce

201 W. Washington Ave.

Madison, WI 53707

608-267-9548

800-HELP-BUS;

<http://www.commerce.state.wi.us/MT/MT-FAX-0818.html>

## **Financing Your Business in Wisconsin**

The Wisconsin Department of Commerce (COMMERCE) has a broad range of financial assistance programs to help businesses undertake economic development. This quick reference guide identifies these programs and selected programs from other agencies. COMMERCE maintains a network of Area Development Managers to offer customized services to each region of Wisconsin

<http://www.commerce.state.wi.us/MT/MT-COM-2000.html>

# TOP 100 GOVERNMENT PROGRAMS

## **Business Development Assistance to Small Business**

### **FEDERAL AGENCY:**

SMALL BUSINESS ADMINISTRATION

### **OBJECTIVES:**

To help the prospective, as well as the present small business person improve skills to manage and operate a business.

### **TYPES OF ASSISTANCE:**

Advisory Services and Counseling; Dissemination of Technical Information; Training.

### **USES AND USE RESTRICTIONS:**

Advises small business persons of all SBA and other government agency assistance services. This assistance includes the following: (1) Workshops for prospective small business owners; (2) management counseling, including assistance from SCORE (Service Corps of Retired Executives), and other volunteer groups; (3) management courses or conferences and seminars; and (4) educational materials to assist in management of small business.

### **ELIGIBILITY REQUIREMENTS:**

***Applicant Eligibility:*** Existing and potential small business persons, and in some cases, members of community groups are eligible. A small business is one independently owned and operated, and not dominant in its field. Generally for manufacturers, average employment not in excess of 500; wholesalers, average employment not in excess of 100; retail and services concerns, revenues not over \$5,000,000, and agricultural enterprises, gross annual sales not over \$500,000. Veterans are eligible for all programs.

***Beneficiary Eligibility:*** Small business persons, veterans, community groups.

### **APPLICATION AND AWARD PROCESS:**

***Application Procedure:*** Personal or written application to SBA field offices. [Locate your local SBA office.](#)

### **PROGAM ACCOMPLISHMENTS:**

In fiscal year 1999, management counseling was given to approximately 175,000 potential and existing small business entrepreneurs. Management training enrollment was 100,000 for the same period.

## **REGULATIONS, GUIDELINES, AND LITERATURE:**

"The Resource Directory for Small Business Management," from all SBA offices or by calling SBA's answer desk at 1-800-8-ASK-SBA; FAX: (202) 205-7064; TDD: (202) 205- 7333.

## **INFORMATION CONTACTS:**

***Regional or Local Office:*** Initial contact should be made with the field offices ([Locate your local SBA office](#)).

***Headquarters Office:*** Associate Administrator for Business Initiatives, Small Business Administration, 409 3rd Street, SW., Washington, DC 20416. Telephone: (202) 205-6665. Use the same number for FTS. SBA ON-LINE: For information on SBA's publications, programs and services, SBA's electronic bulletin board system, SBA ON-LINE, can be accessed by calling 1-800-697-4636, 1-900-463-4636, or 202-401-9600 or via Internet, on "SBA Online."

***Web Site Address:*** <http://www.sba.gov>.

## **Business and Industry Loans**

control and abatement. Maximum loan size is \$10 million and maximum time allowable for final maturity is limited to 30 years for land and buildings, the usable life of machinery and equipment purchased with loan funds, not to exceed 15 years, and 7 years for working capital. Interest rates for direct loans change quarterly and are equal to the prime interest rate in effect on the first day of the quarter. Loans may not be made (a) to pay off a creditor in excess of the value of the collateral; (b) for distribution or payment to the owner, partners, shareholders, or beneficiaries of the applicant or members of their families when such persons shall retain any portion of their equity in the business; for projects involving agricultural production; (d) for the transfer of ownership of a business unless the loan will keep the business from closing, or prevent the loss of employment opportunities in the area, or provide expanded job opportunities; (e) for financing community antenna television services or facilities; (f) for charitable and educational institutions, churches, fraternal organizations, hotels, motels, tourist homes, convention centers, tourist, recreation or amusement facilities, lending and investment institutions and insurance companies; (g) for any legitimate business activity where more than 10 percent of the annual gross income is derived from legalized gambling; and (h) for any project which is likely to result in the transfer of business or employment from one area to another or cause production which exceeds demand. Guaranteed loans may be extended for: (a) modernization, development costs; (b) purchasing and development of land, easements, rights-of-way, buildings, facilities, leases or materials; purchasing equipment, leasehold improvements, machinery and supplies; (d) projects involving agricultural production, when not eligible for Farm Service Agency farmer program assistance and when it is part of an integrated business also involved in the processing of agricultural products and the agricultural production portion of the loan does not exceed the lessor of 50 percent of the total loan or \$1 million; and (e) pollution control and abatement. Maximum loan size is \$25 million and maximum time allowable for final maturity is limited to 30 years for land and buildings, the usable life of machinery and equipment purchased with loan funds, not to exceed 15 years, and 7 years for working capital. Interest rates for guaranteed loans are negotiated between the lender and the borrower. For loans of \$5 million or less, the maximum percentage of guarantee is 80 percent. For loans over \$5 million but not over \$10 million, the maximum percentage of guarantee is 70 percent. For loans in excess of \$10 million up to \$25 million, the maximum percentage of guarantee is 60 percent. Losses on principal advanced, including protective advances, and accrued interest, may be guaranteed by the Agency, but the maximum loss paid by RBS will never exceed the original principal plus accrued interest. Loans may not be made for: (a) distribution or payment to the owner, partners, shareholders, or beneficiaries of the applicant or members of their families when such persons shall retain any portion of their equity in the business; (b) the transfer of ownership of a business unless the loan will keep the business from closing, or prevent the loss of employment opportunities in the area, or provide expanded job opportunities; the guarantee of lease payments; (d) charitable institutions, churches, fraternal organizations, lending and investment institutions and insurance companies; (e) any legitimate

business activity where more than 10 percent of the annual gross income is derived from legalized gambling; (f) the guarantee of loans made by other Federal agencies except those made by Banks for Cooperatives, Federal Land Bank or Production Credit Associations; (g) golf courses; (h) racetracks where individual prizes are awarded in the amount of \$500 or more; (i) owner-occupied housing; (j) projects eligible for the Rural Rental Housing and Rural Cooperative Housing loans under sections 515, 521, and 538 of the Housing Act of 1949, as amended; and (l) any project which is likely to result in the transfer of business or employment from one area to another or cause production which exceeds demand. Interested parties should contact the Rural Business-Cooperative Service (RBS) or the nearest Rural Development State Office which administers the programs at the local level.

#### **ELIGIBILITY REQUIREMENTS:**

***Applicant Eligibility:*** An applicant may be a cooperative, corporation, partnership, trust, or other legal entity organized and operated on a profit or nonprofit basis; an Indian tribe; a municipality, county, or other political subdivision of a State; or individuals in rural areas. Applicants for direct loans must be located in one of the fifty States, Puerto Rico, Virgin Islands, Guam, American Samoa, or the Commonwealth of the Northern Mariana Islands, in rural areas other than a city, having a population of fifty thousand or more and its immediately adjacent urbanized and urbanizing area with a population density of more than one hundred persons per square mile, as determined by the Secretary of Agriculture according to the latest decennial census of the United States. In addition to the eligible locations for direct loans, applicants for guaranteed loans may also be located in the Republic of Palau, the Federated States of Micronesia, and the Republic of the Marshall Islands. Preference is given to loans in open country, rural communities and towns with populations of 25,000 or less, and, on applications of equal priority, to veterans. Applicants must be U.S. citizens or reside in the U.S. after being legally admitted for permanent residence and, if corporations, at least 51 percent owned by such individuals.

***Beneficiary Eligibility:*** Beneficiaries include cooperatives, corporations, partnerships, trust or legal entities organized and operated for profit or nonprofit, Federally recognized Indian Tribal Governments and individuals in rural areas of less than 50,000 population.

***Credentials/Documentation:*** Evidence of legal capacity, economic feasibility and financial responsibility relative to the activity for which assistance is requested. This programs are excluded from coverage under OMB Circular No. A-87.

#### **APPLICATION AND AWARD PROCESS:**

***Preapplication Coordination:*** This program is eligible for

coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. All preapplication letters must be coordinated fully with appropriate State agencies in keeping with E.O. 12372, "Intergovernmental Review of Federal Programs," in a manner that will assure maximum support of the State's strategies for development of its rural areas. The application form as furnished by the Federal agency must be used for this program. An environmental assessment is required and an environmental impact statement may be required for this program. This program is excluded from coverage under OMB Circular No. A-102.

**Application Procedure:** Part A of Form FMHA 449-1 is used for direct loans and Form 4279-1 is used for guaranteed loans and filed at the Rural Development State Office. These programs are excluded from coverage under OMB Circular No. A-110.

**Award Procedure:** Applications are forwarded to the Rural Development State Director for review and final approval.

**Deadlines:** Not applicable.

**Range of Approval/Disapproval Time:** From 60 to 120 days.

**Appeals:** If an application is denied, the reasons for denial are fully stated. The lender or applicant may individually or jointly request mediation or an appeal hearing by the National Appeals Staff within 30 days provided the request is in writing. The requestor and State Director are notified of the decision by the Hearing Officer.

**Renewals:** Not applicable.

#### **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** Matching funds are not required. For existing businesses, applicants are required to provide a minimum of 10 percent tangible balance sheet equity for guaranteed loans. For new businesses, at least 20 percent is required for guaranteed loans. For direct loans, new businesses and those businesses which cannot offer personal or corporate guarantees, or for energy-related businesses, 20-25 percent equity is required. Feasibility studies are normally required. Exceptions to the feasibility study requirement may be made to businesses with adequate financial history.

**Length and Time Phasing of Assistance:** The letter of conditions for the direct loan and the Conditional Commitment for the guaranteed loan specifies the time limit for the use of funds. The Loan Note Guarantee for a guaranteed loan will be issued when all of the requirements of the Conditional Commitment have been or will be met.

#### **POST ASSISTANCE REQUIREMENTS:**



**Reports:** Each guaranteed lender will be required to monitor and report to RBS on actual performance during the construction of each project financed, in whole or in part, with RBS assistance. When the project is in operation, field visits will be made and customary financial statements provided as determined by the guaranteed lender and RBS.

**Audits:** Independent accountant audited financial statements prepared in accordance with Generally Accepted Accounting Principles are required annually for direct loans. Independent accountant compiled or reviewed financial statements prepared in accordance with Generally Accepted Accounting Principles are required annually for guaranteed loans. RBS may require audited statements for guaranteed loans in excess of \$3 million.

**Records:** Records and accounts must be maintained to reflect the operations of the project.

#### **FINANCIAL INFORMATION:**

**Account Identification:** 12-4155-0-3-452; 12-1902-0-1-452; 12-0400-0-1-452.

**Obligations:** (Direct Loans) FY 99 \$26,150,000; FY 00 est \$50,000,000; and FY 01 est \$50,000. (Guaranteed Loans) FY 99 \$1,180,303,000; FY 00 est \$869,000,000; and FY 01 est \$1,250,000.

**Range and Average of Financial Assistance:** \$35,000 to \$10 million for direct loans; \$35,000 to \$25 million for guaranteed loans \$435,829 (average size) for B&I direct loans; \$1,570,313 (average size) for B&I guaranteed loans.

#### **PROGAM ACCOMPLISHMENTS:**

There were 603 direct loans made in fiscal year 1999. It is estimated that 130 direct loans will be made in fiscal year 2000. There were 792 guarantees made in fiscal year 1999. It is estimated that there will be 657 guarantees made in fiscal year 1999.

#### **REGULATIONS, GUIDELINES, AND LITERATURE:**

Direct Loans: 7 CFR Part 1980-E, Section 1980.401 through 1980.500. Guaranteed Loans: 7 CFR Part 4279-A, Section 4279.1 through 4279.100, Part 4279-B, Section 4279.101 through 4279.200, and Part 4287-B, Section 4287.101 through 4279.200.

#### **INFORMATION CONTACTS:**

**Regional or Local Office:** Consult your local telephone directory for appropriate Rural Development State Office

**Headquarters Office:** Administrator, Rural Business-Cooperative Service, Department of Agriculture, Washington, DC. 20250-3201.

Telephone: (202) 690-4730. Use the same number for FTS. FAX:  
(202) 690-4737.

**Web Site Address:** <http://www.rurdev.usda.gov>.

#### **EXAMPLES OF FUNDED PROJECTS:**

Loans made and guaranteed by RBS have been in order to assist a wide variety of manufacturing, retail, wholesale, and service businesses. Some recent loans and loan guarantees have assisted an agribusiness in expanding its service area, helped a radio station begin operations, provided access to capital for a catfish farm, assisted a textile firm in modernizing and expanding its operations, and provided working capital and financing for machinery and equipment for a printing company.

#### **CRITERIA FOR SELECTING PROPOSALS:**

(1) Those projects that will save existing jobs, (2) improve existing business and industry, (3) create the greatest number of permanent jobs, (4) contribute to the overall economic stability of rural areas.

### **Women's Business Ownership Assistance**

## **USES AND USE RESTRICTIONS:**

To establish women's business centers for the benefit of small business concerns owned and controlled by women. The services and assistance provided by the women's business centers must include financial, management, procurement and marketing to start-up or established on-going concerns. Annual awards are issued through a 5-year term to successful applicants. Also, sustaining centers that have completed an award cycle may receive additional funding through a 4-year pilot program established under the Women's Business Center Sustainability Act of 1999. Awards are not issued to start or expand a business.

## **ELIGIBILITY REQUIREMENTS:**

***Applicant Eligibility:*** Private, nonprofit organizations having experience in effectively training and counseling business women. Public educational institutions and State and local governments are not eligible.

***Beneficiary Eligibility:*** Women entrepreneurs starting their own business or expanding their existing business.

***Credentials/Documentation:*** None.

## **APPLICATION AND AWARD PROCESS:**

***Preapplication Coordination:*** This program is excluded from coverage under E.O. 12372.

***Application Procedure:*** Applications are accepted in accordance with and up to the date specified in the annual program announcement. The applicant must complete the Application for Federal Assistance (Standard Forms 424, 424A and 424B) and submit a written proposal addressing all of the selection criteria stated in the program announcement. The applicant must submit applications/proposals by the application closing date to the SBA Office of Procurement and Grants Management, 5th Floor, 409 3rd Street, SW., Washington DC 20416.

***Award Procedure:*** Proposals of eligible applicants are evaluated by a review panel. Candidates for sustainability awards also undergo a site review. The SBA/Office of Procurement and Grants Management issues an award to each approved applicant.

***Deadlines:*** Applications/proposals must be submitted by the date indicated in the Program Announcement.

***Range of Approval/Disapproval Time:*** Within 120 days from filing deadline.

***Appeals:*** Not applicable.

**Renewals:** Annual option awards are issued to successful award recipients through a 5-year term without recompetition.

#### **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** Of the appropriation made available to the WBC program, administrative costs ranges from 1.6 to 2 percent from fiscal years 2000 through 2003. During that period, the following percentages must be reserved for sustainability awards: (1) for Federal fiscal year 2000, 17%; (2) for fiscal year 2001, 18.8%; (3) for fiscal year 2002, 30.2%; (4) for fiscal year 2003, 30.2%. Remaining program funds must be issued to annually award recipients of new and continuing projects. The recipient organization must obtain cash contributions from nonfederal sources to match the Federal award. The match requirement for recipients through the 5-year term is as follows: one nonfederal dollar for each two Federal dollars in the first and second years; and one nonfederal dollar for each Federal dollar in the third, fourth and fifth years. The match requirement for sustainability awards is One nonfederal dollar for each Federal dollar each year through the 5-year term. Up to one-half of the nonfederal matching assistance may be in the form of in-kind contributions. The Administration may disburse up to 25 percent of each year's Federal share awarded to a recipient organization after notice of the award has been issued and before the nonfederal sector matching funds are obtained.

**Length and Time Phasing of Assistance:** The annual performance period begins July 1 and ends June 30 of the following calendar year. Success projects may be funded through a 5-year term without recompetition.

#### **POST ASSISTANCE REQUIREMENTS:**

**Reports:** Quarterly performance and financial reports are due in October, January, April and July of each 12-month performance period. Each project report must include statistical data. Two reports, January and July, must include a narrative description of project activities. The Administrator prepares an annual report to the Committees on Small Business of the House of Representatives and the Senate on the effectiveness of all projects. Performance report must provide information concerning: (1) The number of individuals assisted; (2) the number of hours of counseling and training provided and workshops conducted; (3) the number of startup business concerns formed; (4) any available gross receipts of assisted concerns; (5) increases or decreases in profits of assisted concerns; and (6) the employment increases or decreases of assisted concerns.

**Audits:** The SBA will conduct an annual programmatic and financial examination of each Women's Business Center. Also, the award recipient must follow audit requirements as prescribed in OMB Circular No. A-133, as applicable.

**Records:** The awardee shall maintain and submit detailed,

complete and accurate client activity records to reflect clearly the nature and variety of services provided. Financial records must be kept until 3 years after the completion and submission of the final report.

#### **FINANCIAL INFORMATION:**

**Account Identification:** 73-0100-0-1-376.

**Obligations:** (Cooperative Agreements) FY 99 \$8,000,000; FY 00 est \$9,000,000; and FY 01 est \$9,000,000.

**Range and Average of Financial Assistance:** \$75,000 to \$150,000; \$150,000.

#### **PROGAM ACCOMPLISHMENTS:**

In fiscal year 2000, training and counseling was offered at 71 centers across the nation. In addition to regular services, centers provided mentoring and internet services. All centers provide content and maintenance services to the Online Women's Business Center on the Internet, [www.onlinewbc.org](http://www.onlinewbc.org).

#### **REGULATIONS, GUIDELINES, AND LITERATURE:**

OMB Circulars A-110, A- 122, A-21, A-133.

#### **INFORMATION CONTACTS:**

**Regional or Local Office:** Women's Business Ownership Representative. [Locate your local SBA office.](#)

**Headquarters Office:** Small Business Administration, Office of Women's Business Ownership, 409 Third Street, SW., Washington, DC 20416. Telephone: (202) 205-6673. Use the same number for FTS. Contact: Sally Murrell.

**Web Site Address:** <http://www.sba.gov/womeninbusiness>.

#### **EXAMPLES OF FUNDED PROJECTS:**

A typical project funded is the Women's Economic Self Sufficiency Team in Albuquerque, NM. The project provides in-depth and quality training and counseling to women entrepreneurs in Las Cruces and Farmington, NM.

## **CRITERIA FOR SELECTING PROPOSALS:**

As stated in each solicitation for proposals, but including: (1) Applicant's experience in conducting programs or ongoing efforts designed to impart or upgrade the business skills of women business owners or potential owners; (2) present ability of applicant to commence a project within a minimum amount of time; (3) ability of applicant to provide business development, management and technical assistance training and services to a representative number of women who are both socially and economically disadvantaged; (4) location for the women's business center site proposed by the applicant; (5) services and activities to be offered to small businesses owned or controlled by women or women entrepreneurs and other clients; (6) internal organization, structure, and activities of applicant; (7) plans for coordination with SBA and other community and small business organizations; (8) plans for raising matching funds and other financial plans; and (9) States and territories without a WBC.

## **Very Low to Moderate Income Housing Loans**

### **FEDERAL AGENCY:**

RURAL HOUSING SERVICE (RHS), DEPARTMENT OF AGRICULTURE

### **AUTHORIZATION:**

Housing Act of 1949, Title V, Section 502, as amended, Public Law 89-117, 42 U.S.C. 1471 et seq.; Public Law 92-310, 42 U.S.C. 1480, 42 U.S.C. 1472; Public Law 98-51; Public Law 100-233; Amendment of Consolidated Farm and Rural Development Act of 1987, Section 601.

### **OBJECTIVES:**

To assist very low and low-income families through direct loans to buy, build, rehabilitate, or improve and to provide the customer with modest, decent, safe, and sanitary dwellings and related facilities as a permanent residence in rural areas. Subsidized funds are available on direct loans only for low and very low-income applicants. Nonsubsidized funds (loan making) are available for very low and low-income applicants who are otherwise eligible for subsidy, but at the present time, the subsidy is not needed. Loan guarantees are also available to assist low and moderate income rural families in home acquisition.

### **TYPES OF ASSISTANCE:**

Direct Loans; Guaranteed/Insured Loans.

#### **USES AND USE RESTRICTIONS:**

Direct loans may be used for construction, repair or purchase of housing; to provide adequate sewage disposal facilities and/or safe water supply for the applicant's household; for weatherization; to purchase or install essential equipment if the equipment is normally sold with dwellings in the area; to buy a minimum adequate site on which to place a dwelling for the applicant's own use; and under certain conditions to finance a manufactured home and its site. Debts directly related to the house may under certain circumstances be refinanced with direct loans. Dwellings financed must be modest, decent safe and provide sanitary housing. For direct loans, the cost of dwelling financed cannot exceed the maximum dollar limitation established under section 203(b) of the National Housing Act as of September 30, 1998 for the area in which the property is located. For guaranteed loans, there is no loan limit; however, the proposed mortgage must be within qualifying ratios. The property must be located in a place that is rural in character and does not exceed 10,000 population or in certain cases a place whose population exceeds 10,000 but is not in excess of 25,000. Assistance is available in the States, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of Northern Mariana's, and the Trust Territories of the Pacific Islands. Loans are made at the interest rate(s) specified in RD Instruction 440.1, Exhibit B (available in any Rural Development local office) for the type of assistance involved, and are repaid over an amortization period of up to 33 years for regular loans and 38 years for loans to applicants whose adjusted annual income do not exceed 60 percent of the area median income, if necessary to show repayment ability. Payment assistance is granted annually which would reduce the monthly installment on the note to an amount equal to what it would be if the note were amortized to as low as one percent, depending on the loan amount, the size and income of the family. Payment assistance is subject to recapture by the government when the customer no longer resides in the dwelling. The Deferred Mortgage Demonstration Program was available during fiscal years 1991- 1995 however, there has not been funding provided for deferred mortgage authority or loans for deferred mortgage assumptions in four fiscal years. Deferred mortgage payment assistance is available to make home ownership affordable for a greater number of very low-income families who lack repayment for the mortgage when amortized at 1 percent for a 38 year period, or 30 years for a manufactured home. The guaranteed program is an acquisition only program. Guaranteed loans are amortized over 30 years. The interest rate is negotiated with the lender.

#### **ELIGIBILITY REQUIREMENTS:**

***Applicant Eligibility:*** Applicants must be without adequate resources to obtain housing, or related facilities. The applicants must be unable to secure the necessary credit from other sources at prevailing terms and conditions for residential type financing; be a natural person (individual) who resides as a citizen in the United States or its Territories after having been legally admitted for permanent residence or on indefinite parole; have adequate and dependable available income to meet family living expenses, including taxes, insurance and maintenance, and repayments on debts including the proposed loan. For direct loans, applicants must be eligible for payment assistance and income may not

exceed the low-income limits set forth in RD Instructions. The income limits are according to the size of household as is established by the Department of Housing and Urban Development (HUD) for the county or MSA where the property is or will be located. For a guaranteed loan the applicant's income may not exceed the moderate income limit which is generally 115 percent of the median income for the area.

**Beneficiary Eligibility:** Applicants and borrowers are the direct beneficiaries of the program and must meet applicant eligibility requirements.

**Credentials/Documentation:** Applicants may need to submit evidence of inability to obtain credit elsewhere, verification of income and debts, plans, specifications, and cost estimates. This program is excluded from coverage under OMB Circular No. A-87.

#### **APPLICATION AND AWARD PROCESS:**

**Preapplication Coordination:** None. This program is excluded from coverage under OMB Circular No. A-102 and E.O. 12372.

**Application Procedure:** For direct loans, applicants must file loan applications at the Rural Development field office serving the county where the dwelling is or will be located. For guaranteed loans, applicants must contact a local lender. This program is excluded from coverage under OMB Circular No. A-110.

**Award Procedure:** Delegated to Community Development Manager.

**Deadlines:** None.

**Range of Approval/Disapproval Time:** From 30 to 60 days subject to availability of funds, from the time the application is filed if no backlog of applications exists.

**Appeals:** Agency regulations providing customers with the rights for an informal review, mediation or alternative dispute resolution (ADR), or appeal to the National Appeals Division (NAD) are contained in 7 CFR Part 3550. NAD regulations are found at 7 CFR Part 11. Requests for an informal review, mediation and ADR must be received within 30 days from the date of the adverse decision. Requests for an appeal to NAD must be received within 30 days of receipt of the adverse decision.

**Renewals:** Applicants may reapply at any time.

#### **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** This program has no matching requirements. This program has no statutory formula. A basic formula is used to allocate program funds to various States. The criteria used in the basic formula include the States percentage of the National: Number of rural occupied substandard units, rural population, rural population in places of less than 2500 population, number of rural households between 50 and 80 percent of the area median income, and number of rural households below 50 percent of the area median income. The data source for each of these criteria is based on the latest census data available.



**Length and Time Phasing of Assistance:** This assistance is available throughout the year by means of quarterly allocations of funds to District offices. Funds may be disbursed at loan closing or deposited in a supervised bank account for purchase of a building site, and purchase or repair of a dwelling, or in multiple advances for construction. For guaranteed loans, funds are disbursed after all work is complete. Applications for assistance far exceed available funding. There is generally a waiting list for funding.

#### **POST ASSISTANCE REQUIREMENTS:**

**Reports:** Borrowers receiving a payment subsidy interest must submit verification of household income annually for recalculation of benefits.

**Audits:** None.

**Records:** Borrowers are not required to, but should retain copies of loan-related documents.

#### **FINANCIAL INFORMATION:**

**Account Identification:** 12-4141-0-3-371; 12-2081-0-1-371.

**Obligations:** (Direct Loans) FY 99 \$964,587; FY 00 est \$1,100,000; and FY 01 est \$1,300,000 (Guaranteed loans) FY 99 \$2,976,993; FY 00 est \$3,200,000,000; and FY 01 est \$3,700,000,000.

**Range and Average of Financial Assistance:** From \$1,000 to \$105,000; an average of \$68,168 for new construction, and \$48,692 for existing cost. Loans in high cost areas may be higher.

#### **PROGAM ACCOMPLISHMENTS:**

In fiscal year 1999, 15,797 new direct loans and 39,752 guaranteed loans were made.

#### **REGULATIONS, GUIDELINES, AND LITERATURE:**

7 CFR 1944.1-1944.50; Home Ownership, PA-977, no charge; 7 CFR Part 3550 "Direct Single Family Housing Loans and Grants," (approximate cost \$5.70). For guaranteed loans, 1980-D "Subpart D -Rural Housing Loans," (App. cost \$8.00).

#### **INFORMATION CONTACTS:**

**Regional or Local Office:** Consult your local telephone directory under United States Department of Agriculture for Rural Development field office number. Or on

the internet at [http://www.rurdev.usda.gov/recd\\_map.html](http://www.rurdev.usda.gov/recd_map.html).

**Headquarters Office:** Director, Single Family Housing Direct Loan Division or Direct Single Family Housing Guaranteed Loan Division, Rural Housing Service (RHS), Department of Agriculture, Washington, DC 20250. Telephone: (202) 720-1474 (direct loans); (202) 720-1452 (guaranteed loans). Use the same number for FTS.

**Web Site Address:** <http://www.rurdev.usda.gov>.

## **8(a) Business Development**

### **FEDERAL AGENCY:**

SMALL BUSINESS ADMINISTRATION

### **AUTHORIZATION:**

Small Business Act of 1953, as amended, Section 8(a), 15 U.S.C. 634(b)(6), 636(j), 637(a) and (d); Public Laws 95-507 and 99-661, Section 1207; Public Laws 100-656 and 101-37.

### **OBJECTIVES:**

To foster business ownership by individuals who are both socially and economically disadvantaged; and to promote the competitive viability of such firms by providing business development assistance including, but not limited to, management and technical assistance, access to capital and other forms of financial assistance, business training and counseling, and access to sole source and limited competition Federal contract opportunities, to help the firms to achieve competitive viability.

### **TYPES OF ASSISTANCE:**

Provision of Specialized Services.

### **USES AND USE RESTRICTIONS:**

This program utilizes authority provided to SBA under Section 7(j) and 8(a) of the Small Business Act to enter into procurement contracts with other Federal agencies and to subcontract the performance of these contracts to eligible program participants, and to provide access to capital and other forms of financial assistance, and to provide business training and counseling.

## ELIGIBILITY REQUIREMENTS:

**Applicant Eligibility:** Firms applying for 8(a) program participation must meet certain requirements which include, but are not limited to: (a) Status as a small business; (b) at least 51 percent unconditional ownership, control and management of the business by an American citizen(s) determined by SBA to be socially and economically disadvantaged, or by an economically disadvantaged Indian Tribe, Alaska Native Corporation, or Native Hawaiian Organization; and (c) demonstrated potential for success. Absent evidence to the contrary, the following individuals are presumed to be socially disadvantaged: African Americans, Hispanic Americans, Native Americans, Asian Pacific Americans and Subcontinent Asian Americans. Individuals who are not members of the named groups may establish their social disadvantage on the basis of a preponderance of evidence of personal disadvantage stemming from color, national origin, gender, physical handicap, long-term residence in an environment isolated from the American society, or other similar cause beyond the individual's control. Economic disadvantage must be demonstrated on a case-by-case basis.

**Beneficiary Eligibility:** Socially and economically disadvantaged individuals and businesses owned and operated by such individuals; economically disadvantaged Indian tribes including Alaskan Native Corporations and economically disadvantaged Native Hawaiian organizations.

**Credentials/Documentation:** Documentation to establish that all program eligibility criteria are met.

## APPLICATION AND AWARD PROCESS:

**Preapplication Coordination:** None. This program is excluded from coverage under E.O. 12372.

**Application Procedure:** Written application to SBA offices listed in Appendix IV of the Catalog, Division of Program Certification and Eligibility. Application forms, detailed instructions, and if necessary, assistance in completing application is available at SBA District offices and on SBA's home page at <http://www.sba.gov>.

**Award Procedure:** Applicant is notified of program participation approval or decline by a letter from the SBA headquarters office. Broad range of business development assistance, including procurement, and access to capital and other forms of financial assistance and business training and counseling is provided to approved program participants.

**Deadlines:** Applications for program participation are accepted on an ongoing basis.

**Range of Approval/Disapproval Time:** Approximately 90 days.

**Appeals:** Within 45 days of the date of decline letter, applicant has right to request that the decision be reconsidered. For applications declined solely on the basis of negative finding with regard to social disadvantage, economic disadvantaged ownership or control of business by socially or economically disadvantaged individuals, the applicant within 45 days of the date of the decline letter or reaffirmation of decline, has a right to appeal the decision to the SBA's Office of Hearing and Appeals.

**Renewals:** Not applicable.

**ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** Not applicable.

**Length and Time Phasing of Assistance:** Maximum of 9 years.

**POST ASSISTANCE REQUIREMENTS:**

**Reports:** Annual business financial statements; annual business plan update; annual personal financial statements for each disadvantaged owner; annual certification of continuing compliance with program eligibility criteria; records of all payments, compensation and distributions made by the participant firm to each of its owners or to any person or entity affiliated with such owners; and other reports deemed necessary by SBA.

**Audits:** Program participation audits as needed to evaluate progress. Contract audits as and when required by Federal Acquisition Regulations.

**Records:** Standard business/accounting records.

**FINANCIAL INFORMATION:**

**Account Identification:** 73-0100-0-1-376.

**Obligations:** (Salaries and Expenses) FY 99 \$4,583,000; FY 00 est \$4,077,000; and FY 01 est \$4,563,000.

**Range and Average of Financial Assistance:** Not applicable.

**PROGAM ACCOMPLISHMENTS:**

In fiscal year 1999, 32,091 contract actions valued at approximately \$6.59 billion were awarded to companies participating in the program.

**REGULATIONS, GUIDELINES, AND LITERATURE:**

SBA Rules and Regulations, 13 CFR Section 124, SOP 80-05-02.

**INFORMATION CONTACTS:**

**Regional or Local Office:** Initial contact should be made with the field offices [Locate your local SBA office](#).

**Headquarters Office:** Associate Administrator for 8(a) Business Development, Small Business Administration, 409 Third Street, SW., Washington, DC 20416. Telephone: (202) 205-6421. Use the same number for FTS.

**Web Site Address:** <http://www.sba.gov>.

**Minority Business Development****FEDERAL AGENCY:**

MINORITY BUSINESS DEVELOPMENT AGENCY, DEPARTMENT OF COMMERCE

**AUTHORIZATION:**

Executive Order 11625, October 13, 1971; Department of Commerce Appropriation Act, Public Law 105-277.

**OBJECTIVES:**

The resource development activity provides for the indirect business assistance programs conducted by MBDA. These programs encourage minority business development by identifying and developing private markets and capital sources; expanding business information and business services through trade associations; promoting and supporting the mobilization of resources of Federal agencies and State and local governments at the local level; and assisting minorities in entering new and growing markets.

**TYPES OF ASSISTANCE:**

Project Grants.

**USES AND USE RESTRICTIONS:**

Funds will be used in support of the MBDA policy statement on funding business development programs. MBDA is charged under Executive Order 11625 with fostering new minority business enterprises and maintaining and strengthening existing firms to increase their opportunities to participate and receive the

benefits of our economic system. MBDA uses a portion of its program funds to award contracts, grants, and cooperative agreements to public and private sector entities which have the greatest potential for developing access to capital, market, and other opportunities on behalf of minority business. The performance of each funded recipient is evaluated on a scheduled basis. Renewals are based on Agency priorities and performance of recipients.

#### **ELIGIBILITY REQUIREMENTS:**

***Applicant Eligibility:*** Applicants for this program are established businesses, professional organizations, individuals, trade associations and chambers of commerce.

***Beneficiary Eligibility:*** Beneficiaries of this program are minority business persons/firms.

***Credentials/Documentation:*** Costs will be determined in accordance with OMB Circular No. A-87 for awards to State, local and Federally Recognized Indian Tribal Governments; OMB Circular No. A-122 for other recipients.

#### **APPLICATION AND AWARD PROCESS:**

***Preapplication Coordination:*** A preapplication conference may be scheduled for resource development projects. Conferences will be announced in the Federal Register. This program is excluded from coverage under E.O. 12372.

***Application Procedure:*** The standard application forms as furnished by the Department of Commerce must be used for this program. Recipients are subject to the administrative requirements contained in 15 CFR Part 14.

***Award Procedure:*** The application package will advise the applicant where to submit the application. Each application will be reviewed and evaluated by MBDA. Name checks, verification of academic credentials and pre-award audits may be required from applicants.

***Deadlines:*** Deadlines for formal competitive awards are outlined in the Federal Register and/or the Commerce Business Daily.

***Range of Approval/Disapproval Time:*** From 4 to 6 months. Successful and unsuccessful applicants shall be notified in writing at the same time.

***Appeals:*** All decisions are final. There are no administrative appeals.

***Renewals:*** Business development awards may be renewed after the successful completion of the initial competitive project award, at the discretion of the agency for two additional years without undergoing formal competition for participating in this program, subject to the availability of funds and the satisfactory performance of the recipient.

## **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** Projects may be required to provide the minimum 15 percent of cost-sharing in the form of in-kind contributions and cash.

**Length and Time Phasing of Assistance:** For 1 to 3 years depending on the requirements of the projects.

## **POST ASSISTANCE REQUIREMENTS:**

**Reports:** Financial (quarterly and annually), narrative (quarterly and annually); statistical reports are required.

**Audits:** In accordance with the provisions of OMB Circular No. A-133 (June 30, 1997), Audits to States, Local Governments and Non-Profit Organizations shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 U.S.C. 7501-7507). Commercial organizations shall be subject to the audit requirements as stipulated in the award document.

**Records:** Documents, papers and financial records of grantees or subrecipients relating to the award are required to remain available to the Federal Government for 3 years from the date of submission of the final financial status report.

## **FINANCIAL INFORMATION:**

**Account Identification:** 13-0201-0-1-376.

**Obligations:** (Cooperative Agreements/Contracts) FY 99 \$1,856,600; FY 00 est \$1,150,000; and FY 01 est \$1,150,000.

**Range and Average of Financial Assistance:** \$5,000 to \$550,000; \$101,664.

## **PROGAM ACCOMPLISHMENTS:**

In fiscal year 1999, MBDA began implementing a program that will allow the agency to deliver program services through line telecommunications. This vehicle will enable the agency to provide management and technical assistance to business owners who lack access to an MBDC. MBDA has a home page on the World Wide Web through which it will disseminate business information.

## **REGULATIONS, GUIDELINES, AND LITERATURE:**

There are no applicable regulations in the Code of Federal Regulations (CFR).

**INFORMATION CONTACTS:**

**Regional or Local Office:** Contact the nearest Minority Business Development Agency Regional Office.

**Headquarters Office:** Robert B. Hooks III, Chief, Office of Program Support Services, Room 5083, Minority Business Development Agency, Department of Commerce, 14th and Constitution Avenue, NW., Washington, DC 20230. Telephone: (202) 482-6046. Use the same number for FTS.

**Web Site Address:** <http://www.mbda.gov>.

**EXAMPLES OF FUNDED PROJECTS:**

In FY 1999, MBDA uses a variety of delivery mechanisms to deliver services, including the Minority Business Opportunity Committees (MBOCs). MBOC is a program strategy, that is designed to partner MBDA resources with Federal, State, local and quasi governmental entities to create and stimulate business economic opportunities for minority entrepreneurs. As an example of this approach, the Los Angeles MBOC's strategic outreach efforts can account for \$1.1 billion in minority contracting, over 21,000 new jobs and will pave the way for future competitive efforts to stimulate growth in a challenged economy.

**CRITERIA FOR SELECTING PROPOSALS:**

Competitive awards for resource development program are made based on a panel evaluation of the applications. This evaluation includes such factors as capability and experience of staff assigned to the project; techniques and methodology resources and costs.

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***(Regular Business Loans\_7(a) Loans***

**FEDERAL AGENCY:**

SMALL BUSINESS ADMINISTRATION

**AUTHORIZATION:**



Small Business Act of 1953, Section 7(a), as amended, Public Law 97-35.

**OBJECTIVES:**

To provide guaranteed loans to small businesses which are unable to obtain financing in the private credit marketplace, but can demonstrate an ability to repay loans granted. Guaranteed loans are made available to low-income business owners or businesses located in areas of high unemployment, nonprofit sheltered workshops and other similar organizations which produce goods or services; to small businesses being established, acquired or owned by handicapped individuals; and enable small businesses to manufacture, design, market, install, or service specific energy measures. The SBA's 7(a) lending authority includes: 1) the Low Documentation Loan Program (Low Doc); 2) the Cap Line Program; 3) FA\$ TRAK Program, formerly the Small Loan Express; 4) the Women's Prequalification Program; and 5) Minority Prequalification Program.

**TYPES OF ASSISTANCE:**

Guaranteed/Insured Loans.

**USES AND USE RESTRICTIONS:**

To construct, expand, or convert facilities; to purchase building equipment or materials; and for working capital. Excludes gambling establishments, nonprofit enterprises, speculators in property, lending or investment enterprises, and financing of real property held for investment; also excludes funds to indiscriminately relocate the business. Funds must not otherwise be available on reasonable terms, nor used to pay off a loan to an unsecured creditor who is in a position to sustain loss.

**ELIGIBILITY REQUIREMENTS:**

***Applicant Eligibility:*** A small business is eligible, which is independently owned and operated and not dominant in its field. Generally, SBA size standards for manufacturers range from 500 to 1,500 employees, depending on the industry; for wholesalers up to 500 employees is allowed, retailers and service concerns having revenues of \$3,500,000 and in certain cases up to \$21,500,000, may be considered small; and depending upon the type of industry, agricultural enterprises have size standards from \$500,000 to \$3,500,000 in annual receipts.

***Beneficiary Eligibility:*** Small businesses, including those owned by low-income and handicapped individuals, or located in high unemployment areas.

***Credentials/Documentation:*** Statement of personal history, personal financial statement, company financial statements, summary of collateral and a resume. Loan must be of such sound value or so secured as to reasonably assure repayment.

## **APPLICATION AND AWARD PROCESS:**

**Preapplication Coordination:** None. This program is excluded from coverage under E.O. 12372.

**Application Procedure:** Applications are filed by the participating lender in the field office serving the territory in which the applicant's business is located. Where the participating lender is in another territory, applications may be accepted and processed by the field office serving that territory, provided there is mutual agreement between the two field offices involved. (See listing of field offices in Appendix IV of the Catalog.)

**Award Procedure:** Applicant is notified by authorization letter from the District SBA Office, or participating bank.

**Deadlines:** None.

**Range of Approval/Disapproval Time:** From 1 to 10 days from date of application acceptance, depending on type of loan and type of lender program.

**Appeals:** If a reconsideration is requested within 6 months after decline or withdrawal, no new application is required.

**Renewals:** Not applicable.

## **POST ASSISTANCE REQUIREMENTS:**

**Reports:** Periodic financial statement.

**Audits:** When necessary, on a case-by-case basis.

**Records:** Adequate accounting system.

## **FINANCIAL INFORMATION:**

**Account Identification:** 73-1154-0-1-376.

**Obligations:** (Loans) FY 99 \$8,998,224,000 (Guarantee); FY 00 est \$10,000,000,000 (Guarantee); and FY 01 est \$9,000,000,000 (Guarantee).

**Range and Average of Financial Assistance:** Guarantee Loans: Up to \$500,000; \$226,521.

## **PROGAM ACCOMPLISHMENTS:**

In fiscal year 1999, 38,974 loans were Guaranteed for \$9,000,000,000.

**REGULATIONS, GUIDELINES, AND LITERATURE:**

"SBA Business Loans from the SBA," OPC-6.

**INFORMATION CONTACTS:**

***Regional or Local Office:*** Initial contact should be with the District Offices  
[Locate your local SBA office.](#)

***Headquarters Office:*** Director, Loan Policy and Procedures Branch, Small Business Administration, 409 Third Street, SW., Washington, DC 20416.  
Telephone: (202) 205-6570. Use the same number for FTS.

***Web Site Address:*** <http://www.sba.gov>.

**Community Facilities Loans and Grants**

recovery and distribution centers; assisted-living facilities; group homes, mental health clinics, and shelters; and education facilities. Projects comprise, community, social, cultural, transportation, industrial park sites, and fire and rescue services, access ways, and utility extensions. All facilities financed in whole or in part with RHS funds shall be for public use.

#### **ELIGIBILITY REQUIREMENTS:**

***Applicant Eligibility:*** City, county, and State agencies; political and quasi-political subdivisions of States and associations, including corporations, Indian tribes on Federal and State reservations and other federally recognized Indian tribes; and existing private corporations which: (1) are operated on a not-for-profit basis; (2) have or will have the legal authority necessary for constructing, operating, and maintaining the proposed facility or service and for obtaining, giving security for, and repaying the loan; and (3) are unable to finance the proposed project from its own resources or through commercial credit at reasonable rates and terms. Assistance is authorized for eligible applicants in rural areas of the States, Puerto Rico, the Virgin Islands, Guam, American Samoa, the commonwealth of the Northern Mariana Islands, the Marshall Islands, the Republic of Palaw, and the Federated States of Micronesia.

***Beneficiary Eligibility:*** Farmers, ranchers, rural residents, rural businesses, and other users of such public facilities in eligible applicant areas as set out above.

***Credentials/Documentation:*** Evidence of legal capacity and financial responsibility of the applicants and the economic feasibility of the project relative to the activity for which assistance is requested. This program is excluded from coverage under OMB Circular No. A-87.

#### **APPLICATION AND AWARD PROCESS:**

***Preapplication Coordination:*** The standard application forms as provided by the Federal agency and required by OMB Circular No. A-102 must be used for this program. An environmental assessment is required for this program. This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires in applying for assistance if the State has selected the project for review.

***Application Procedure:*** Preapplication Form SF-424 is filed at the local Rural Development district office from which assistance may be obtained. This program is subject to the provisions of OMB Circular No. A-110.

***Award Procedure:*** After the preapplication has been reviewed by the Rural Development District Director, it is forwarded to the Rural Development State Office for review and processing instructions. Following review by the State Office, the applicant is notified about eligibility, availability of funds, and if an application should be filed. Upon completion of application processing requirements and approval by the State Office, funds are made available to the Rural Development district office for delivery.

**Deadlines:** None.

**Range of Approval/Disapproval Time:** From 30 to 90 days.

**Appeals:** If an application is rejected, the reasons for rejection are fully stated. The applicant may request a review of the decision from the next higher management level of Rural Development.

**Renewals:** Not applicable.

#### **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** Matching funds are not required but may be used in connection with the funds provided from the applicant or other sources. Funds are allocated to States based upon rural population and number of households below the poverty level. The statistical factor for eligibility is towns or incorporated areas under 20,000 population for direct and guaranteed loans and 20,000 population for grants. The source is "Latest Decennial Census." This program has no statutory formula.

**Length and Time Phasing of Assistance:** A time limitation is not specified for the use of RHS loan or grant funds. Funds will be awarded when all RHS requirements are met and the project can be completed on a timely basis. Funds may be advanced on an as needed basis by RHS to cover expenses for a 30-day period.

#### **POST ASSISTANCE REQUIREMENTS:**

**Reports:** Periodic reports are made to RHS. Each borrower will monitor and report to RHS on actual performance during the construction of each project financed, or to be financed, in whole or in part with RHS loan funds.

**Audits:** Periodic audits should be made as part of the recipient's system of financial management and internal control to meet terms and conditions of loans and other agreements. In accordance with the provisions of 7 CFR Part 3052, "Audits of States, Local Governments, and Non-Profit Organizations," which implement OMB Circular No. A-133 (Revised, June 24, 1997), "Audits of States, Local Governments, and Non-Profit Organizations," nonfederal entities that receive financial assistance of \$300,000 or more in Federal awards will have a single or a program-specific audit conducted for that year. Nonfederal entities that expend less than \$300,000 a year in Federal awards are exempt from Federal audit requirements for that year, except as noted in 7 CFR 3052.

**Records:** The borrower must maintain adequate records and accounts of the operation of the facility developed.

## FINANCIAL INFORMATION:

**Account Identification:** 12-4155-0-3-452; 12-1951-0-1-452.

**Obligations:** (Direct Loans) FY 99 \$163,424,000; FY 00 est \$185,368,000; and FY 01 est \$250,000,000. (Guaranteed Loans) FY 99 \$160,817,000; FY 00 est \$210,000,000; and FY 01 est \$210,000,000. (Grants) FY 99 \$7,540,000; FY 00 est \$7,488,000; and FY 01 est \$9,000,000.

**Range and Average of Financial Assistance:** (Direct Loans) \$50,000 to \$2,500,000 average \$447,521. (Guaranteed Loans) \$100,000 to \$2,500,000; average \$905,594. (Grants) \$10,000 to \$100,000; average \$35,189.

## PROGAM ACCOMPLISHMENTS:

In fiscal year 1999, 453 direct loans, 118 guaranteed loans, and 245 grants were made. It is estimated that 500 direct loans, 210 guaranteed loans, and 234 grants will be made in fiscal year 2000.

## REGULATIONS, GUIDELINES, AND LITERATURE:

7 CFR 1942, subpart A, Community Facilities Loans; 7 CFR 1942, subpart C, Fire and Rescue Loans; 7 CFR 1980, subpart I, Community Facilities Guaranteed Loans; 7 CFR 3570, subpart B, Community Facilities Grants.

## INFORMATION CONTACTS:

**Regional or Local Office:** Consult your local telephone directory for Rural Development county or district office numbers. Or on the internet at [http://www.rurdev.gov/recd\\_map.html](http://www.rurdev.gov/recd_map.html).

**Headquarters Office:** Deputy Administrator, Community Programs, Rural Housing Service, Department of Agriculture, Washington, DC 20250- 3222. Telephone: (202) 720-1490. Use the same number for FTS.

**Web Site Address:** <http://www.rurdev.usda.gov>.

## EXAMPLES OF FUNDED PROJECTS:

Loans were made to: (1) establish rural health clinics in medically underserved areas; (2) purchase fire fighting equipment for rural areas; (3) construct new municipal buildings; (4) build new schools to serve rural counties; and (5) renovate hospitals to meet current life/safety codes.

**CRITERIA FOR SELECTING PROPOSALS:**

Projects are selected for funding giving due consideration to State development strategies, serving the largest number of low income rural residents, and priority recommendations. Priority for funding will be given to those projects that will enhance public safety such as fire, police, rescue, and ambulance services, and projects for health care facilities.

**Basic Minority Business Development Centers**

assistance, procurement, and identification of potential business opportunities, all in an electronic format. The Agency does not have the authority to nor does it make loans to minority businesses. The MBDC Program makes optimum use of online and internet-based business development software in order to enhance its ability to deliver these services. Program funds in this category are restricted to providing management and technical assistance.

#### **ELIGIBILITY REQUIREMENTS:**

***Applicant Eligibility:*** There are no eligibility restrictions for this program. Eligible applicants may include individuals, nonprofit organizations, for-profit firms, local and State governments, American Indian Tribes, and educational institutions.

***Beneficiary Eligibility:*** Recipients are to provide electronic business assistance to minority-owned businesses or minority individuals interested in starting, expanding or maintaining a business. Eligible beneficiaries of this program have been designated as African American, Native American, Aleut, Asian Indian, Asian Pacific American, Eskimo, Hasidic Jew, Puerto Rican, and Spanish-Speaking Americans.

***Credentials/Documentation:*** Costs will be determined in accordance with OMB Circular No. A-87 for awards to State, local and Federally Recognized Indian Tribal Governments; OMB Circular No. A-21 for educational institutions; OMB Circular No. A-122 for other recipients; and 15 CFR, Part 24 contains administrative requirements for States, local and Federally Recognized Indian Tribal Governments. All other recipients are subject to the administrative requirements contained in OMB Circular No. A-110.

#### **APPLICATION AND AWARD PROCESS:**

***Preapplication Coordination:*** Pre-award and post award conferences will be scheduled for most MBDA projects. These conferences will be announced in the Federal Register. This program is excluded from coverage under E.O. 12372.

***Application Procedure:*** The standard application forms as furnished by the Federal agency and required by 15 CFR Part 24 must be used for this program. This program is subject to the provisions of 15 CFR Part 14.

***Award Procedure:*** The application package will advise the applicant where to submit the application. Each application will be reviewed and evaluated by MBDA. Name checks, verification of academic credentials and post-award audits may be required from applicants.

***Deadlines:*** Deadlines for formal competitive awards are outlined in the Federal Register and/or the Commerce Business Daily.

***Range of Approval/Disapproval Time:*** From 4 to 6 months. Unsuccessful applicants shall be notified in writing at the same time that notification is sent to the successful applicant.



**Appeals:** All decisions are final. There is no administrative appeal process.

**Renewals:** MBDC awards are made for a period of three years with funding provided on an annual basis at the discretion of MBDA and the Department of Commerce. Performance evaluations will be conducted, and funding levels will be established for each of the three budget periods. The MBDC will receive continued funding after the initial competitive year at the discretion of MBDA based upon the availability of funds, the MBDC's performance, and agency priorities.

#### **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** This program has no statutory formula. In most program areas, MBDA has established minimum requirements for matching or cost sharing by the recipient. New awards are generally required to provide a minimum 15 percent cost sharing through in-kind contributions and cash, including client service fees. MBDA reserves the right to decide on a case-by-case basis whether a nonfederal contribution is required in other program areas so as to successfully implement the program.

**Length and Time Phasing of Assistance:** For 1 to 3 years.

#### **POST ASSISTANCE REQUIREMENTS:**

**Reports:** Financial (quarterly and annually); narrative (semi annually and annually); statistical reports on each client are required.

**Audits:** In accordance with the provisions of OMB Circular No. A-133 (June 30, 1997), Audits of States, Local Governments, and Non-Profit Organizations shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 U.S.C. 7501-7507). Commercial organizations shall be subject to the audit requirements as stipulated in the award document.

**Records:** Documents, papers, and financial records relating to the MBDC are required to remain available to the Federal Government for 3 years from the date of submission of the final financial status report. All financial and programmatic records, supporting documents, statistical reports, and other records of grantees or subgrantees are required to be maintained by the terms of the agreement. The grantee must retain records for three years after completion of the project or submission of the final financial report, whichever is later, and be readily available for inspection and audit.

#### **FINANCIAL INFORMATION:**

**Account Identification:** 13-0201-0-1-376.

**Obligations:** (Cooperative Agreements) FY 99 \$8,498,715; FY 00 est \$7,129,370; and FY 01 est \$7,559,370.

**Range and Average of Financial Assistance:** \$155,000 to \$400,375.

#### **PROGAM ACCOMPLISHMENTS:**

In fiscal year 1999, MBDA funded business development centers in approximately 50 locations that provided management and technical assistance to minority business enterprise clients. Of the 11,000 clients who received assistance in fiscal year 1999, 7,819 represented actual operating business enterprise clients. Clients were assisted to obtain \$706 million in financial packages and \$548 million in procurement contracts from financial institutions and procurement sources, respectively.

#### **REGULATIONS, GUIDELINES, AND LITERATURE:**

There are no applicable regulations in the Code of Federal Regulations (CFR).

#### **INFORMATION CONTACTS:**

**Regional or Local Office:** Contact nearest Minority Business Development Agency Regional Office.

**Headquarters Office:** Juanita E. Berry, Chief, Field Coordination Division, Room 5079, Minority Business Development Agency, Department of Commerce, 14th and Constitution Avenue, NW., Washington, DC 20230. Telephone: (202) 482-6022. Use the same number for FTS.

**Web Site Address:** <http://www.mbda.gov>.

#### **EXAMPLES OF FUNDED PROJECTS:**

In FY 1999, a local community based organization won the competition to operate the MBDC in Philadelphia and is leveraging public/private resources to provide management and technical assistance to eligible minority clients to foster the development and operation of businesses.

#### **CRITERIA FOR SELECTING PROPOSALS:**

Competitive awards for the BMBDC program are made based on a panel evaluation of the applicant's demonstrated ability to provide business assistance as described in the application. This evaluation includes other

factors such as capability and experience of staff assigned to the project, techniques, methodology, resources and costs.

## **Rural Development Grants**

of new products that can be used in rural areas and new processes that can be used in such production.

**Credentials/Documentation:** Evidence of legal capacity, economic feasibility and financial responsibility relative to the activity for which assistance is requested.

#### **APPLICATION AND AWARD PROCESS:**

**Preapplication Coordination:** The standard application forms as furnished by the Federal agency and required by OMB Circular Nos. A-110 and A-102 must be used for this program. An environmental assessment is required for this program. This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review.

**Application Procedure:** Preapplication Form SF-424 is filed at the Rural Development local office. The standard application forms as furnished by the Federal agency and required by OMB Circular Nos. A-110 and A-102 must be used for this program.

**Award Procedure:** After the preapplication has been reviewed by the RD local office, it is forwarded to the RD State Office for review and processing instructions. Following approval by the State Office, funds are made available to the local office for final delivery. Notification of awards must be made to the designated State Central Information Reception Agency.

**Deadlines:** None.

**Range of Approval/Disapproval Time:** 30 to 90 days.

**Appeals:** If an application is rejected, the reasons for rejection are fully stated. Applicant may request a review of this decision from the next higher management level of Rural Business-Cooperative Service.

#### **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** Funds are allocated to States based on rural population and percent of nonmetropolitan per capita income. On occasion, the allocation to States may not be practical due to funding or administrative constraints. In these cases, funds will be controlled by the National Office.

#### **POST ASSISTANCE REQUIREMENTS:**

**Reports:** Periodic reports are made to FMHA.

**Audits:** Periodic audits should be made as part of the recipient's systems of financial management and internal control to meet terms and conditions of grants and other agreements. In accordance with the provisions of OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations", State, local governments or Non-profit Organizations that receive Federal financial assistance of \$300,000 or more within the fiscal year shall have an audit made for that year.

**Records:** The grantee shall maintain adequate records and accounts to assure that grant funds are used for authorized purposes.

**Range and Average of Financial Assistance:** \$2,000 to \$500,000; \$88,600.

**PROGAM ACCOMPLISHMENTS:**

In fiscal year 1999, 411 grants were made. It is estimated that 390 grants will be made in fiscal year 2000.

**INFORMATION CONTACTS:**

**Regional or Local Office:** Consult your telephone directory for RD local office number.

**Headquarters Office:** Director, Specialty Lenders Division, Rural Business-Cooperative Service, Department of Agriculture, Washington, DC 20250-3222. Telephone: (202) 720-1400. Use the same number for FTS.

**Web Site Address:** <http://www.rurdev.usda.gov>.

**EXAMPLES OF FUNDED PROJECTS:**

Grant funds were used to assist rural communities in developing small industrial parks or sites by acquiring land, the purchase of necessary equipment, construction of buildings, to provide water and waste disposal facilities, and to pay for costs of streets, parking areas and access roads. Also, grant funds were utilized to establish/capitalize revolving loan funds to assist in the development of small and emerging private business enterprises in rural areas, and provided technical assistance (i.e., a problem solving function) to qualifying small businesses in rural areas.

**CRITERIA FOR SELECTING PROPOSALS:**

Projects selected for funding should, as much as practical, adhere to the following priorities: (1) Projects which will be located in communities having a large portion of their population with low incomes; (2) projects which will save existing jobs; (3) projects which will create jobs; and (4) projects located in areas with high unemployment rate.

**Procurement Assistance to Small Businesses**

To assist small business in obtaining a "fair" share of contracts and subcontracts for Federal government supplies and services and a "fair" share of property sold by the government.

**TYPES OF ASSISTANCE:**

Provision of Specialized Services.

**USES AND USE RESTRICTIONS:**

Assistance includes: (1) application of small business set-asides (restriction of bidding/award to small business only) to increase the Federal procurement and disposal requirements awarded to small business; (2) consultation with procuring activities on structuring of procurement and sales planning to optimize small business participation; (3) review and analysis of small firms capacity, credit, integrity, perseverance, and tenacity when challenged by contracting officers and certifying competence of such firms to perform as prime contractors, as appropriate, and monitoring performance of certificate of competency holders throughout contract life; (4) review of subcontracting plans and programs of large prime contractors to determine the extent that they are providing subcontracting opportunities to small, small disadvantaged, and women-owned small businesses; (5) consultation and advice for small firms requesting assistance on government procurement or property sales matters; (6) assistance in specific contract administration problems; (7) determination of small business eligibility for SBA's procurement and financial programs; (8) advocate breakout of items from sole source for procurement through full and open competition in order to achieve savings; (9) review small business program at Federal procuring activities to evaluate effect on small business participation and recommend changes; and (10) management of the Procurement Marketing and Access Network (PRO-Net), a nationwide Internet database of information on small business, a marketing tool for small firms and a "link" to procurement opportunities.

**ELIGIBILITY REQUIREMENTS:**

***Applicant Eligibility:*** Existing and potential small businesses are eligible to apply. A small business is a business entity organized for profit, with a place of business located in the United States and which makes a significant contribution to the U.S. economy through payment of taxes and/or use of American Products, materials and/or labor. Generally for manufacturers, average employment not in excess of 500; wholesalers, average employment not in excess of 500; general construction, revenues not over \$17,000,000; special trade, revenues not over \$7,000,000; retail and services concerns, revenues not over \$5,000,000; and agricultural enterprises, gross annual sales not over \$500,000.

***Beneficiary Eligibility:*** Existing and potential small businesses will benefit.

***Credentials/Documentation:*** Self-certification of documentation is sufficient.

**APPLICATION AND AWARD PROCESS:**

***Application Procedure:*** Forms to obtain necessary assistance are provided by SBA field offices. [Locate your local SBA office](#)

**Range of Approval/Disapproval Time:** The range is about 15 days for certificate of competency; no approval is required on other programs.

**PROGRAM ACCOMPLISHMENTS:**

In fiscal year 1999, \$10.4 billion in government prime contracts was set-aside for procurement limited to small businesses.

**REGULATIONS, GUIDELINES, AND LITERATURE:**

Title 13, Code of Federal Regulations, Part 125; "Government Contracting Programs;" Government Contracting home page on the Internet at <http://www.sba.gov/gc> and information from SBA offices. ([Locate your local SBA office](#))

**INFORMATION CONTACTS:**

**Regional or Local Office:** Initial contact should be made with the SBA field offices. [Locate your local SBA office](#)

**Headquarters Office:** Associate Administrator for Government Contracting, Small Business Administration, 409 3rd Street, SW., Washington, DC 20416. Telephone: (202) 205-6460. Use the same number for FTS.

**Web Site Address:** <http://www.sba.gov>.

**Business Services**

to small, small disadvantaged, and women-owned business firms. Each year, GSA, the Federal Government's purchasing agent, real estate developer, telecommunications manager, and computer overseer, contracts for over \$10 billion worth of goods and services. Because it must provide the workspace, supplies, equipment, and support that other agencies need to do their jobs, GSA is an important market for small businesses.

**ELIGIBILITY REQUIREMENTS:**

***Applicant Eligibility:*** Any business concern is eligible to.

***Beneficiary Eligibility:*** Business concerns.

**APPLICATION AND AWARD PROCESS:**

***Application Procedure:*** Contact the nearest GSA Business Counseling Offices by letter, telephone, or in person.

**PROGAM ACCOMPLISHMENTS:**

In fiscal year 1999, Business Counseling Offices personnel performed 115,827 business and counseling actions; fiscal year 2000 estimate is 120,000, and fiscal year 2001 estimate is 125,000. In fiscal year 2000, Business Counseling Offices personnel participated in 425 business and opportunity meetings; the fiscal year 2000 estimate is 450. The fiscal year 2001 estimate is 475. (Outreach being encouraged nationwide).

**REGULATIONS, GUIDELINES, AND LITERATURE:**

"Doing Business With GSA," "Subcontracting Directory," "Forecast of GSA Contracting Opportunities" and "Marketing Strategies and Techniques." (Small Business Centers listed in Appendix IV of the Catalog.)

**INFORMATION CONTACTS:**

***Regional or Local Office:*** Small Business Center, General Services Administration.

***Headquarters Office:*** Associate Administrator, Office of Enterprise Development (E). Telephone: (202) 501-1021.

***Web Site Address:*** <http://www.gsa/oed>.

**Small Business Investment Companies**



**OBJECTIVES:**

To establish privately owned and managed investment companies, which are licensed and regulated by the U.S. Small Business Administration; to provide equity capital and long term loan funds to small businesses; and to provide advisory services to small businesses.

**TYPES OF ASSISTANCE:**

Direct Loans; Guaranteed/Insured Loans; Advisory Services and Counseling.

**USES AND USE RESTRICTIONS:**

The investment companies provide management and financial assistance on a continuing basis to eligible small business concerns. Financial assistance is provided by making long-term loans to these small concerns, and/or by the purchase of debt or equity type securities issued by these firms. Emphasis is on providing assistance to the pioneering, innovating-type concerns developing new products, processes, and markets. Specialized investment companies organized/licensed under former Section 301(d) of the authorizing statute (SSBICs) must restrict eligibility of small concerns financed by such investment companies to those owned and operated by individuals whose participation in the free enterprise system has been hampered by social or economic disadvantages. Debentures are issued by the SBIC and guaranteed by SBA for a term not to exceed 10 years, and participating securities for a 15-year maximum. All investment companies generally may not self-deal, take control, finance "big business," or invest over 20 percent (30 percent for SSBICs) of private capital in any single small concern.

**ELIGIBILITY REQUIREMENTS:**

***Applicant Eligibility:*** Any chartered small business investment company having private capital of not less than \$3,000,000, having qualified management, and giving evidence of sound operation, and establishing the need for SBIC financing in the geographic area in which the applicant proposes to operate.

***Beneficiary Eligibility:*** Individual businesses (single proprietorship, partnership or corporation) which satisfy the established criteria of a small business. SSBICs beneficiary must also be a business owned and operated by socially or economically disadvantaged individuals.

***Credentials/Documentation:*** Investment company must be chartered as a corporation, limited partnership (with individuals, corporation, partnership, or limited liability company as general partner), or limited liability company. Determination is made as to need in area, general business reputation and character of proposed owners and management and probability of successful operations. All loans to small concerns shall be of such sound value, or so secured, as reasonably to assure repayment.

**APPLICATION AND AWARD PROCESS:**

***Application Procedure:*** Request information and appropriate forms from SBA Central office. Complete application requirements and submit with a minimum application fee payment of \$10,000 to SBA Central Office.

**Award Procedure:** Applicant is notified by issuance of a license from the Investment Division of the Small Business Administration.

**Range of Approval/Disapproval Time:** Average of 120 days.

**Appeals:** Proponents may reapply at any time.

#### **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** An SBIC or an SSBIC in good standing, with a demonstrated need for funds, may receive leverage based on its private capital. An SBIC or SSBIC may receive leverage of as much as 300 percent of its private funds. The maximum amount of leverage varies according to the SBIC's private capital. For private funds that do not exceed \$17.5 million, maximum leverage is 300 percent of the private funds. For private capital over \$17.5 million but not exceeding \$35.1 million, leverage shall not exceed \$52.5 million plus 200 percent of the amount over \$17.5 million. If private capital is over \$35.1 million, leverage shall not exceed \$87.7 million plus 100 percent of the amount of private capital over \$35.1 million, up to a maximum of \$105.2 million. These private capital brackets are adjusted annually for increases in the Consumer Price Index. To obtain leverage, regular SBICs issue their debentures or participating securities which are guaranteed by SBA. Pools of the SBA-guaranteed debentures or participating securities are formed, and SBA-guaranteed participation certificates, representing an undivided interest in the pools, are sold to investors through a public offering. Under current procedures, regular SBIC debentures have a term of 10 years, and they provide for semi-annual interest payments and a lump-sum principal payment at maturity. Debentures may be prepaid with a penalty during the first five years of their term or without penalty thereafter. The debenture rate is determined by market conditions at the time of the sale. SSBICs may issue their debentures on the same terms as regular SBICs, for inclusion in the aforementioned guaranteed debenture pools and public offerings of the guaranteed participation certificates. As with debentures, the rate on participating securities is based on the 10-year Treasury-yield curve. However, the participating security provides for payment of dividends or interest and profit participation to SBA only when an SBIC has earnings, as defined by regulation. A unique feature of the participating securities is that SBA shares in the profits of the SBIC. SSBICs also may issue participating securities.

#### **POST ASSISTANCE REQUIREMENTS:**

**Reports:** Financial report (annual); program financing reports; any other report furnished stockholders.

**Audits:** Annual audit by a certified public accountant and periodic examinations by SBA personnel.

**Records:** Current financial records, minutes of meetings of stockholders, general partners, directors, executive committees, and time spent and charges made for management consulting services performed must be maintained for 6 years.

**Range and Average of Financial Assistance:** SBIC and SSBIC Leverage:

\$50,000 to \$90,000,000; \$14,323,000.

**PROGAM ACCOMPLISHMENTS:**

As of September 2000, the SBA portfolio of active companies was composed of 325 SBICs with capital resources of \$12.9 billion and 59 Specialized SBICs (SSBICs) with capital resources of \$256 million.

**INFORMATION CONTACTS:**

**Headquarters Office:** Associate Administrator for Investment, Investment Division, Small Business Administration, 409 Third Street, SW., Washington, DC 20416. Telephone: (202) 205-6510. Use the same number for FTS.

**Web Site Address:** <http://www.sba.gov>.

**Rural Business Opportunity Grants**

**Credentials/Documentation:** Evidence of legal capacity. Evidence of financial strength and expertise in activities such as proposed in the application, sufficient to ensure accomplishment of the activities and objectives described in the application. This program is excluded from coverage under OMB Circular No. A-87.

#### **APPLICATION AND AWARD PROCESS:**

**Preapplication Coordination:** This program is subject to coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in the State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. This program is subject to environmental review requirements; however, most applications are expected to qualify as categorical exclusions.

**Application Procedure:** Potential applicants should file Standard Form 424.1, "Application for Federal Assistance (For Nonconstruction)," and additional material required by Agency regulations with the USDA Rural Development State Office. The application will include a written narrative and scope of work. More details are available from the Headquarters Office or any Rural Development State Office.

**Award Procedure:** Applications will be given a priority score in accordance with the criteria set out in the program regulations.

**Deadlines:** None.

**Range of Approval/Disapproval Time:** Unknown. This is a new program.

**Appeals:** Adverse decision may be appealed in accordance with procedures set out at 7 CFR 11.

**Renewals:** Not applicable.

#### **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** This program has no statutory formula or matching requirements, although availability of matching funds is considered in determining priority.

**Length and Time Phasing of Assistance:** Funding for complete projects is limited to projects that can be completed within 2 years. Projects of longer duration may only be funded for 1 year at a time.

#### **POST ASSISTANCE REQUIREMENTS:**

**Reports:** Grantees must provide a financial report and performance activity report quarterly while the project is in process, and a project evaluation report within 1 year after the project is completed.

**Audits:** Audits are required in accordance with OMB Circular No.

A-133.

**Records:** Records and accounts must be maintained to reflect the operations of the project.

**PROGAM ACCOMPLISHMENTS:**

This is a new program for which implementing regulations are in a draft stage. Appropriated funds are available for fiscal year 2000, in the amount of \$3,500,000, pending implementation of final program regulations. It is unknown what funding will be available for fiscal year 2001.

**REGULATIONS, GUIDELINES, AND LITERATURE:**

A proposed rule was published in the Federal Register on February 3, 1998, 63 FR 5474. Final regulations are under development and are expected to be published at 7 CFR 4284, Subpart G.

**INFORMATION CONTACTS:**

**Regional or Local Office:** Contact the appropriate Rural Development State Office.

**Headquarters Office:** Rural Business-Cooperative Service, USDA, Specialty Lenders Division, STOP 3225, Room 6767, 1400 Independence Ave., SW., Washington, DC 20250-1521. Telephone: (202) 720-1400.

**Web Site Address:** <http://www.rurdev.usda.gov>.

**CRITERIA FOR SELECTING PROPOSALS:**

Grant selection criteria include the extent to which economic development resulting from the proposed project will be sustainable over the long term; the extent to which the project should lead to improvements in the quality of economic activity within the community, such as higher wages, improved benefits, greater career potential, and the use of higher level skills; the amount of leveraging of funds from other sources; service to communities that are experiencing trauma due to a major natural disaster or the closing or major downsizing of a military facility or other major employer; service to communities that have remained consistently poor over the long term or have experienced long term population decline or job deterioration; and the extent of the project's usefulness as a best practice that may serve as a model for other communities.

## **Small Business Development Center**

Documentation should also include, but not be limited to: (a) endorsement of the proposal by State officials; (b) endorsement of the proposal by the university hierarchy; and (c) a statement of commitment by the agencies and organizations listed as resources in the proposal.

#### **APPLICATION AND AWARD PROCESS:**

***Preapplication Coordination:*** Submission of proposal (including State endorsement) to the Central Office of SBA. The standard application forms as furnished by the Small Business Administration and required by OMB Circular No. A-102 must be used for this program. This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review.

***Application Procedure:*** All eligible entities within a State interested in establishing an SBDC should coordinate with each other in order to develop a proposal for a statewide SBDC service plan. This program is subject to the provisions of 13 CFR 143 (for State and local governments) and A-110 (for nonprofit organizations). The proposal should be submitted to the local SBA District Office, listed in Appendix IV of the Catalog.

***Award Procedure:*** Central Office of SBA executes cooperative agreements to approved applicants.

***Deadlines:*** Fiscal Year: September 30. Calendar Year: December 31.

***Range of Approval/Disapproval Time:*** Varies with individual proposals.

***Appeals:*** Varies with individual proposals.

***Renewals:*** This program is on-going and is renewed annually subject to availability of funds. SBDCs are required to update their proposal and submit a current year budget.

#### **ASSISTANCE CONSIDERATIONS:**

***Formula and Matching Requirements:*** The SBA will provide funds, the amount being determined on a pro-rata share of \$75,800,000 based on the population to be served by the SBDC as compared to the total population in the United States, with no State receiving less than \$500,000, or whichever is greater. The entity will provide nonfederal funds of at least a 1:1 match, although additional funds may also be contributed by nonfederal sources. At least 50

percent of matching funds must be in cash; the balance may be made up of in-kind contributions and indirect costs.

**Length and Time Phasing of Assistance:** Cooperative agreements are usually limited to 1 year. Payments are made on a letter of credit basis.

#### **POST ASSISTANCE REQUIREMENTS:**

**Reports:** Quarterly or semi-annual reports to the local SBA office no later than 30 days following the end of the required time period. A final report is due 90 days after the end of the cooperative agreement year.

**Audits:** In accordance with the provisions of OMB Circular No. A-133 (Revised, June 24, 1997), "Audits of States, Local Governments, and Non-Profit Organizations," nonfederal entities that receive financial assistance of \$300,000 or more in Federal awards will have a single or a program-specific audit conducted for that year. Nonfederal entities that expend less than \$300,000 a year in Federal awards are exempt from Federal audit requirements for that year, except as noted in Circular No. A-133.

**Records:** The SBDC shall maintain detailed, complete, and accurate client activity records of a sufficiency to reflect clearly the nature and variety of the SBDC service provided. Financial records must be maintained until 3 years after the completion of the grant project or submission of the final report, whichever is later.

#### **FINANCIAL INFORMATION:**

**Account Identification:** 73-0100-0-1-376.

**Obligations:** (Grants) FY 99 \$71,563,000; FY 00 est \$90,296,000; and FY 01 est \$62,000,000.

**Range and Average of Financial Assistance:** \$500,000 to \$5,927,231; \$1,298,246.

#### **PROGAM ACCOMPLISHMENTS:**

In fiscal year 1999, SBDCs reported that they counseled 237,655 individuals and provided 19,634 training sessions to 309,382 people.



**REGULATIONS, GUIDELINES, AND LITERATURE:**

SBDC Program Announcement, SBDC Policy Guidelines, SBDC Handbook for SBA Project Officers.

**INFORMATION CONTACTS:**

**Regional or Local Office:** For addresses of the field offices, [Locate your local SBA office.](#)

**Headquarters Office:** Small Business Administration, Office of Small Business Development Center, 409 Third Street, SW., 4th Floor, Washington, DC 20416. Telephone: (202) 205-6766. Use the same number for FTS. Fax: (202) 205-7727.

**Web Site Address:** <http://www.sba.gov>.

**RELATED PROGRAMS:**

None.

**EXAMPLES OF FUNDED PROJECTS:**

None.

**CRITERIA FOR SELECTING PROPOSALS:**

(1) State approval; (2) ability to match funds; and (3) ability to provide technical assistance, training, counseling, and special services.

**Grants for Public Works and Economic Development**

**AUTHORIZATION:**

Public Works and Economic Development Act of 1965, as amended; 42 U.S.C. 3141, Section 201, Public Law 105-393; 112 Stat. 3596.

**OBJECTIVES:**

To promote long-term economic development and assist in the construction of public works and development facilities needed to initiate and support the creation or retention of permanent jobs in the private sector in areas experiencing substantial economic distress.

**TYPES OF ASSISTANCE:**

Project Grants.

**USES AND USE RESTRICTIONS:**

Grants for such public facilities as water and sewer systems, industrial access roads, industrial parks, port facilities, railroad sidings and spurs, tourism facilities, skill-training vocational schools, business incubator facilities, and infrastructure improvements needed for business expansion. Qualified projects must fulfill a pressing need of the area and must: (1) tend to improve the opportunities for the successful establishment or expansion of industrial or commercial plants or facilities; (2) assist in the creation of additional long-term employment opportunities; or (3) benefit the long-term unemployed/underemployed and members of low-income families. In addition, proposed projects must be consistent with the currently approved Comprehensive Economic Development Strategy for the area, and for the Economic Development District, if any, in which it will be located, and must have adequate local share of funds. Projects must be capable of being started and completed in a timely manner.

**ELIGIBILITY REQUIREMENTS:**

**Applicant Eligibility:** States, cities, counties, an institution of higher education or a consortium of institutions of higher education, and other political subdivisions, Indian tribes, the Federated States of Micronesia, the Republic of the Marshall Islands, Commonwealths and territories of the U.S. flag, Economic Development Districts, and private or public nonprofit organizations or associations acting in cooperation with officials of a Political Subdivision of a State or Indian Tribe. Individuals, companies, corporations, and associations organized for profit are not eligible.

**Beneficiary Eligibility:** Local economies, unemployed and underemployed persons, and/or members of low-income families are

assisted through the creation of new jobs or retention of jobs.

**Credentials/Documentation:** Applications must describe the type of facility proposed, estimated costs, purpose of proposed project, permanent private sector job impact (estimated payrolls, estimated private investment), estimated time for construction implementation and completion, and assurances that the project will satisfy statutory requirements. Most important, documentation must demonstrate how the project will satisfy a pressing need of the area and have a positive impact on the economic development of the community.

#### **APPLICATION AND AWARD PROCESS:**

**Preapplication Coordination:** The Economic Development Representative (EDR) or other appropriate EDA official will meet with the applicant and community leaders to explore the applicability of the proposed project for EDA funding. If deemed appropriate, a proposal will be requested. After reviewing the proposal, the EDR and/or the regional office will notify the applicant if EDA decides to invite an application. If the project appears viable, a preapplication conference with regional office personnel may be arranged at EDA's discretion. If EDA invites a formal application, the OMB-approved application form furnished by EDA must be used. An environmental impact assessment is required for this program. The review of the environmental impact assessment may result in an environmental impact statement being required. This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the Single Point of Contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review.

**Application Procedure:** Applicants should contact the EDR servicing the State in which the project is located or other designated EDA Official. The economic development representative or other appropriate EDA Official assigned as coordinator for the project will provide necessary forms and assistance to interested applicants.

**Award Procedure:** Grant applications are invited and approved by the Regional Director, and announced by the Assistant Secretary of Commerce for Economic Development.

**Deadlines:** Generally, the applicants are given 30 days after their applications have been invited to submit the formal application.

**Range of Approval/Disapproval Time:** Normally within 60 days of acceptance of a fully completed application.

**Appeals:** None.

**Renewals:** None.

## **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** The basic grant rate may be up to 50 percent of the project cost. Severely depressed areas may receive supplementary grants to bring the Federal contribution up to 80 percent of the project cost; recognized Indian tribes may be eligible for up to 100 percent assistance. Additionally, eligible areas located within and actively participating in the operations of Economic Development Districts are, subject to the 80 percent maximum Federal grant limit, eligible for a 10 percent bonus on grants for public works projects. On average, EDA grants cover approximately 50 percent of project costs.

**Length and Time Phasing of Assistance:** EDA grant funds are generally disbursed for costs incurred after all contracts for construction have been awarded.

## **POST ASSISTANCE REQUIREMENTS:**

**Reports:** Standard financial and performance reports are required, and special reports for specific projects may be requested.  
**Compliance:** Applicable statutes include the Architectural Barriers Act, Civil Rights Act, Davis Bacon Act, the Water Pollution Control Act, other applicable Acts.

**Audits:** In accordance with the provisions of OMB Circular No. A-133, (Revised, June 24, 1997), recipients that are States, Local Governments, Non-profit Organizations (to include Hospitals), and Institutions of Higher Learning shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 U.S.C. 7501-7507). Commercial organizations shall be subject to the audit requirements as stipulated in the award document. States, local governments, and non-profit governments that expend \$300,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year.

**Records:** All financial and programmatic records, supporting documents, statistical reports, and other records of grantees or sub grantees are required to be maintained by the terms of the agreement. The grantee must retain records for 3 years from the date when the final expenditure report is submitted.

## **FINANCIAL INFORMATION:**

**Account Identification:** 13-2050-0-1-452.

**Obligations:** (Grants) FY 99 \$205,748,000; FY 00 est

\$204,521,000; and FY 01 est \$251,200,000.

**Range and Average of Financial Assistance:** No specific minimum or maximum project amount, average \$849,000.

**PROGAM ACCOMPLISHMENTS:**

In fiscal year 1999, 248 Public works projects were approved.

**REGULATIONS, GUIDELINES, AND LITERATURE:**

Title 13 CFR Chapter III, Part 302, 305, 316, 314 and 317; Annual Report; Economic Development Administration Civil Rights Guidelines. Department of Commerce Organization Order 10-4, as amended (40 FR 56702, as amended).

**INFORMATION CONTACTS:**

**Headquarters Office:** David L. McIlwain, Director, Public Works Division, Economic Development Administration, Room H7326, Herbert C. Hoover Building, Department of Commerce, Washington, DC 20230. Telephone: (202) 482-5265. Use the same number for FTS.

**Web Site Address:** <http://www.doc.gov/eda/>.

**EXAMPLES OF FUNDED PROJECTS:**

1) Infrastructure for industrial park development; 2) port development and expansion; 3) infrastructure necessary for economic development (e.g. water/sewer facilities); 4) renovation and recycling of old industrial buildings; 5) construction of vocational-technical facilities and skill centers; 6) construction of incubator facilities; 7) redevelopment of browns fields and 8) CEO-industrial development.

**CRITERIA FOR SELECTING PROPOSALS:**

Project proposals must be located within an economically distressed, EDA eligible area and be in conformance with a Comprehensive Economic Development Strategy (CEDS) for the eligible area. Projects must also contribute to long-term economic development of the area by creating or retaining permanent jobs and raising income levels. Conformance with the Federal Register announcement and other EDA and/or Federal program requirements such as NEPA, Civil Rights, and Historic Preservation is part of the selection criteria.

***Very Low-Income Housing Repair Loans and Grants***

**Applicant Eligibility:** Applicants must own and occupy a home in a rural area; and be a citizen of the United States or reside in the United States after having been legally admitted for permanent residence or on indefinite parole. Loan recipients must have sufficient income to repay the loan. Grant recipients must be 62 years of age or older and be unable to repay a loan for that part of the assistance received as a grant. Applicant's income may not exceed the very low-income limit set forth in RD Instructions. Very low-income limits range from \$6,300 to \$22,650 for a single person household, depending on an area's median income.

**Beneficiary Eligibility:** Applicants must own and occupy a home in a rural area; and be a citizen of the United States or reside in the United States after having been legally admitted for permanent residence or on indefinite parole. Loan recipients must have sufficient income to repay the loan. Grant recipients must be 62 years of age or older and be unable to repay a loan for the part of the assistance received as a grant. Applicant's income may not exceed the very low-income limit set forth in RD Instructions.

**Credentials/Documentation:** Evidence of ownership and verification of income and debts. Grant recipients must provide evidence of age. This program is excluded from coverage under OMB Circular No. A-87.

#### **APPLICATION AND AWARD PROCESS:**

**Preapplication Coordination:** None. This program is excluded from coverage under OMB Circular No. A-102 and E.O. 12372.

**Application Procedure:** Applicants must file an application form at the RHS/Rural Development field office serving the county where the dwelling is located. This program is excluded from coverage under OMB Circular No. A-110.

**Award Procedure:** Delegated to Community Development Manager.

**Deadlines:** None.

**Range of Approval/Disapproval Time:** From 30 to 60 days from time applications are filed if no backlog of applications exists. Applications for assistance far exceed available funding. There is generally a waiting list for funding.

**Appeals:** Agency regulations providing customers with the rights for an informal review, mediation or alternative dispute resolution (ADR), or appeal to the National Appeals Division (NAD) are contained in 7 CFR Part 3550. NAD regulations are found at 7 CFR Part 11. Requests for an informal review, mediation and ADR must be received within 30 days from the date of the adverse decision. Requests for an appeal to NAD must be received within 30 days of receipt of the adverse decision.

**Renewals:** Applicants may reapply at any time.

**ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** This program has no matching requirements. This program has no statutory formula. The following basic formula criteria are to allocate program loan funds to various States:  $(A \times .50 + B \times .50) \times \text{funds available} = \text{State basic formula allocation}$ . Where "A" is State's percentage of national number of rural occupied units; and "B" is State's percentage of national number of rural households below 50 percent of area median income. The formula for grants is:  $(A \times 1/3 + B \times 1/3 + C \times 1/3) \times \text{funds available} = \text{State basic allocation}$ . Where "C" is State's percentage of national rural population 62 years of age and older. The data source for each of these criteria are based on the latest census data available.

**Length and Time Phasing of Assistance:** This assistance is available throughout the year by means of an established allocation system. Funds are usually released to borrowers/grantees as a lump sum payment for completed repairs or, as needed, for repairs in progress.

**POST ASSISTANCE REQUIREMENTS:**

**Reports:** None.

**Audits:** None.

**Records:** Borrowers and/or grantees are not required to, but should retain copies of loan or grant-related documents.

**FINANCIAL INFORMATION:**

**Account Identification:** (Loans) 12-4141-0-3-371; 12-2081-0-1-371; (Grants) 12-2064-0-1-604.

**Obligations:** (Loans) FY 99 \$24,965,000; FY 00 est \$32,396,000; and FY 01 est \$40,000,000. (Grants) FY 99 \$20,230,000; FY 00 est \$25,651,000; and FY 01 est \$30,000,000.

**Range and Average of Financial Assistance:** Loans to \$5,388; Grants to \$4,547 as of August 10, 1998.



**PROGAM ACCOMPLISHMENTS:**

In fiscal year 1999, 9,075 existing houses were improved through the Section 504 loan and grant programs.

**REGULATIONS, GUIDELINES, AND LITERATURE:**

7 CFR Part 3560, Direct Single Family Housing Loans and Grants. (no charge); Home Improvement and Repair Loans, PA-1184, no charge.

**INFORMATION CONTACTS:**

**Regional or Local Office:** Consult your local telephone directory for Rural Development county office number. or on the internet at [http://www.rurdev.usd.gov/recd\\_map.html](http://www.rurdev.usd.gov/recd_map.html).

**Headquarters Office:** Director, Single-Family Housing Processing Division, Rural Housing Service, Department of Agriculture, Washington, DC 20250. Telephone: (202) 720-1474. Use the same number for FTS.

**Web Site Address:** <http://www.rurdev.usda.gov>.

**EXAMPLES OF FUNDED PROJECTS:**

Not applicable.

**CRITERIA FOR SELECTING PROPOSALS:**

Not applicable.

**Federal Direct Loan**

**AUTHORIZATION:**

Higher Education Act of 1965, Title IV, Part D, as amended.

**OBJECTIVES:**

To provide loan capital directly from the Federal government (rather than through private lenders) to vocational, undergraduate, and graduate postsecondary school students and their parents.

**TYPES OF ASSISTANCE:**

Direct Loans.

**USES AND USE RESTRICTIONS:**

To help defray costs of education at a participating school. Generally, a student borrower is not required to make any payments on the principal of a direct subsidized or unsubsidized loan during the time the borrower is in school. Repayment on these loans will begin six months after the student ceases to carry at least one-half the normal full-time academic workload. The repayment period for a Direct PLUS loan begins on the day after the loan is fully disbursed. The repayment period for a Direct Consolidation Loan begins on the day the loan is disbursed, unless the consolidation loan includes a Direct Loan or a Federal Family Education Loan program for which the borrower is in an in-school period at the time of consolidation. In this case, the repayment period begins six months after the borrower ceases at least half-time enrollment.

**ELIGIBILITY REQUIREMENTS:**

***Applicant Eligibility:*** The applicant must be a U.S. citizen, national, or person in the United States for other than a temporary purpose. A student borrower must be enrolled or accepted for enrollment in a degree or certificate program on at least a half-time basis as an undergraduate, graduate, or professional student at a participating postsecondary school. An otherwise eligible student is eligible for loans during a single twelve-month period in which the student is enrolled in a non-degree/non-certificate course of study that the school has determined is necessary in order for the student to enroll in a program leading to a degree or certificate. Under the Direct PLUS program, parents may borrow for dependent students. Direct Unsubsidized and PLUS loans are non-need based programs. In order to receive a Direct Subsidized Loan, all borrowers must undergo a financial need analysis to determine eligibility for Federal interest. A student that is presently enrolled at a participating institution must be maintaining satisfactory academic progress in the

course of study that they are pursuing. The borrower may not owe a refund on any Title IV grant or be in default on any Title IV loan received for attendance at any school. The borrower must also file a Statement of Registration compliance (Selective Service). Borrowers that are unable to obtain consolidation loans from lenders under FFEL or who are unable to obtain a consolidation loan with income sensitive repayment terms acceptable to the borrower from a lender, shall be eligible for a Direct Consolidation Loan. Married couples may consolidate eligible loans.

**Beneficiary Eligibility:** Vocational, undergraduate, and graduate postsecondary school students and their parents.

**Credentials/Documentation:** The borrower will need certification of eligibility from the school and may be required to supply documentation to verify the accuracy of data used in the Direct Subsidized loan need analysis.

#### **APPLICATION AND AWARD PROCESS:**

**Preapplication Coordination:** Information regarding application procedures may be obtained from the school and the Department of Education. This program is excluded from coverage under OMB Circular No. A-102. This program is excluded from coverage under E.O. 12372.

**Application Procedure:** Applications for the Direct Subsidized and Unsubsidized loans are obtained from the school. Direct consolidation loan applications are obtained from the Department of Education. To obtain a Direct Subsidized or Unsubsidized loan, a student shall complete and submit a Free Application for Federal Student Aid (FAFSA). All applications (with the exception of PLUS) for Direct Loans are processed by the Central Processor System (CPS) in the initial step to determine a student's Title IV eligibility. Schools will receive official output from CPS. With this official output, the school will be able to assemble a financial aid award package. A school participating in the Direct Loan Program may award Direct Loans as part of the financial aid package. If a Direct Loan is not included in the aid package, a student may contact the school to request loan information.

**Award Procedure:** Schools participate in the Direct Loan Program either by originating loans or by using an alternative originator to originate loans. The school must certify the borrower's eligibility to receive the funds. To obtain a Direct PLUS loan, the parent shall complete an application and authorize a credit check. If the parent does not have an adverse credit history the loan maybe disbursed. Schools may disburse funds by crediting them directly to the student's account at the school, issuing a check or cash, or by initiating an electronic fund transfer.

**Deadlines:** None.

**Range of Approval/Disapproval Time:** None.

**Appeals:** None.

**Renewals:** None.

**ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** None.

**Length and Time Phasing of Assistance:** Applicants may apply for a loan for any year of school. There are four repayment plans that are available for Direct Loan borrowers: (1) A standard repayment plan with a fixed monthly payment amount over a period of up to 10 years; (2) an extended repayment plan with a fixed monthly payment amount paid over a period of 12 to 30 years, depending on the amount owed; (3) a graduated repayment plan with a monthly payment that will increase generally every 2 years. The repayment period varies from 12 to 30 years, depending on the amount owed; and (4) except for Direct PLUS Loan borrowers, an income contingent repayment (ICR) plan with a monthly payment that is adjusted annually based on the income of the borrower and paid over an extended period of time not to exceed 25 years. Any unpaid balance remaining after 25 years in the ICR plan is forgiven by the Secretary of Education. However, under current IRS rules, the amount written off is considered taxable income to the borrower in the year it is written off. A legislative change removing this taxable treatment has been sought.

**POST ASSISTANCE REQUIREMENTS:**

**Reports:** The Department will produce a variety of management information system accounting, and financial management reports. Schools must submit all reports required by 34 CFR 685 and 34 CFR 668.

**Audits:** Schools are subject to examination and program review by the Department of Education. Program reviews are performed on a fiscal year basis.

**Records:** Schools must maintain proper administrative and fiscal procedures and all necessary records as set forth in the regulations in 34 CFR 685 and 34 CFR 668. Schools must keep all records involved in any loan, claim, or expenditure questioned by a Federal audit until resolution of any audit questions. In addition to records required by 34 CFR 668, for each Direct Loan received under 34 CFR 685 by or on behalf of this student, a school shall maintain a copy of the loan application and data electronically submitted to the Secretary.

**FINANCIAL INFORMATION:**

**Account Identification:** 91-0243-0-1-502.

**Obligations:** (Loan volume disbursed; net of consolidations) FY 99 \$17,959,000,000; FY 00 est \$14,855,000,000; and FY 01 est \$15,613,000,000. Direct Loan Consolidation volume: FY 99 \$8,006,000,000; FY 00 est \$4,250,000,000; and FY 01 est \$4,403,000,000.

**Range and Average of Financial Assistance:** A range is not available.

**PROGAM ACCOMPLISHMENTS:**

As of January 2000, 1,567 schools were participating in the program.

**REGULATIONS, GUIDELINES, AND LITERATURE:**

Student Loan Reform Act of 1993, Public Law 103-66, 34 CFR 685.

**INFORMATION CONTACTS:**

**Headquarters Office:** Federal Direct Loans, Office of Student Financial Assistance, Department of Education, Washington, DC 20202. Telephone: (202) 708-9951.

**Web Site Address:** <http://www.ed.gov>.

**EXAMPLES OF FUNDED PROJECTS:**

Not applicable.

**CRITERIA FOR SELECTING PROPOSALS:**

Not applicable.

## **Promotion of the Arts\_Grants to Organizations and Individuals**

artistic excellence and merit in content and use of the medium. Proposals including ancillary activities to improve public knowledge, appreciation, and access to the arts are especially welcome. Applications for media arts projects of more limited scope/distribution should be submitted under Grants to Organizations Guidelines. Grants to Individuals: Literature fellowships: Fellowships for Creative Writers are awarded to writers of poetry, fiction, and creative nonfiction to allow them to devote time to writing, research, travel, and to advance their writing careers. Fellowships for translators are awarded to writers for specific projects to translate into English works by creative writers insufficiently represented in the language. Awards in the genres of poetry and prose will alternate each year. In fiscal years 2000 and 2002, fellowships will be awarded to writers and translators of prose; in fiscal years 2001 and 2003, they will be awarded to writers and translators of poetry. (For more information, consult the pertaining guidelines.)

#### **ELIGIBILITY REQUIREMENTS:**

**Applicant Eligibility:** Grants to Organizations: Nonprofit tax-exempt organizations meeting the following conditions may apply: 1) No part of any earnings may benefit a private stockholder or individual, and 2) donations to the organization qualify as charitable deductions under Section 170(c) of the Internal Revenue Code. Examples of eligible organizations are arts institutions, arts service organizations, local arts agencies, official units of State and local governments, federally recognized tribal communities and Indian tribes. Consortia of such organizations also may apply. Generally an organization may submit, on its own behalf, one application for a single project under only one of the five goal deadlines each year. The 56 designated State and special jurisdictional arts agencies and their regional arts organizations may serve as fiscal agents or as consortium members and participants, including consortium lead applicants. However, all grant funds must be passed on to the sponsored organization or to other consortium members. Significant nationally distributed radio and television programs no longer will be funded under Grants to Organizations guidelines. Media projects of more limited scope, however, may still receive support. (See Grants to Organizations Guidelines for additional eligibility information.) The Arts on Radio and Television: Requirements are basically the same as for Grants to Organizations. An organization may submit, or be a consortium member in, no more than a total of two applications for funding in FY 2001 under these guidelines and the Grants to Organizations guidelines. Each request must be for a distinctly different media project. (See The Arts on Radio and Television Guidelines for additional eligibility information.) Grants to individuals: Individuals who are U.S. citizens or permanent residents and who, according to Public Law 89-209, Section 5(c), must demonstrate exceptional talent. Literature fellowships: Applicants must be published writers. Writers who have received from the Arts Endowment 1) two or more Creative Writing or Translation Fellowships or 2) any Creative Writing or Translation Fellowship since October 1, 1990, are ineligible. An individual may submit only one application per two-year cycle. (See 2000/01 Literature

Fellowships Guidelines for additional eligibility information.)

**Beneficiary Eligibility:** Awards to organizations: Nonprofit organizations, local governments, and local arts agencies, federally recognized tribal communities and Indian tribes, and through activities and services supported, the general public. Awards to individuals: Literature fellowships: Individual literary artists.

**Credentials/Documentation:** Awards to organizations: Nonprofit organizations are required to submit a copy of their Internal Revenue Service tax exemption determination letter with their applications. For institutions of higher education, allowable costs will be determined according to OMB Circular No. A-21; for other nonprofit organizations making application, allowable costs will be determined according to OMB Circular No. A-122. For local governments, costs will be determined in accordance with OMB Circular No. A-87. Awards to individuals: Literature fellowship applicants must be published writers.

#### **APPLICATION AND AWARD PROCESS:**

**Preapplication Coordination:** Awards to organizations: Applicants must use standard application forms in Grants to Organizations Guidelines and The Arts on Radio and Television Guidelines. This program is excluded from coverage under E.O.12372, "Intergovernmental Review of Federal Programs." Awards to individuals: Literature fellowship applicants must use standard application forms provided in Literature Fellowships Guidelines.

**Application Procedure:** Awards to organizations: Applicants must obtain fiscal year 2001 guidelines for Grants to Organizations or The Arts on Radio and Television from the Endowment. Additional supplemental materials may be required. (See guidelines for special requirements.) This program is subject to provisions of OMB Circular No. A-110, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations." It is also subject to the provisions of OMB Circular No. A-102, "Grants and Cooperative Agreements with State and Local Governments." Awards to individuals: Literature fellowship applicants must obtain fiscal year 2000/01 Literature Fellowships Guidelines from the Endowment. A manuscript of the applicant's own work in the genre in which eligibility is established must be submitted as part of application.

**Award Procedure:** Awards to organizations: Applications are reviewed in closed session by advisory panelists. Each panel comprises a diverse group of arts experts and other individuals with broad knowledge in related areas, including at least one knowledgeable layperson. Panel funding recommendations are reviewed in open session by the National Council on the Arts, the advisory body to the Endowment. The Council's decision not to fund an application is final. All applications the Council has recommended for funding are then considered by the Endowment's Chairman, who makes the final award decisions. Awards to individuals: Literature



fellowships: Applications are reviewed in closed session by advisory panelists from the literature field. Each panel comprises a diverse group of arts experts, as well as a knowledgeable layperson. Panel funding recommendations are reviewed by the National Council on the Arts in open session. The Council's decision not to fund an application is final. All applications the Council has recommended for funding are then considered by the Endowment's Chairman, who makes the final award decisions.

**Deadlines:** Grants to Organizations: application deadlines for goals: Creativity - March 27, 2000; Organizational Capacity - March 27, 2000; Heritage/Preservation - August 14, 2000; Access - August 14, 2000; Education - August 14, 2000. The Arts on Radio and Television - September 15, 2000. Grants to Individuals: Literature Fellowships: Creative Writing Fellowships for Poetry and Translation Projects in Poetry - March 14, 2000. Creative Writing Fellowships for Fiction and Creative Nonfiction and for Translation Projects in Prose - mid- March 2001.

**Range of Approval/Disapproval Time:** Dependent on meetings of the National Council on the Arts.

**Appeals:** Information on requests for reconsideration may be obtained from the headquarters office.

**Renewals:** None.

#### **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** Awards to organizations: Require match of at least 1:1. Some grants may require higher match. (See pertinent guidelines for details). All matches must be made with non-Federal funds. Awards to individuals: None.

**Length and Time Phasing of Assistance:** Grants to Organizations: Grant period is generally up to two years. Projects may begin any time after the following earliest project start dates: for Creativity and Organizational Capacity - January 1, 2001; for Heritage/Preservation, Access, and Education - June 1, 2001. The Arts on Radio and Television: Projects may start any time after April 1, 2001, and may extend up to three years. Literature Fellowships: FY 2000 prose projects must begin any time between February 1, 2000 and February 1, 2001, and may extend up to two years. FY 2001 poetry projects must begin any time between February 1, 2001 and February 1, 2002, and may extend up to two years. Timing of fund disbursements will vary according to the project. Generally, requests for payment to cover immediate project expenses may be received at any time.

## **POST ASSISTANCE REQUIREMENTS:**

**Reports:** Awards to organizations: Progress reports are required for all grants, and must be submitted at the time the cumulative amount requested exceeds two-thirds of the grant amount. Final reports, comprising financial and narrative components, are required for all grants within 90 days of the end of the grant period. In some instances, products of grant projects also may be required as part of the final report. Grantees also must report on geographic location of grant activity within 30 days of award receipt. Awards to individuals: Progress reports are required for all grants, and must be submitted at the time the cumulative amount requested exceeds two-thirds of the grant amount. Final reports, comprising financial and narrative components, are required from all literature fellowship recipients within 90 days of the end of the grant period.

**Audits:** Awards to organizations: Regarding applicant and grantee-initiated audits: All grantees must comply with audit requirements mandated by OMB Circular No. A-133, "Audits of States, Local Governments, and Non-profit Organizations." Nonprofit institutions expending \$300,000 or more a year in Federal awards shall have an audit made in accordance with A-133's provisions. Local governments expending \$300,000 or more in Federal awards within the State's fiscal year shall have an audit made for that year in accordance with A-133's provisions. Awards to individuals: None.

**Records:** Grant-related records must be retained by grantee for three years following submission of the final financial status report.

## **FINANCIAL INFORMATION:**

**Account Identification:** 59-0100-0-1-503.

**Obligations:** (Grants) Grants to Organizations: FY 99 \$38,890,067; FY 00 est \$36,493,600; and FY 01 est not separately identifiable. The Arts on Radio and Television (new funding category in FY 01): FY 99 \$0; FY 00 est \$0; and FY 01 est not separately identifiable. Literature Fellowships: FY 99 \$800,000; FY 00 est \$820,000; and FY 01 est not separately identifiable.

**Range and Average of Financial Assistance:** Fiscal year 2001: Grants to Organizations: \$5,000 to \$150,000. The Arts on Radio and Television: Radio projects - \$20,000 to \$100,000. Television projects: research and development - \$20,000 to \$50,000; single documentaries - \$25,000 to \$50,000; multi-part series - generally up to \$200,000, depending on complexity of project. Literature Fellowships - \$20,000.

## **PROGAM ACCOMPLISHMENTS:**

Grants to Organizations: Fiscal year 1999 applications: 270 in Heritage and Preservation, 828 in Education and Access, 232 in Planning and Stabilization, and 987 in Creation and Presentation. Fiscal year 1999 grants awarded: 169 in Heritage and Preservation, 432 in Education and Access, 691 in Creation and Presentation, and 125 in Planning and Stabilization. Literature Fellowships: Fiscal year 1999 (poetry), 980 applications were received and 40 awards made.

## **REGULATIONS, GUIDELINES, AND LITERATURE:**

For Grants to Organizations Guidelines and The Arts on Radio and Television Guidelines for fiscal year 2001, and Literature Fellowships Guidelines for fiscal year 2000/01, contact the Office of Communications, National Endowment for the Arts, Washington, DC 20506-0001, or visit the Endowment Web site at <http://arts.gov> for guidelines in downloadable format. Guidelines for the next two-year cycle of Literature Fellowships will be available January 2001.

## **INFORMATION CONTACTS:**

***Regional or Local Office:*** Not applicable.

***Headquarters Office:*** Address: National Endowment for the Arts, 1100 Pennsylvania Avenue, NW., Washington, DC 20506-0001. Web site: <http://arts.gov>. For general background information about the Endowment: Telephone: (202) 682-5400. Grants to Organizations: For information about the discipline or field appropriate to your project, telephone: Arts Education (pre-K through 12): (202) 682-5563. Dance: (202) 682-5452. Design: (202) 682-5452. Folk and Traditional Arts: (202) 682-5678, 682-5724, or 682-5726. Literature: (202) 682-5787 or 682-5771. Local Arts Agencies: (202) 682-5581 or 682-5586. Media Arts: (202) 682-5452. Multidisciplinary: (202) 682- 5658 or 682-5469. Museums: (202) 682-5452. Music: (202) 682-5590 or 682-5487. Musical Theater: (202) 682-5509. Opera: (202) 682-5438 or 682-5600. Presenting: (202) 682-5591 or 682-5469. Theater: (202) 682-5509, 682-5511 or 682-5020. Visual Arts: (202) 682-5452. The Arts on Radio and Television: telephone (202) 682-5452. Grants to Individuals: For information about Literature Fellowships, telephone: (202) 682-5428. Individuals who are deaf or hard of hearing should call Voice/T.T.: Telephone: (202) 682-5496. Individuals unable to read conventional print should contact the Endowment's Office for AccessAbility. Telephone: (202) 682-5532 for help in acquiring an audio recording of guidelines. Use same 7-digit numbers listed above for FTS.

***Web Site Address:*** <http://www.arts.gov>.

## **EXAMPLES OF FUNDED PROJECTS:**

Projects supported by fiscal 1999 Grants to Organizations: Creation & Presentation: 1) A Minneapolis theater company's tour, including public performances and residency activities, to Illinois, Indiana, Michigan, Minnesota, Missouri, Nebraska, North Dakota, and Wisconsin; 2) Tandem tours by two dance companies of divergent sizes, both performing choreographer Paul Taylor's works, to four cities in Iowa, five cities in Montana, Detroit, Washington, D.C., and New London, Connecticut; 3) Conservation and reinstallation of a Baltimore museum's collection of Christian medieval art, one of the world's finest. Heritage & Preservation: 1) Structural strengthening and restoration of Fallingwater, a National Historic Landmark house in western Pennsylvania, designed in 1935 by architect Frank Lloyd Wright; 2) Program of instruction by tribal elders in traditional Tewa Pueblo Indian techniques of making jewelry, sculpture, pottery, tanning, weaving, and painting and drawing; 3) Musical celebration of the tricentenary of Louisiana and its French, Creole, and African-American cultural heritage, including research on Louisiana composers and an orchestral concert and recording of their works, as part of the state-wide FrancoFete. Education & Access: 1) a national conference, Public Art 101, examining current issues and models in the public art arena and providing technical assistance to municipal and community arts organizations; 2) launch of the Dakota Children's Theatre Company tour to elementary and middle schools throughout South Dakota; 3) convening the 1999 Revival-Design Camp Meeting in South Carolina, a week-long workshop in design of home furnishing prototypes using recycled materials, conducted for college students by nationally known design and craft artists. Planning & Stabilization: 1) a professional development initiative to cultivate strong leadership among the administrative, governance, and artistic personnel of 834 U.S. orchestras; 2) establishment of "creative aging institutes" in Atlanta, Boston, Chicago, San Francisco, and New York, to aid development of arts programs for the elderly; 3) augmentation of an endowment for The Kenyon Review, the distinguished literary magazine founded in 1939 by poet John Crowe Ransom.

#### **CRITERIA FOR SELECTING PROPOSALS:**

Primary criteria by which all applications are assessed are artistic excellence and artistic merit. (See Grants to Organizations Guidelines and The Arts on Radio and Television Guidelines for the full list of review criteria.) For literature fellowships, applicant's manuscript is the sole indicator of artistic excellence and artistic merit considered by the panel. (See Literature Fellowships Guidelines for specifications to meet additional criteria for translation projects.)

## **Small Business Innovation Research**

objectives resulting from the USDA-supported work carried out in Phases I and II.

#### **ELIGIBILITY REQUIREMENTS:**

***Applicant Eligibility:*** Small businesses which: (a) Are organized for profit, independently owned or operated, are not dominant in the proposed research field, have their principal places of business located in the United States, have a number of employees not exceeding 500 in all affiliated firms owned or controlled by a single parent concern, and meet the other regulatory requirements outlined in 13 CFR Part 121, as amended; (b) are at least 51 percent owned, or in the case of a publicly owned business, at least 51 percent of its voting stock is owned, by U.S. citizens or lawfully admitted permanent resident aliens; (c) are the primary source of employment for the principal investigator of the proposed effort at the time of award and during the actual conduct of proposed research; (d) are the primary performer of the proposed research effort. Because this program is intended to increase the use of small business firms in Federal research or research and development, the term "primary performer" means that a minimum of two-thirds of the research or analytical work, as determined by budget expenditures, must be performed by the proposing organization under Phase I grants. For Phase II awards, a minimum of one-half of the research or analytical effort must be conducted by the proposing firm.

***Beneficiary Eligibility:*** Small businesses.

***Credentials/Documentation:*** Each prospective grantee organization must furnish the organizational information and assurances specified in the SBIR program solicitation. The principles to be used in determining allowable costs of activities under this program are contained in the Federal Acquisition Regulations, 48 CFR Part 31. This program is excluded from coverage under OMB Circular No. A-87.

#### **APPLICATION AND AWARD PROCESS:**

***Preapplication Coordination:*** Publication by the Small Business Administration listing all agencies participating in the program, their Small Business Innovation Research coordinators, proposed dates for their solicitations, and proposed topic areas. This program is excluded from coverage under OMB Circular No. A-102 and E.O. 12372.

***Application Procedure:*** Formal proposal to SBIR Program, CSREES, USDA, as outlined in the SBIR program solicitation. Application procedures are contained in the SBIR program solicitation. This program is excluded from coverage under OMB Circular No. A-110.

***Award Procedure:*** The SBIR Program staff reviews and evaluates

all proposals with the assistance and advice of a peer panel of qualified scientists and other appropriate persons who are specialists in the field covered by the proposal.

**Deadlines:** Deadlines are announced in the Federal Register and SBIR Program Solicitation for each fiscal year. The deadline for submission of fiscal year 2000 proposals was September 2, 1999. The FY 2001 program solicitation is expected to open June 1, 2000, with a deadline date of approximately September 1, 2000.

**Range of Approval/Disapproval Time:** Six months from application receipt to notification of approval/disapproval.

**Appeals:** Phase I applications may be revised and resubmitted during a later funding cycle, provided the subject matter of the proposal is not changed, and the topic area under which the proposal was originally submitted is still listed in the solicitation. Phase I grantees may apply for a Phase II grant only once for each project funded.

**Renewals:** None.

#### **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** There are no matching requirements.

**Length and Time Phasing of Assistance:** Phase I grants are normally limited to 6 months. Phase II grants are normally limited to 2 years.

#### **POST ASSISTANCE REQUIREMENTS:**

**Reports:** Final performance and final financial status reports for Phase I grants must be submitted 30 and 90 days, respectively, after the expiration date of the grant. Final performance and final financial status reports for Phase II grants must be submitted 90 days after the expiration date of the grant.

**Audits:** Periodic audits should be made as part of the recipient's systems of financial management and internal control to meet the terms and conditions of grants and other agreements. This program is also subject to audit by the cognizant Federal audit agency and the USDA Office of Inspector General. Federal audits will be made in accordance with the policies of the Federal Acquisition Regulations, 48 CFR Part 42, to ensure that funds have been applied efficiently, economically, and effectively.

**Records:** Grantees are expected to maintain separate records for

each grant to ensure that funds are used for the purpose for which the grant was made. Records are subject to inspection during the life of the grant and for at least 3 years after the date of submission of the final financial status report.

**FINANCIAL INFORMATION:**

**Account Identification:** 12-1500-0-1-352.

**Obligations:** (Grants) FY 99 \$11,094,833; FY 00 est \$11,412,971; and FY 01 est \$11,026,331.

**Range and Average of Financial Assistance:** \$46,000 to \$250,000; \$94,990.

**PROGAM ACCOMPLISHMENTS:**

This program was designed to strengthen the role of small, innovative firms in Federally-funded research and development. The nine categories of research supported under this program are: Forests and Related Resources; Plant Production and Protection; Animal Production and Protection; Air, Water, and Soils; Food Science and Nutrition; Rural and Community Development; Aquaculture; Industrial Applications; and Marketing and Trade.

**REGULATIONS, GUIDELINES, AND LITERATURE:**

7 CFR Part 3403, Small Business Innovation Research Grants Program, Administrative Provisions, 62 FR26168, May 12, 1997; 7 CFR Part 3015, USDA Uniform Federal Assistance Regulations; 7 CFR Part 3017, Government wide Debarment and Suspension (Nonprocurement) and Government wide Requirements for Drug-Free Workplace (Grants); 7 CFR Part 3018, New Restrictions on Lobbying.

**INFORMATION CONTACTS:**

**Regional or Local Office:** None.

**Headquarters Office:** SBIR Director, Cooperative State Research, Education, and Extension Service, Department of Agriculture, Ag Box 2243, 14th and Independence Ave., SW., Washington, DC 20250-2243. Telephone: (202) 401-4002.

**Web Site Address:** <http://www.reeusda.gov>.



**EXAMPLES OF FUNDED PROJECTS:**

Needleless Jet Injection System for Use in Cattle Injection Programs; A Comprehensive Model of Biomass Pyrolysis; Marketing Resources for Rural Enterprise Development; Practical Detection of Food-Borne Pathogens Utilizing Biochemically Stable Bacteriophage.

**CRITERIA FOR SELECTING PROPOSALS:**

(a) The scientific and technical quality of the proposed research plan and its relevance to the stated objectives, with special emphasis on innovativeness and originality; (b) importance of the problem or opportunity and anticipated commercial potential of the proposed research, if successful; (c) adequacy of the objectives to show incremental progress toward proving the feasibility of approach; (d) qualifications of the principal investigator, other key staff and consultants, and the probable adequacy of available or obtainable instrumentation and facilities to carry out the proposed work; (e) the technical, economic, and/or social importance of the problem or opportunity and anticipated commercial potential if research is successful; and (f) reasonableness of the budget requested for the work proposed.

**Community Development Grants/Special Purpose Grants/Technical Assistance Program**

**TYPES OF ASSISTANCE:**

Project Grants; Direct Payments for Specified Use.

**USES AND USE RESTRICTIONS:**

Assistance may be used to transfer skills and knowledge in planning, developing and administering the Community Development Block Grant programs from those individuals and institutions which possess them to eligible block grant entities and affiliated CDBG participants which need them. Project activities show how they will increase the effectiveness with which eligible block grant communities can use CDBG funds to meet community development national and local program objectives. May take several forms, such as the provision of written information, person-to-person exchange, seminars, workshops or training sessions.

**ELIGIBILITY REQUIREMENTS:**

***Applicant Eligibility:*** States, units of general local government, Indian tribes, areawide planning organizations, groups designated by such governmental units to assist them in carrying out assistance under Title I of Public Law 93-383 and qualified groups. Specifications for respondents to competitive request for proposals are stated in the request documents.

***Beneficiary Eligibility:*** States, units of general local government, Indian tribes and Alaska natives, entities participating or actively intending to participate in the planning, developing, or administering of a Community Development Block Grant program.

***Credentials/Documentation:*** Costs will be determined in accordance with OMB Circular No. A-87 for State and local governments, OMB Circular A-122 For Non-Profit Organizations.

**APPLICATION AND AWARD PROCESS:**

***Preapplication Coordination:*** None. This program is excluded from coverage under E.O. 12372.

***Application Procedure:*** Proposals may be submitted in response to competitions and solicitations. The Federal Register publication detailing each competition spells out the submission requirements. This program is subject to the provisions of OMB Circular No. A-110.

***Award Procedure:*** The Secretary has final approval authority; applicants are notified of acceptance or rejection.

**Deadlines:** None.

**Range of Approval/Disapproval Time:** From 60 to 90 days.

**Appeals:** None.

**Renewals:** A new application procedure is initiated for each renewal.

#### **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** None specified by statute.

**Length and Time Phasing of Assistance:** Generally, projects will be funded to operate one to two years. Assistance is released by quarterly reimbursement or a letter of credit.

#### **POST ASSISTANCE REQUIREMENTS:**

**Reports:** Quarterly and final financial and performance reports.

**Audits:** In accordance with the provisions of OMB Circular No. A-133, "Audits of State and Local Governments and Non-Profit Organizations," nonfederal entities that receive financial assistance of \$300,000 or more in Federal awards will have a single or a program-specific audit conducted for that year. Nonfederal entities that expend less than \$300,000 a year in Federal awards are exempt from Federal audit requirements for that year, except as noted in Circular No. A-133.

**Records:** All records applicable to the assistance project must be kept for three years following the submission of the final expenditure report or until all audit findings have been resolved.

#### **FINANCIAL INFORMATION:**

**Account Identification:** 86-0162-0-1-451.

**Obligations:** (Grants) FY 99 \$7,500,000; FY 00 est \$0; and FY 01 est \$15,000,000. (NOTE: Amounts reported reflect allocation of new budget authority rather than obligation amounts.)

**Range and Average of Financial Assistance:** Range of assistance for cooperative agreements was from \$10,000 to \$369,000; average assistance amount was \$60,000.

**PROGAM ACCOMPLISHMENTS:**

Technical assistance was provided to most of the 50 States and 986 entitlement communities through on-site consultations, training programs and publications.

**REGULATIONS, GUIDELINES, AND LITERATURE:**

24 CFR 570 Subpart E, 24 CFR 571.

**INFORMATION CONTACTS:**

***Regional or Local Office:*** Contact the appropriate HUD Field Office.

***Headquarters Office:*** Office of Management and Technical Assistance, Community Planning and Development, Department of Housing and Urban Development, 451 7th St., SW., Washington, DC 20410. Telephone: (202) 708-3176. Use the same number for FTS.

***Web Site Address:*** <http://www.hud.gov/progdesc/cpdindx.html>.

**EXAMPLES OF FUNDED PROJECTS:**

Not applicable.

**CRITERIA FOR SELECTING PROPOSALS:**

Applications are reviewed according to criteria set forth in 24 CFR 570-402.

**Federal Pell Grant Program**

**AUTHORIZATION:**

Higher Education Act of 1965, Title IV, Part A, Subpart 1, as amended.

**OBJECTIVES:**

To provide eligible undergraduate postsecondary students who have demonstrated financial need with grant assistance to help meet educational expenses.

**TYPES OF ASSISTANCE:**

Direct Payments for Specified Use.

**USES AND USE RESTRICTIONS:**

The student must be a U.S. citizen or eligible noncitizen who has been accepted for enrollment in, and is making satisfactory academic progress at, an eligible institution of higher education. Eligible schools may be public or private nonprofit institutions of higher education, (such as colleges, universities, vocational-technical schools, hospital schools of nursing), and for-profit institutions (proprietary). Eligible males who are at least 18 years or older and born after December 31, 1959, can receive aid only if they have registered with the Selective Service. Graduate students and students who have already earned a bachelor's degree are not eligible for assistance. Applicants must demonstrate need according to Part F of the Higher Education Act of 1965, as amended. The maximum individual award may not exceed \$3,125 in an academic year for fiscal year 1999 (1999-2000 award).

**ELIGIBILITY REQUIREMENTS:**

**Applicant Eligibility:** Undergraduate students enrolled as regular students in an eligible program at an eligible institution of higher education and making satisfactory academic progress. The applicants must be U.S. citizens or eligible noncitizens and have a high school diploma, a GED, or demonstrate the ability to benefit from the program offered.

**Beneficiary Eligibility:** Undergraduate students that are U.S. citizens or eligible noncitizens and meet financial need criteria. Students must be: regular students in an eligible program and enrolled in institutions of higher education, making satisfactory academic progress. Incarcerated students, except those incarcerated in local penal facilities, are ineligible. Students must sign a statement of educational purpose, not owe a refund on a Title IV grant, and not be in default on a Title IV loan. Eligible males that

are at least 18 years old and born after December 31, 1959, can receive aid only if they have registered with the Selective Service.

**Credentials/Documentation:** This program is excluded from coverage under OMB Circular No. A-87.

#### **APPLICATION AND AWARD PROCESS:**

**Preapplication Coordination:** This program is excluded from coverage under E.O. 12372. This program is excluded from coverage under OMB Circular No. A-102.

**Application Procedure:** Student completes a "Free Application for Federal Student Aid" and submits it to the agency specified on the form. Students may apply using a paper application, an electronic application, or via the Internet. The U.S. Department of Education calculates the student's financial eligibility for assistance and the agency to which the student sent the application returns a notification to the student of his or her eligibility for assistance. The student submits this notification to the institution of his or her choice in order to have his or her award calculated. This program is excluded from coverage under OMB Circular No. A-110.

**Award Procedure:** Institutions act as disbursing agents for the Department of Education. The institution that the student attends calculates and disburses the Federal Pell Grant, using a payment schedule developed by the Department of Education that determines the amount of the award based on the student's expected family contribution, cost of attendance, and enrollment status.

**Deadlines:** The application deadline for the 1999-2000 award period is June 30, 2000. Contact the program office for future deadlines.

**Range of Approval/Disapproval Time:** Approximately 2 to 4 weeks.

**Appeals:** An institution, on the basis of supplemental documentation, may rule that an applicant is self-supporting, even though under the standard criteria, the applicant would normally be considered financially dependent on his or her parents. An institution may adjust on a case-by-case basis a student's data elements used to calculate his or her EFC and cost of attendance due to unusual circumstances documented by the institution.

**Renewals:** Students who have applied in the previous award year may be eligible to complete a paper or electronic renewal application which contains preprinted student data and requires students only to update certain information. However, eligibility is still annually determined.

## **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** The 1999-2000 Federal Pell Grant eligibility determinations are based on Part F of the HEA, as amended. This national need analysis formula determines financial eligibility for Federal Pell grants and other Federal student aid and is applied uniformly to all applicants. This national need analysis formula determines a student's "expected family contribution" (EFC). The fundamental elements of this need analysis formula are the parents' and/or the student's income and assets (excluding home), the family's household size, and the number of family members attending postsecondary institutions. The EFC is determined as the sum of: (1) A percentage assessment of net income (remaining income after subtracting allowances for basic living expenses) and (2) a percentage assessment of net assets, other than a home, (remaining assets after subtracting an asset protection allowance).

**Length and Time Phasing of Assistance:** Students are currently limited to one Federal Pell Grant during any award year (July 1 through June 30). There is no funding for students to receive a second Federal Pell Grant during a single award year. Funds for one Federal Pell Grant are usually disbursed at least twice during an award year. Students may only receive a Federal Pell Grant until they have received a bachelor's degree.

## **POST ASSISTANCE REQUIREMENTS:**

**Reports:** Institutions will be required to furnish reports, periodically, on the disbursement of funds, as well as to furnish any other reports the Secretary requires. No reports are required of students.

**Audits:** Annual audits will be made.

**Records:** All records pertaining to the eligibility of each Federal Pell Grant recipient and all fiscal management records must be maintained by the institutions for a period of three years or until an acceptable audit has been completed, whichever is later. Selected students will have the information on their applications verified.

## **FINANCIAL INFORMATION:**

**Account Identification:** 91-0200-0-1-502.

**Obligations:** (Grants) FY 99 \$7,704,000,000; FY 00 est \$7,639,717,000; and FY 01 est \$8,356,000,000.

**Range and Average of Financial Assistance:** Grants range from \$400 to \$3,125 in fiscal year 1999. Average award: \$1,923 in fiscal

year 1999.

**PROGAM ACCOMPLISHMENTS:**

Approximately 3,810,000 students received Federal Pell grants during fiscal year 1999.

**REGULATIONS, GUIDELINES, AND LITERATURE:**

The 1999-2000 Federal Pell Grant Expected Family Contribution formula is set forth in Part F of the Higher Education Act of 1965 as amended. Regulations governing administration of the Pell Grant Program are found in 34 CFR 600, 668, and 690. The Student Guide; Free Application for Federal Student Aid (no charge); "The Expected Family Contribution Formula"; "The Student Financial Aid Handbook."

**INFORMATION CONTACTS:**

**Regional or Local Office:** Federal Student Aid Information Center. Telephone: 1-800-433-3243. Regional Director, Office of Student Financial Assistance, the Director of Student Financial Aid at the institution the student wishes to attend, high school guidance counselors, or directors of State agencies.

**Headquarters Office:** Division of Policy Development, Office of Student Financial Assistance, Department of Education, 400 Maryland Avenue, SW., ROB-3, Washington, DC 20202. Contact: Grants Branch. Telephone: (202) 708-8242. Use the same number for FTS.

**Web Site Address:** <http://www.ed.gov>.

**EXAMPLES OF FUNDED PROJECTS:**

Not applicable.

**CRITERIA FOR SELECTING PROPOSALS:**

The 1999-2000 Expected Family Contribution formula is set forth in Part F of the Higher Education Act of 1965, as amended.



## **Self-Help Homeownership Opportunity Program**

## **APPLICATION AND AWARD PROCESS:**

**Preapplication Coordination:** None. This program is excluded from coverage under E.O. 12372.

**Application Procedure:** Expressions of interest may only be submitted in response to solicitations appearing in the Federal Register. The Federal Register publication details the submission requirements.

**Award Procedure:** Based upon the requirements published in the Federal Register Notice Of Funds Availability / Request for Expressions of Interest (NOFA/REI); respondents are notified of acceptance or rejection.

**Deadlines:** As indicated in the Federal Register publication.

**Range of Approval/Disapproval Time:** From 60 to 90 days.

**Appeals:** None.

**Renewals:** Not applicable.

## **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** Leveraging of other public and/or private resources is expected.

**Length and Time Phasing of Assistance:** Assistance is released on an as needed basis over a period of two years.

## **POST ASSISTANCE REQUIREMENTS:**

**Reports:** Annual progress and final close-out reports.

**Audits:** The audit requirements in 24 CFR part 45 (implementing OMB Circular A-133) apply.

**Records:** All records applicable to the program must be kept for three years following close-out.

## **FINANCIAL INFORMATION:**

**Account Identification:** 86-0164-0-1-604.

**Obligations:** (Grants) FY 99 \$20,000,000; FY 00 est \$20,000,000; and FY 01 est \$17,500,000. (NOTE: Amounts reported reflect allocation of new budget authority rather than obligation amounts.)

**Range and Average of Financial Assistance:** \$300,000 to \$25 million; \$10 million average.

**PROGAM ACCOMPLISHMENTS:**

Approximately 1,000 units were completed and 2,000 are under development.

**REGULATIONS, GUIDELINES, AND LITERATURE:**

The statute constitutes the regulations.

**INFORMATION CONTACTS:**

**Regional or Local Office:** None.

**Headquarters Office:** Office of Affordable Housing Programs, Community Planning and Development, Department of Housing and Urban Development, 451 7th Street, SW., Washington, DC 20410. Telephone: (202) 708-3226.

**Web Site Address:** <http://www.hud.gov/progdesc/cpdindx.html>.

**EXAMPLES OF FUNDED PROJECTS:**

Not applicable.

**CRITERIA FOR SELECTING PROPOSALS:**

Expressions of Interest are reviewed according to the requirements set forth in the NOFA/REI.

## **Rural Economic Development Loans and Grants**

**Preapplication Coordination:** Application Form: OMB Standard form 424. This program except for feasibility studies is eligible for coverage under E.O. 12372 "Intergovernmental Review of Federal Programs." The RUS utility should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. This program is excluded from coverage under OMB Circular No. A-102. An environmental review is conducted by the agency for the projects. An environmental assessment without scoping is occasionally required.

**Application Procedure:** Submit application as described in 7 CFR 1703.34, no State plan required.

**Award Procedure:** RBS selects projects to be funded. The funds pass through the RUS utility to rural economic development projects.

**Deadlines:** Applications may be filed on any working day during the month.

**Range of Approval/Disapproval Time:** Open ended.

**Appeals:** Not applicable.

**Renewals:** Renewal of same application for one year. Submit new or revised application as often as desired.

#### **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** This program requires supplemental funds in the amount of 20 percent of the RBS application amounts.

**Length and Time Phasing of Assistance:** Not applicable.

#### **POST ASSISTANCE REQUIREMENTS:**

**Reports:** Reporting need established in 7 CFR 1703, Subpart B.

**Audits:** Financial audit of the RUS utility is required.

**Records:** Record retention requirements established in 7 CFR 1703, Subpart B.

## FINANCIAL INFORMATION:

**Account Identification:** 12-4230-0-3-271; 12-3108-0-1-452; 12-3105-0-1-452.

**Obligations:** (Loans) FY 99 \$15,000,100; FY 00 est \$15,000,000; and FY 01 est \$15,000,000. (Grants) FY 99 \$11,000,000; FY 00 est \$4,000,000; and FY 01 est \$4,000,000. (Note: Grants to establish Revolving Loan Fund Programs.)

**Range and Average of Financial Assistance:** (Loans) for FY 1999, \$10,000 to \$450,000; \$375,000 average. (Grants) for FY 1999, \$10,000 to \$330,000; \$260,000 average. Maximum limits for FY 2000: Loans \$450,000; Grants \$200,000.

## PROGAM ACCOMPLISHMENTS:

From May 1989 to September 30, 1999, 564 loans totaling \$120,338,000 and 208 grants totaling \$63,486,865 were made. They created 24,498 jobs and were leveraged with \$1.02 billion in supplemental capital.

## REGULATIONS, GUIDELINES, AND LITERATURE:

7 CFR 1703, Subpart B and the Rural Electrification Act of 1936.

## INFORMATION CONTACTS:

**Regional or Local Office:** Consult your local telephone directory for RD District Office number.

**Headquarters Office:** Director, Specialty Lenders Division, Rural Business-Cooperative Service, Department of Agriculture, Washington, DC 20250. Telephone: (202) 720-1400. Use the same number for FTS.

**Web Site Address:** <http://www.rurdev.usda.gov>.

## EXAMPLES OF FUNDED PROJECTS:

Establishment or expansion of factories or businesses, medical facilities, industrial development parks, business incubators for rural economic development activities and other job creation projects. Grants were used to establish revolving loan funds.

**CRITERIA FOR SELECTING PROPOSALS:**

See 7 CFR 1703.46.

**Federal Supplemental Educational Opportunity Grants**

## **ELIGIBILITY REQUIREMENTS:**

**Applicant Eligibility:** Higher education institutions (public, private nonprofit, postsecondary vocational, and proprietary) meeting eligibility requirements may apply.

**Beneficiary Eligibility:** Undergraduate students enrolled or accepted for enrollment as regular students; are maintaining satisfactory academic progress in accordance with the standards and practices of the institution, have financial need, do not owe a refund on a Title IV grant, are not in default on a Title IV loan, file a statement of educational purpose, file a statement of registration compliance (Selective Service) and meet citizen/resident requirements may benefit.

**Credentials/Documentation:** Institutions must document their eligibility and students must demonstrate financial need. This program is excluded from coverage under OMB Circular No. A-87.

## **APPLICATION AND AWARD PROCESS:**

**Preapplication Coordination:** Representatives of the appropriate ED Regional Office are available for consultation (see listing of ED Regional Offices in Appendix IV). Students should contact the institution(s) they attend or wish to attend. This program is excluded from coverage under E.O. 12372. This program is excluded from coverage under OMB Circular No. A-102.

**Application Procedure:** Participating institutions submit the Fiscal Operations Report/Application to Participate in Federal Student Financial Aid Programs (ED Form 646-1) which is mailed to institutions of postsecondary education each summer by the Office of Student Financial Assistance. New institutions submit only the application form. This program is subject to the provisions of OMB Circular No. A-110.

**Award Procedure:** The Office of Student Financial Assistance determines final awards and notifies participating institutions.

**Deadlines:** Specified on the application (usually October 1). Contact the program office for additional information.

**Range of Approval/Disapproval Time:** Notices of tentative awards sent by February 1, and final award notifications sent by April 1.

**Appeals:** None.

**Renewals:** There are annual renewals.



## **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** Funds are allocated to institutions on the basis of award year 1985-86 expenditures and demonstrated need for funding. Institutions award funds to students on the basis of financial need as determined by the Federal Needs Analysis Methodology specified in statute. This program requires institutional matching funds. The Federal share may not exceed 75 percent unless waived based on objective criteria established in regulations.

**Length and Time Phasing of Assistance:** Funds are awarded for use by participating institutions for one award year at a time following the year of application.

## **POST ASSISTANCE REQUIREMENTS:**

**Reports:** A single combined Fiscal Operations Report/Application form for Federal Perkins Loans, FSEOG, and FWS (ED 646-1) is submitted by each institution at the close of each award year (June 30).

**Audits:** Institutions must have a nonfederal audit done on at least an annual basis at its own expense. Audits are performed at Government expense by the Department of Education's Office of the Inspector General as often as its time schedule will allow or when deemed necessary by the Secretary.

**Records:** All records pertaining to the activities of a given fiscal year must be retained for a period of three years following the institution's submission of its Fiscal Operations Report for an award year or until resolution of an applicable audit, whichever is later.

## **FINANCIAL INFORMATION:**

**Account Identification:** 91-0200-0-1-502.

**Obligations:** (Grants) FY 99 \$619,000,000; FY 00 est \$631,000,000; and FY 01 est \$691,000,000.

**Range and Average of Financial Assistance:** In 1999 the estimated average award to students was \$701.

## **PROGAM ACCOMPLISHMENTS:**

During the award period 1998-99 (the most recent years for which figures are available), institutions awarded \$784,000,000 to 1,118,000 students.

**REGULATIONS, GUIDELINES, AND LITERATURE:**

34 CFR 676, Student Guide fact sheet, no charge; Student Financial Aid Handbook, no charge; Notification to Members of Congress, list of grantees, published annually or as required, no charge; Federal Needs Analysis Methodology Booklet, no charge; Verification Handbook, no charge; training materials, no charge.

**INFORMATION CONTACTS:**

**Regional or Local Office:** Students should contact the educational institution(s) they attend or plan to attend. Educational institutions should contact the Regional Administrator for Student Financial Assistance in the appropriate ED Regional Office

**Headquarters Office:** Policy Development Division, Office of Student Financial Assistance, Department of Education, 400 Maryland Avenue, SW., Washington, DC 20202-5446. Contact: Harold McCullough, Chief, Grants Branch. Telephone: (202) 708-8242. Use the same number for FTS.

**Web Site Address:** <http://www.ed.gov>.

**EXAMPLES OF FUNDED PROJECTS:**

Not applicable.

**CRITERIA FOR SELECTING PROPOSALS:**

Not applicable.

**Housing Application Packaging Grants**

**AUTHORIZATION:**

Housing Act of 1949, as amended, 42 U.S.C. 1479.

**OBJECTIVES:**

To package single family housing applications for very low- and low-income rural residents in colonials and designated counties who wish to buy, build, or repair houses for their own use and to package applications for organizations wishing to develop rental units for lower income families.

**TYPES OF ASSISTANCE:**

Project Grants.

**USES AND USE RESTRICTIONS:**

Grants reimburse eligible organizations for part or all of the costs of conducting, administering, and coordinating an effective housing application packaging program in colonials and designated counties. Eligible organizations aid very low- and low-income individuals and families in obtaining benefit from Federal, State, and local housing programs. The following are restrictions under the housing application packaging grants: (1) These funds are available only in the areas defined in Exhibit D of RD Instruction 1944-B; (2) the packager may not charge fees or accept compensation or gratuities directly or indirectly from the very low- and low-income families being assisted under this program; (3) the packager may not represent or be associated with anyone else, other than the applicant, who may benefit in any way in the proposed transaction; (4) if the packager is compensated for this service from other sources, then the packager is not eligible for compensation from this source except as permitted by RHS; (5) grantees who are funded to do self-help housing effort; and (6) the authorized representatives must have no pecuniary interest in the award of the architectural or construction contracts, the purchase of equipment, or the purchase of the land for the housing site.

**ELIGIBILITY REQUIREMENTS:**

***Applicant Eligibility:*** An eligible grantee is an organization which is defined as any of the following entities which are legally authorized to work in designated counties and/or colonials and are: (1) A State, State agency, or unit of general local government; or (2) a private nonprofit organization or corporation that is owned and controlled by private persons or interests, is organized and operated for purposes other than making gains or profits for the corporation, and is legally

precluded from distributing any gains or profits to its member.

**Beneficiary Eligibility:** The targeted groups are very low- and low-income families without adequate housing in the colonials and designated counties.

**Credentials/Documentation:** (1) Have the financial, legal, and administrative capacity to carry out the responsibilities of packaging housing applications for very low- and low-income applicants. To meet this requirement it must have the necessary background and experience with proven ability to perform responsibly in the field of housing application packaging, low-income housing development, or other business or administrative ventures which indicate an ability to perform responsibility in this field of housing application packaging. (2) legally obligate itself to administer grant funds, provide adequate account of the expenditure of such funds, and comply with RHS regulations; (3) if the organization is a private nonprofit corporation: (a) is organized under State and local laws. (b) is qualified under Section 501(c)(3) of the Internal Revenue Code of 1986. (c) has as one of its purposes assisting very-low- and low-income families to obtain affordable housing; and (d) comply with the administrative requirements in RD Instruction 1944-B, other RHS policies and regulations.

#### **APPLICATION AND AWARD PROCESS:**

**Preapplication Coordination:** This program is excluded from coverage under E.O. 12372.

**Application Procedure:** Grantees shall submit SF-424 "Application for Federal Assistance" and other material requested by the Agency. Grantees must submit packages for SFH loans/grants to the appropriate RD office servicing the designated county and/or colonials. All other packages are submitted to the appropriate district office. The forms and coordination of packaging activities should be made with the appropriate district and county offices.

**Award Procedure:** Awards are made by the State Director.

**Deadlines:** None.

**Range of Approval/Disapproval Time:** The determination is made by the State Director. Grantees must attend training each year in order to qualify for assistance. A copy of a current "Certificate of Training" pertaining to the type of application package must be submitted.

**Appeals:** Appeal rights are available under 7 CFR 3550.4.

**Renewals:** Grantees may reapply and packages may be submitted after the annual housing application packaging orientation and training is held, and a "Certificate of Training" is issued.

**ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** Not applicable.

**Length and Time Phasing of Assistance:** The grant period will end when sufficient packages are received for each designated county or colonials, or on September 30, of the fiscal year, whichever is earlier.

**POST ASSISTANCE REQUIREMENTS:**

**Reports:** Quarterly reports must be submitted to the appropriate RD office servicing the designated county and/or colonials.

**Audits:** Annual audits should be made as part of the recipient's systems of financial management and internal control to meet terms and conditions of grants and other agreements.

**Records:** The grantee will be required to retain records for 3 years from the date Standard Form (SF) - 269A, financial status report (short form), is submitted. These records will be accessible to RD and other Federal officials in accordance with 7 CFR Part 3015. A file of packages submitted will be established in the RD office and retained in accordance with RD Instruction 2033-A.

**FINANCIAL INFORMATION:**

**Account Identification:** 12-2009-0-1-604.

**Obligations:** (Grants) FY 99 \$136,000; FY 00 est \$495,000; and FY 01 est \$495,000.

**Range and Average of Financial Assistance:** Not applicable.

**PROGAM ACCOMPLISHMENTS:**

In fiscal year 1999, 120 grants were made.

**REGULATIONS, GUIDELINES, AND LITERATURE:**

7 CFR 1944 Subpart B, 7 CFR 3014 (for nonprofit organizations) and

7 CFR 3016 (For State and local governments).

**INFORMATION CONTACTS:**

**Regional or Local Office:** Consult your local telephone directory under United States Department of Agriculture for RD county office number. Or on the internet at [http://www.rurdev.usda.gov/recd\\_map.html](http://www.rurdev.usda.gov/recd_map.html).

**Headquarters Office:** Director, Single Family Housing Processing Division, Rural Housing Service, Department of Agriculture, Washington, DC 20250. Telephone: (202) 720-1474. FTS is not available.

**Web Site Address:** <http://www.rurdev.usda.gov>.

**EXAMPLES OF FUNDED PROJECTS:**

Not applicable.

**CRITERIA FOR SELECTING PROPOSALS:**

Not applicable.

**Housing Counseling Assistance Program**

meeting the responsibilities of tenancy and homeownership.

**TYPES OF ASSISTANCE:**

Project Grants.

**USES AND USE RESTRICTIONS:**

To provide housing counseling grants to HUD-approved housing counseling agencies; to HUD-approved national, regional, and multi-State intermediaries; and to State housing finance agencies. Grants provide housing counseling services for single family home buying, homeownership, mortgage default, rental, and rental delinquency under HUD and other programs.

**ELIGIBILITY REQUIREMENTS:**

**Applicant Eligibility:** An applicant for a housing counseling grant must (1) Be a HUD-approved housing counseling agency in a HUD-approved national, regional, or multi-state intermediary or a State housing finance agency; (2) Submit an application under a Notice of Funding Availability (NOFA) for a counseling grant; and (3) Provide various written assurances and related documentation as part of the application to be selected for a housing counseling grant.

**Beneficiary Eligibility:** An individual, group of individuals, and a family who are tenants, homeowners, and home buyers under HUD and other programs.

**Credentials/Documentation:** To become a HUD-approved housing counseling agency, applicant must (1) Meet the requirements of the Housing Counseling Handbook 7610.1 as revised; (2) Contact the nearest HUD Homeownership Center or HUD Headquarters and confer on the eligibility requirements for becoming HUD-approved; and (3) Obtain an application to become HUD-approved and complete and return it to the HUD Homeownership Center of HUD Headquarters which has jurisdiction and approves or disapproves the application.

**APPLICATION AND AWARD PROCESS:**

**Preapplication Coordination:** The HUD Super NOFA Information Center will obtain a list of HUD-approved housing counseling organizations from HUD's Housing Counseling Clearinghouse and will forward application kits for housing counseling grants to the HUD-approved housing counseling agencies; to the HUD-approved national, regional and multi-state intermediaries; and to the State housing finance agencies. These organizations must meet the requirements contained in the application for a housing counseling

grant: 1. The application must reach HUD on or prior to the final date and time for receipt of applications; 2. The applicant or its affiliates and/or brands must have an ongoing housing counseling program; and 3. The applicant must be capable of starting counseling on the effective date of the grant award. The applicant must use Standard Form 424, Application for Federal Assistance, and other forms or formats furnished by HUD and required by OMB Circular No. A-102. This program is exempt from E.O. 12372, "Intergovernmental Review of Federal Programs". Because agencies approved by HUD are nonprofit or public organizations, the housing counseling application process for grants is exempt from State review.

**Application Procedure:** The applications for housing counseling grants will be reviewed and evaluated by HUD. Selections for grant awards will be based on written assurances, related documentation, and funds requested and funds used and other criteria that determine the grant amounts. This program is subject to the provisions of OMB Circular No. A-110. The standard applications forms as furnished by the Federal agency and required by OMB Circular No. A-102 must be used for this program.

**Award Procedure:** Grants are awarded competitively by HUD. Grant agreements are issued by HUD to the successful applicants.

**Deadlines:** Due dates and times for the receipt of applications for housing counseling grants are specified in the application.

**Range of Approval/Disapproval Time:** Fiscal Year 2000 funds are available until obligated.

**Appeals:** Applicants for housing counseling grants may appeal their denial of a grant award or the insufficiency of the grant amount to HUD. Applicants may also appeal their denial of an application for a housing counseling grant.

**Renewals:** HUD-approved housing counseling organizations are subject to a biennial performance review by HUD to retain status as a HUD-approved counseling agency. HUD may conduct a review at any time it deems it necessary.

#### **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** This program has no statutory formula. Grantees need to leverage their HUD grant with funding from other resources, as HUD only partially supports the costs of housing counseling activities. This program has no matching requirements.

**Length and Time Phasing of Assistance:** Funding assistance is for a discrete period of time, generally 1 year. Grantees invoice HUD on a periodic basis for housing counseling services delivered. Payments of grant funds are subsequently made to grantees via



direct deposit/electronic funds transfer (DD/EFT).

#### **POST ASSISTANCE REQUIREMENTS:**

**Reports:** Grantees must file periodic invoice including semi-annual performance reports as well as final reports pursuant to grant agreement.

**Audits:** A performance review once every two years is required and made by HUD. No other audits are required, but may be performed by HUD Homeownership Centers or Headquarters, HUD Office of Inspector General or General Accounting Office.

**Records:** As required in grant document and Housing Counseling Handbook, HUD 7610.1 REV-4 dated August 1995.

#### **FINANCIAL INFORMATION:**

**Account Identification:** 86-0162-0-1-451; 86-0205-0-1-604.

**Obligations:** (Grants) FY 99 \$17,500,000; FY 00 est \$15,000,000; and FY 01 est \$24,000,000. (NOTE: Amounts reported reflect allocation of new budget authority rather than obligation amounts.)

**Range and Average of Financial Assistance:** For fiscal year 1999, the grants ranged from \$1,500 to a maximum of \$100,000. The average counseling grant was \$15,000.

#### **PROGAM ACCOMPLISHMENTS:**

For fiscal year 1999, HUD provided funding for 342 local housing agencies, 10 HUD-approved intermediaries, and 32 State housing finance agencies. For fiscal year 2000, plans are to fund approximately 350 local housing agencies, 12 HUD-approved intermediaries and 6 State housing finance agencies.

#### **REGULATIONS, GUIDELINES, AND LITERATURE:**

No Housing counseling regulations have been issued. The revised Housing Counseling Program Handbook 7610.1 REV 4 was distributed in August 1995 to all HUD Offices. Copies are available by contacting Headquarters.

**INFORMATION CONTACTS:**

**Regional or Local Office:** Persons are encouraged to contact the Homeownership Center serving their State, or the nearest local HUD Office.

**Headquarters Office:** Program Support Division, Office of Insured Single Family Housing, Department of Housing and Urban Development, 451 7th Street, S.W., Washington, DC 20410. Telephone: (202) 708-0317.

**Web Site Address:** <http://www.hud.gov/progdesc/snglindx.html>.

**EXAMPLES OF FUNDED PROJECTS:**

Not applicable.

**CRITERIA FOR SELECTING PROPOSALS:**

Not applicable.

**Community Services Block Grant\_Discretionary Awards**

income individuals in terms of water and waste-water treatment; and (4) national or regional programs designed to provide character building, sports and physical fitness activities for low- income youth.

#### **TYPES OF ASSISTANCE:**

Direct Payments for Specified Use.

#### **USES AND USE RESTRICTIONS:**

Federal funds awarded under the Secretary's Discretionary Authority may be used for activities that: improve the quality of the economic and social environment of low-income residents by providing resources to eligible applicants, by arresting tendencies toward dependency, chronic unemployment and community deterioration in urban and rural areas; address needs of water and wastewater treatment; and provide national or regional character building, sports and physical fitness programs for low-income youth; and involve significant new combinations of resources. (1) Projects must result in direct benefits targeted toward low-income people as defined in the most recent Department of Health and Human Services Annual Revision of Poverty Income Guidelines, that are published in the Federal Register. (2) Generally, the project must be capable of being completed within 12 to 60 months of the award of the grant. Each project will have an expiration date. (3) OCS will give favorable consideration to projects that document public/private partnership mobilizing cash and/or in-kind contributions; and to projects that are located in areas characterized by poverty and other indicators of socioeconomic distress such as poverty or AFDC/TANF assistance rate of at least 20 percent, designation as an Empowerment Zone or Enterprise Community (EZ EC), high levels of unemployment, high levels of incidences of violence, gang activity, crime, drug use and low-income noncustodial parents of children receiving AFDC/TANF.

#### **ELIGIBILITY REQUIREMENTS:**

**Applicant Eligibility:** For economic development projects, eligibility is restricted to private, locally initiated, nonprofit community development corporations (or affiliates of such corporations) governed by a board consisting of residents of the community and business and civic leaders. For all other projects, the Secretary is authorized to make direct grants to States, cities, counties, and private nonprofit organizations.

**Beneficiary Eligibility:** A project must be targeted to address the needs of a specific segment of low-income individuals or families. The official poverty line established by the Director of the Office of Management and Budget, published annually by the Department of Health and Human Services is used as a criterion of eligibility in the Community Services Discretionary Grant program.

**Credentials/Documentation:** Costs will be determined in accordance with the provisions of Title 45 CFR 74.

#### **APPLICATION AND AWARD PROCESS:**

**Preapplication Coordination:** This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in the State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. The standard application forms as furnished by DHHS and required by Title 45 CFR, Part 74 must be used. An environmental impact statement may be required for certain projects under this program. This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in the State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. The standard application forms as furnished by DHHS and required by Title 45 CFR, Part 74 must be used. An environmental impact statement may be required for certain projects under this program.

**Application Procedure:** Awards are granted on a competitive basis. Announcements concerning the availability of funds, requests for applications, along with application form and assurance documents, are published in the Federal Register. Applications to the Office of Community Services for grants under the announcement should be addressed to: Director, Division of Discretionary Grants, OFM, Administration for Children and Families, 6th Floor, OFM/DGM, 370 L'Enfant Promenade, SW., Washington, DC 20447. Applicants are urged to inform and coordinate application submissions with State and local governments where such information and coordination is appropriate or necessary for the success of the program. This program is subject to the provisions of Title 45 CFR, Part 74 (non-governmental entities) or Part 92 (governmental entities). All applications for assistance under this program must contain: (1) SF-424, Application for Federal Assistance; (2) SF-424A, Budget Information; (3) SF-424B, Assurances-Non-Construction Programs; (4) Certificate Regarding Drug Free Workplace Requirements; (5) Certification regarding environmental tobacco smoke; (6) Certification Regarding Debarment, Suspension, and Other Responsibility Matters; and (7) Certification Regarding Lobbying. These must be accompanied by a detailed budget, and a program narrative submitted in accordance with the format detailed in the program announcement.

**Award Procedure:** The Director, Office of Community Services, Administration for Children and Families (ACF), will make the final decision on all grant awards. Selection of applicants will be determined based on the review criteria outlined in the program announcement.

**Deadlines:** For program deadlines, applicants should contact: Office of Community Services, ACF, 5th Floor, 370 L'Enfant Promenade, SW., Washington, DC 20447.

**Range of Approval/Disapproval Time:** From 60 to 90 days.

**Appeals:** Not applicable.

**Renewals:** Not applicable.

#### **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** This program has no statutory formula or matching requirements.

**Length and Time Phasing of Assistance:** Generally, financial assistance made available in this program will be for a period not to exceed 12 to 60 months, and each project will have an expiration date. Generally, funds are released in amounts required for a 30-day period.

#### **POST ASSISTANCE REQUIREMENTS:**

**Reports:** Semi-annual progress reports, semi-annual financial reports and a final report summarizing the activities and accomplishments of the project in relation to the approved goals and objectives are required by OCS.

**Audits:** "In accordance with the provisions of OMB Circular No. A-133 (Revised, June 24, 1997), "Audits of States, Local Governments, and Non-Profit Organizations," nonfederal entities that receive financial assistance of \$300,000 or more in Federal awards will have a single or a program-specific audit conducted for that year. Nonfederal entities that expend less than \$300,000 a year in Federal awards are exempt from Federal audit requirements for that year, except as noted in Circular No. A-133. Insofar as is practicable, the audits will be conducted in accordance with standards established by the Comptroller General for the audits of governmental organizations, programs, activities and functions. Private nonprofit organizations must submit financial and compliance audits for the period covered by the grant in accordance with the provisions of OMB Circular No. A-133 "Audits of Institutions of Higher Education and other Nonprofit Institutions."

**Records:** Grant recipients are required to keep all financial, business and program reports necessary for program review and audit to insure that funds have been expended in accordance with the regulations, grant terms and conditions of this program. Audits

must be kept on file for at least 3 years.

**FINANCIAL INFORMATION:**

**Account Identification:** 75-1504-0-1-506.

**Obligations:** (Discretionary Awards) FY 99 \$43,037,926; FY 00 est \$44,861,000; and FY 01 est \$0.

**Range and Average of Financial Assistance:** The range is from \$75,000 to \$500,000.

**PROGAM ACCOMPLISHMENTS:**

Ninety-eight grants were awarded in fiscal year 1999. Seventy-four grants were awarded in fiscal year 2000. It is anticipated that 90 grants will be awarded in fiscal year 2001.

**REGULATIONS, GUIDELINES, AND LITERATURE:**

Program announcements are published in the Federal Register.

**INFORMATION CONTACTS:**

**Headquarters Office:** Thornell K. Page, Division of Community Discretionary Programs, Office of Community Services, Administration for Children and Families, Department of Health and Human Services, 370 L'Enfant Promenade, SW., Washington, DC 20447. Telephone: (202) 401- 9345. FTS is not available.

**Web Site Address:** <http://www.acf.dhhs.gov/programs/ocs>.

**EXAMPLES OF FUNDED PROJECTS:**

Not applicable.

**CRITERIA FOR SELECTING PROPOSALS:**

The review criteria for the Discretionary Grant program are as follows: ORGANIZATIONAL CAPABILITY AND CAPACITY: (1) Organizational Experience: Each applicant must document competence in the specific program priority area under which an

application is submitted. (2) Management History: The applicant must fully document a history of sound and effective management practices, and if he or she has been the recipient of other Federal or other governmental grants, they must also document that they have consistent compliance with financial and program progress reporting. Audit requirements must have also been documented. (3) Staffing and Resources: The application must fully describe the experience and skills included in the resume of the project director, showing that he or she is not only well qualified but that his or her professional capabilities are relevant to the successful implementation of the project and that the assigned responsibilities of the staff are appropriate to the tasks identified for the project. It must show clearly that sufficient time of senior staff will be budgeted to assure timely implementation and cost-effective management of the project. SIGNIFICANT AND BENEFICIAL IMPACT: Projects funded must produce permanent and measurable results that will reduce the incidence of poverty in the areas targeted. Results should be quantifiable in terms of program expectations. PROJECT IMPLEMENTATION AND EVALUATION: Project Implementation: The application must contain a detailed and specific work plan that is both sound and feasible. It must set forth realistic quarterly time targets by which the various work tasks will be completed. BUDGET: The proposed request for funds must be commensurate with the level of effort necessary to accomplish the goals and objectives of the project. It must include a detailed breakout for each of the budget categories. The estimated cost to the government of the project must also be reasonable in relation to the value of the anticipated results.

## **Supportive Housing Program**

The Supportive Housing Program is designed to promote the development of supportive housing and supportive services to assist homeless persons in the transition from homelessness and to enable them to live as independently as possible. Program funds may be used to provide: (i) transitional housing within a 24-month period as well as up to six months of follow-up services to former residents to assist their adjustment to independent living; (ii) permanent housing provided in conjunction with appropriate supportive services designed to maximize the ability of persons with disabilities to live as independently as possible; (iii) supportive housing that is, or is part of, a particularly innovative project for, or alternative method of, meeting the immediate and long-term needs of homeless individuals and families; (iv) supportive services for homeless individuals not provided in conjunction with supportive housing, and (v) safe havens for homeless individuals with serious mental illness currently residing on the streets who may not yet be ready for supportive services.

#### **TYPES OF ASSISTANCE:**

Project Grants; Direct Payments for Specified Use.

#### **USES AND USE RESTRICTIONS:**

Seven types of assistance may be provided for Supportive Housing: acquisition of structures for use as supportive housing or in providing supportive services; rehabilitation of structures for use as supportive housing or in providing supportive services; new construction of buildings for use as supportive housing under limited circumstances; leasing of structures for use as supportive housing or in providing supportive services; operating costs of supportive housing; costs of providing supportive services to homeless persons; and administrative costs not to exceed five percent of the SHP grant.

#### **ELIGIBILITY REQUIREMENTS:**

***Applicant Eligibility:*** States, local governments, other governmental entities, private nonprofit organizations, and community mental health associations that are public nonprofit organizations.

***Beneficiary Eligibility:*** Homeless individuals and families with children.

***Credentials/Documentation:*** Private nonprofit entities must establish eligibility based on documentation showing they have tax exempt status under Section 501(c)(3) of the Internal Revenue Code; are a certified United Way Agency; or have a voluntary board and a functioning accounting system.



## APPLICATION AND AWARD PROCESS:

**Preapplication Coordination:** An environmental assessment is required for this program. Any application that HUD determines would have a significant adverse impact on the human environment would not be eligible for funding. All components of this program are excluded from coverage under E.O. 12372.

**Application Procedure:** One application package prescribing the specific information that applicants must submit is available. The standard application forms as furnished by HUD must be used for this program. Any proposed project under this program must be consistent with the applicable HUD-approved Consolidated Plan and must be permissible under applicable zoning ordinances and regulations.

**Award Procedure:** HUD reviews applications, rates and ranks those meeting threshold requirements, and prepares a Grant Agreement for those applications selected.

**Deadlines:** A Notice of Fund Availability announces deadlines for completed applications and time frames for HUD selections.

**Range of Approval/Disapproval Time:** Processing of applications will take place in HUD Field Offices and at HUD Headquarters, and selection of successful applicants will take place at HUD Headquarters. HUD will make its final selections and obligate funds as soon as the applications can be processed.

**Appeals:** None.

**Renewals:** Information on renewals is contained in the Notice of Fund Availability and the application package.

## ASSISTANCE CONSIDERATIONS:

**Formula and Matching Requirements:** Recipients must match grants for acquisition, rehabilitation, and new construction, with an equal amount of funds from other sources.

**Length and Time Phasing of Assistance:** Grants may be made available for up to 3 years for operating and supportive services costs.

## POST ASSISTANCE REQUIREMENTS:

**Reports:** Each recipient must keep any records and make any reports as specified by HUD.

**Audits:** The financial management systems used by governmental entities that are recipients under this program must provide for audits in accordance with 24 CFR 44. Private nonprofit entity recipients are subject to the audit requirements of OMB Circular No. A-133. HUD may perform further and additional audits as it finds necessary or appropriate.

**Records:** Each recipient must agree to participate in an evaluation of the program, and to keep any records and make any reports that HUD may require for the purpose of reporting to Congress on the cost of the program and the social, financial, and other advantages of supportive housing components as a means of assisting homeless persons.

#### **FINANCIAL INFORMATION:**

**Account Identification:** 86-0192-0-1-604.

**Obligations:** (Grants) FY 99 \$590,000,000; FY 00 est \$593,864,000; FY 01 est \$630,840,000. (NOTE: Amounts reported reflect allocation of new budget authority rather than obligation amounts.)

**Range and Average of Financial Assistance:** HUD imposes the following limitations: (1) Acquisition and/or rehabilitation construction grants for the Supportive Housing Program may not exceed \$200,000 (up to \$400,000 in high cost areas); new construction may not exceed \$400,000; (2) funding of up to 75 percent for operating costs; (3) funding of up to 80 percent for supportive services cost; and (4) the program provides grants for leasing costs for three years.

#### **PROGAM ACCOMPLISHMENTS:**

1,710 applications were accepted for the supportive Housing Program as of the end of fiscal year 1999.

#### **REGULATIONS, GUIDELINES, AND LITERATURE:**

24 CFR 583 published in the Federal Register.

#### **INFORMATION CONTACTS:**

**Regional or Local Office:** Designated contact person for the Supportive Housing Program in HUD Field Offices with a Community

Planning and Development Division.

**Headquarters Office:** John Garrity, Director, Office of Special Needs Assistance Programs, Community Planning and Development, Department of Housing and Urban Development, 451 7th Street SW., Washington, DC 20410. Telephone: (202) 708-4300.

**Web Site Address:** <http://www.hud.gov/progdesc/cpdindx.html>.

**EXAMPLES OF FUNDED PROJECTS:**

Information not available.

**CRITERIA FOR SELECTING PROPOSALS:**

Criteria for selecting applications for assistance are defined in a Notice of Funding Availability in the Federal Register.

**Planning and Program Development Grants**

## **USES AND USE RESTRICTIONS:**

Varies by program. AmeriCorps Promise Fellows support community efforts to achieve the five goals for children and youth set at the Presidents' Summit on America's Future. Martin Luther King Jr. Day of Service Grants support community-based service activities conducted to honor the ideals of Dr. King in conjunction with the federal holiday marking his birth. Disability outreach grants support efforts to increase the number of people with disabilities in national and community service.

## **ELIGIBILITY REQUIREMENTS:**

**Applicant Eligibility:** State, local governments, and nonprofit organizations are eligible for demonstration grants. State commissions, national nonprofit organizations, and operating AmeriCorps programs are eligible for disability grants.

**Beneficiary Eligibility:** State and local governments and nonprofit organizations are beneficiaries of demonstration grants. Persons with disabilities who are participants in AmeriCorps programs operated by State commissions, institutions of higher education, nonprofit organizations, and governments are beneficiaries of disability grants.

**Credentials/Documentation:** None.

## **APPLICATION AND AWARD PROCESS:**

**Preapplication Coordination:** This program is excluded from coverage under E.O. 12372.

**Application Procedure:** Described in the Notice of Funding Availability published in the Federal Register for each program.

**Award Procedure:** The Corporation for National Service awards the grants.

**Deadlines:** Deadlines vary according to the program and are published in the Federal Register.

**Range of Approval/Disapproval Time:** There is a two to four month range.

**Appeals:** None.

**Renewals:** Varies by program.

**ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** Varies by program.

**Length and Time Phasing of Assistance:** Varies by program.

**POST ASSISTANCE REQUIREMENTS:**

**Reports:** Varies by program.

**Audits:** Audits are performed annually.

**Records:** Records must be maintained as required by the individual grant.

**FINANCIAL INFORMATION:**

**Account Identification:** 95-2720-0-1-506.

**Obligations:** (Grants) FY 99 \$23,093,000; FY 00 est \$19,717,000; and FY 01 est \$28,521,000. (Total for all activities under Innovation Programs.)

**Range and Average of Financial Assistance:** Demonstration grants generally range from \$25,000 to \$500,000. However, Dr. Martin Luther King, Jr., Day of Service grants generally are for \$5,000 or less.

**PROGAM ACCOMPLISHMENTS:**

In fiscal year 1999, the Corporation initiated the AmeriCorps Promise Fellows initiative. Approximately 70 grants totaling \$6.1 million were awarded to state commissions, Indian tribes, U.S. territories and national nonprofit organizations supporting 530 fellowships. The National Service Fellows spent one year with organizations to help implement programs in support of the five goals for children and youth set at the President's Summit for America's Future. Education Award Program grants supported more than 13,000 full- and part-time AmeriCorps members who served with national and community service groups in education, public safety, environmental, health and human service programs. The Disability Outreach initiative was initiated in fiscal year 2000 and the grants award process is still in process.

## **REGULATIONS, GUIDELINES, AND LITERATURE:**

For final guidelines, contact the headquarters office.

## **INFORMATION CONTACTS:**

**Headquarters Office:** Corporation for National Service, 1201 New York Avenue, NW., Washington, DC 20525. Telephone: (202) 606-5000.

**Web Site Address:** <http://www.nationalservice.org>.

## **EXAMPLES OF FUNDED PROJECTS:**

In one innovative Education Award program, Frostburg State University in Maryland has a freshman dormitory hall where all residents participate on a part-time basis as AmeriCorps Education Award Program members, with the education award going to support their enrollment at Frostburg. These AmeriCorps HallSTAR members tutor in area schools, support community service agencies, and enroll in courses reinforcing the service-learning experience. More than 500 AmeriCorps Promise Fellows are spearheading community efforts to provide young people with the five fundamental resources identified at the Presidents' Summit for America's Future: caring adults in their lives as parents, mentors, tutors, and coaches; safe places with structured activities in which to learn and grow; a healthy start; an effective education that equips them with marketable skills; and an opportunity to give back to communities through service. In California, twenty-two Fellows serve on projects that promote increase use of health screening and immunization services in underserved areas, that expand the number of after-school programs, and that create job shadowing and community service activities for youth. In New York, twelve Fellows coordinate technology-based Family Learning Centers that train children to be peer tutors and enable students to achieve grade-level skills in reading and math. In Maryland, a Fellow is creating a national mentoring program for first-time juvenile offenders.

## **CRITERIA FOR SELECTING PROPOSALS:**

Varies by program. Specific criteria is published in the Federal Register through a Notice of Funds Availability (NOFA) when appropriate. The Corporation is looking for high quality programs that have the potential to be replicated and which provide meaningful service activities for Americans of all ages, backgrounds and abilities.

## **Community Development Block Grants/Small Cities Program**

restricted from constructing or rehabilitating public facilities for the general conduct of government and from making housing allowances or other income maintenance-type payments. The projected use of funds must be developed to give maximum feasible priority to activities which benefit low and moderate income persons or aid in the prevention or elimination of slums or blight. The projected use of funds may also include activities which the applicant certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available to meet such needs. At least 70 percent of each grant made available to a unit of general local government must benefit low and moderate income persons.

#### **ELIGIBILITY REQUIREMENTS:**

***Applicant Eligibility:*** HUD continues to administer the Small Cities Program only for the nonentitlement communities within the jurisdiction of the State of Hawaii. Eligible applicants are units of general local government (including counties), except metropolitan cities, urban counties or units participating in an urban county's CDBG program, and Indian tribes eligible for assistance under Section 106(a) of the Act, as amended. Under the CDBG Program/State Program (14.228) each State may now elect to administer all aspects of the Small Cities Program for the nonentitlement communities within its jurisdiction. The State of New York's decision to assume administration of the Small Cities program in Fiscal Year 2000, brings participation in the Small Cities program to 50 States (including Puerto Rico). Only Hawaii remains in the HUD administered Small Cities Program.

***Beneficiary Eligibility:*** The principal beneficiaries of CDBG funds are low and moderate income persons. For metropolitan areas, low and moderate income is generally defined as a member of a family having an income equal to or less than the Section 8 low income limit established by HUD. For non-metropolitan areas, low and moderate income is generally defined as 80 percent of the median income for non-metropolitan areas of the State, as adjusted by family size.

***Credentials/Documentation:*** Costs will be determined in accordance with OMB Circular No. A-87 for State and local governments.

#### **APPLICATION AND AWARD PROCESS:**

***Preapplication Coordination:*** This program is covered under E.O. 12372, "Intergovernmental Review of Federal Programs" and Part 85. Recipients should consult the office or the official designated as the single point of contact in the respective State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review.



**Application Procedure:** The three eligible Hawaii counties will be invited to apply for a formula amount. Their applications will be funded if they are for eligible activities that meet a national objective, and at least 70 percent of the funds are for activities that benefit low and moderate income persons, and the requirements of the regulations are met.

**Award Procedure:** Hawaii applicants will be notified of the results of the review of their application by the field office, and offered a grant agreement if the application is acceptable.

**Deadlines:** The three Hawaii Counties will be notified of the application deadline by letter.

**Range of Approval/Disapproval Time:** Although not required by statute, the Hawaii State Office will attempt to notify the eligible Hawaiian counties of the results of its review per its Con Plan.

**Appeals:** None.

**Renewals:** There are no automatic renewals. Complete new applications must be submitted.

#### **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** Allocations to States are based on a dual formula under Section 106 of the Act using statistical factors. Allocations for each State are based on an amount equaling the greater of the amounts calculated under two formulas. The factors involved in the first formula are population, extent of poverty and extent of overcrowding, weighted 0.25, 0.50, and 0.25, respectively. The factors involved in the second formula are population, poverty, and age of housing weighted 0.20, 0.30, and 0.50, respectively. The statistical factors used for fund allocation are (1) total resident population for all places in nation from the 1998 Census estimates; (2) number of persons with incomes below the poverty level from the 1998 Census; (3) number of housing units with 1.01 or more persons per room from the 1990 Census; and (4) age of housing; number of year-round housing units built in 1939 or earlier from the 1990 Census. The statistical factors for each State have been reduced to reflect only the non-entitled area; that is, the State area excluding metropolitan cities and urban counties. Address questions concerning the formula to Robert Meehan, Systems Development and Evaluation Division, Office of Executive Services, Community Planning and Development, 451 7th Street, S.W., Washington, DC 20410. Telephone: (202) 708-0790.

**Length and Time Phasing of Assistance:** Competition is held on an annual basis, but it is not unusual for a single purpose or a comprehensive program to take more than 12 months to complete, depending on activities undertaken.

**POST ASSISTANCE REQUIREMENTS:**

**Reports:** Performance Assessment Report and Financial Reports.

**Audits:** In accordance with the provisions of OMB Circular No. A-133, "Audits of State and Local Governments and Non-Profit Organizations", nonfederal entities that expend \$300,000 or more in a year in Federal awards shall have a single audit conducted for that year in accordance with the provisions of the Circular.

**Records:** All information on grant-assisted transactions and activities must be maintained and retained in accordance with 24 CFR 85.42.

**FINANCIAL INFORMATION:**

**Account Identification:** 86-0162-0-1-451.

**Obligations:** (General purpose discretionary) FY 99 \$59,542,000 (NY and Hawaii) FY 00 est \$4,942,000 (Hawaii only); and FY 01 est \$5,238,000 (Hawaii only). (NOTE: Amounts reported reflect allocation of new budget authority rather than obligation amounts.)

**Range and Average of Financial Assistance:** Not available.

**PROGAM ACCOMPLISHMENTS:**

Not available.

**REGULATIONS, GUIDELINES, AND LITERATURE:**

Administrative Regulations for Community Development Block Grants, 24 CFR 570, Subpart F.

**INFORMATION CONTACTS:**

**Regional or Local Office:** Contact the Hawaii State Office.

**Headquarters Office:** State and Small Cities Division, Office of Block Grant Assistance, Community Planning and Development, Department of Housing and Urban Development, 451 7th Street, SW., Washington, DC 20410. Telephone: (202) 708-1322. Use the

same number for FTS.

**Web Site Address:** <http://www.hud.gov/progdesc/cpdindx.html>.

**EXAMPLES OF FUNDED PROJECTS:**

Neighborhood revitalization projects emphasizing rehabilitation of private homes, and including appropriate improvements of public facilities; economic development projects for expanded employment opportunities; and projects to address serious deficiencies in public facilities such as water and sewer.

**CRITERIA FOR SELECTING PROPOSALS:**

In Hawaii, funds are proportionally distributed to the three eligible units of general local government according to the formula factors used to determine the statewide allocation.

**Rural Housing Site Loans and Self\_Help Housing Land Development Loans**

## **TYPES OF ASSISTANCE:**

Direct Loans.

## **USES AND USE RESTRICTIONS:**

For the purchase and development of adequate sites, including necessary equipment which becomes a permanent part of the development; for water and sewer facilities if not available; payment of necessary engineering, legal fees, and closing costs; for needed landscaping and other necessary facilities related to buildings such as walks, parking areas, and driveways. Restrictions: loan limitation of \$200,000 without national office approval; loan funds may not be used for refinancing of debts, payment of any fee, or commission to any broker, negotiator, or other person for the referral of a prospective applicant or solicitation of a loan; no loan funds will be used to pay operating costs or expenses of administration other than actual cash cost of incidental administrative expenses if funds to pay those expenses are not otherwise available. Repayment of loan is expected within two years.

## **ELIGIBILITY REQUIREMENTS:**

***Applicant Eligibility:*** A private or public nonprofit organization that will provide the developed sites to qualified borrowers on a cost of development basis in open country and towns of 10,000 population or less and places up to 25,000 population under certain conditions. Applicants from towns of 10,000 to 25,000 population should check with local RD office to determine if agency can serve them. Assistance is available to eligible applicants in States, Puerto Rico, the Virgin Islands, Guam, and the Northern Marianas.

***Beneficiary Eligibility:*** Sites developed with Section 524 loans must be for housing low and very low income families and may be sold to families, nonprofit organizations, public agencies and cooperatives eligible for assistance under any Section of Title V of the Housing Act of 1949, or under any other law which provides financial assistance. Sites developed with Section 523 loans must be for housing to be built by the self-help method.

***Credentials/Documentation:*** Applicants must furnish evidence of the following: (1) Market analysis showing need for such services; (2) legal capacity to borrow funds and develop land for sale; (3) a sound budget; and (4) general project description. This program is excluded from coverage under OMB Circular No. A-87.

## **APPLICATION AND AWARD PROCESS:**

***Preapplication Coordination:*** Environmental impact assessment and environmental impact statements are required for this program.

This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. This program is excluded from coverage under OMB Circular No. A-102.

**Application Procedure:** The application will be in the form of a letter to the Rural Development Manager of the Rural Development (RD). Supporting information and costs should be included as needed. This program is excluded from coverage under Departmental Regulations 3015 and 3016, and OMB Circular No. A-110.

**Award Procedure:** After application has been reviewed by the District office, it is given final approval by the State Director. If the request exceeds \$200,000, the National office must authorize approval. Following approval, the funds are obligated in the finance office.

**Deadlines:** None.

**Range of Approval/Disapproval Time:** From 180 to 365 days.

**Appeals:** A uniform procedure whereby an organization which is directly or adversely affected by an administrative decision by RHS is found in 7 CFR 3550.4. Applicants may request reconsideration on the basis of pertinent facts concerning his application.

**Renewals:** Applicants may reapply at any time provided there is evidence of need for the proposed building sites in the locality.

#### **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** Not applicable.

**Length and Time Phasing of Assistance:** Not applicable.

#### **POST ASSISTANCE REQUIREMENTS:**

**Reports:** RD District office monitors the loan and reports to the State Director should the borrower default in its loan obligations.

**Audits:** Not applicable.

**Records:** Adequate operating records must be maintained by borrower.

**FINANCIAL INFORMATION:**

**Account Identification:** 12-4141-0-3-371; 12-2081-0-1-371.

**Obligations:** (Loans) FY 99 \$538,000; FY 00 est \$5,009,000; and FY 01 est \$5,009,000.

**Range and Average of Financial Assistance:** (523) \$9,380. (524) \$12,000.

**PROGAM ACCOMPLISHMENTS:**

In fiscal year 1999, two loans were made in the 523 program, and three loans were made in the 524 program.

**REGULATIONS, GUIDELINES, AND LITERATURE:**

RD Instruction 444.8, "Rural Housing Site Loan Policies, Procedures, and Authorizations"; 7 CFR 1822.261-1822.278; PA-1131.

**INFORMATION CONTACTS:**

**Regional or Local Office:** Consult your local telephone directory for RD District Office number. Or on the internet at [http://www.rurdev.usda.gov/recd\\_map.html](http://www.rurdev.usda.gov/recd_map.html).

**Headquarters Office:** Director, Single-Family Housing Processing Division, Rural Housing Service, Department of Agriculture, Washington, DC 20250. Telephone: (202) 720-1474. Use the same number for FTS.

**Web Site Address:** <http://www.rurdev.usda.gov>.

**EXAMPLES OF FUNDED PROJECTS:**

Caver County Housing and Redevelopment Agency, Chanhassen, Minnesota.

**CRITERIA FOR SELECTING PROPOSALS:**

Not applicable.

**Microloan Demonstration Program**

regulations as published in the Federal Register.

#### **ELIGIBILITY REQUIREMENTS:**

***Applicant Eligibility:*** An applicant is considered eligible to apply if it meets the definition of an intermediary lender as published in program materials, 13 CFR, and PL 102-140, and meets published minimum experience and capability requirements.

***Beneficiary Eligibility:*** Small businesses, minority entrepreneurs, nonprofit entities, business owners, women and low-income, and other individuals possessing the capability to operate successful business concerns.

***Credentials/Documentation:*** An entity may apply to SBA to become an Intermediary lender. A small business may apply to an intermediary for a microloan. Small business seeking funding must: 1) Meet SBA size standard requirements as defined in Chapter 13 of the U.S. Code of Federal Regulations; 2) meet type of business requirements as published by SBA; and 3) meet lending requirements of local intermediary lenders.

#### **APPLICATION AND AWARD PROCESS:**

***Preapplication Coordination:*** None. This program is excluded from coverage under E.O. 12372.

***Application Procedure:*** Microloan Borrowers: Apply directly to intermediary lenders. Intermediary Lenders: Apply to the SBA Office of Financial Assistance prior to deadlines and according to established procedures.

***Award Procedure:*** Intermediaries are notified by SBA. Microborrowers are notified by the intermediaries.

***Deadlines:*** Not applicable.

***Range of Approval/Disapproval Time:*** Loan applicants can expect an answer from the SBA approved intermediary lender within 15 days from the date of application acceptance.

***Appeals:*** Decisions on the part of the SBA are final. SBA will not become involved in appeals by microborrowers to intermediary lenders except in the case of suspected violation of Federal regulations.

***Renewals:*** Based on performance.

#### **ASSISTANCE CONSIDERATIONS:**



**Formula and Matching Requirements:** No statutory formula in current CFR.

**Length and Time Phasing of Assistance:** The maximum life of a loan to an intermediary lender is 10 years. Grants are based on the outstanding balance of the loan amount.

#### **POST ASSISTANCE REQUIREMENTS:**

**Reports:** Reports will be required of the intermediary on a quarterly basis and at the time of each Microloan closing.

**Audits:** Required annually.

**Records:** Systems sufficient to generate accurate and acceptable reports.

#### **FINANCIAL INFORMATION:**

**Account Identification:** (Loans) 73-1154-0-1-376; (Grants) 73-0100-0-1-376.

**Obligations:** (Direct Loans) FY 99 \$19,455,000; FY 00 est \$60,000,000; and FY 01 est \$60,000,000. (Loan Guarantees) FY 99 \$24,631,000; FY 00 est \$11,995,000; and FY 01 est \$16,000,000. (Formula Grants) FY 99 \$10,000,000; FY 00 est \$12,000,000; and FY 01 est \$12,000,000.

**Range and Average of Financial Assistance:** Information is not available at this time.

#### **PROGAM ACCOMPLISHMENTS:**

Microloan Funds became available to end users in August 1992. Since that time, over \$100 million have been loaned to microborrowers. The average amount of microloan is about \$10,000.

#### **REGULATIONS, GUIDELINES, AND LITERATURE:**

Contact the SBA Office of Financial Assistance, Microenterprise Development Branch, 409 3rd Street SW., Mail Code 7881, Washington, DC 20416.

## INFORMATION CONTACTS:

**Regional or Local Office:** SBA District Offices [Locate your local SBA office.](#)

**Headquarters Office:** Small Business Administration, Office of Financial Assistance, Microenterprise Development Branch, 409 Third Street SW., Eighth Floor, Washington, DC 20416. Mail Code 7881. Telephone: (202) 205-6490.

**Web Site Address:** <http://www.sba.gov>.

## EXAMPLES OF FUNDED PROJECTS:

1. Organization in Mid-South operating in thirty-two counties in the State, all but one classified as rural. Established in 1987, this organization has approved numerous microloans and provided the much needed technical assistance to small businesses and entrepreneurs. 2. Urban organization founded in 1976, established a loan pool in 1982. Through a program of financial assistance and other aid to business concerns, including small businesses, that are not able to obtain funds from conventional commercial sources, the organization has been able to assist in the relief of poverty, lessening of neighborhood tensions and assist in combating community deterioration in certain economically depressed areas. 3. Rural organization founded in 1976, has provided services that have included economic development, planning, grant writing and administration, small business incubator operations, business counseling services and loans to small businesses. Approximately 12.4 percent of the service population is below poverty level.

## CRITERIA FOR SELECTING PROPOSALS:

Applications are evaluated individually. Each is rated on its own merits or, in the case of an affiliated group, on the merits of each of the organizational parts that make up the whole. Qualitative and quantitative information regarding the applicant is reviewed. Criteria include but may not be limited to: 1. Organizational qualifications; 2. Knowledge of the local economy; 3. Lending experience and lending operations; 4. Current and proposed technical assistance program; 5. Current and Proposed Microloan Operation; 6. Availability and probability of matching contributions; 7. Information submitted in the grant package.

**Adult Education\_State Grant Program**

## **ELIGIBILITY REQUIREMENTS:**

***Applicant Eligibility:*** Formula grants are made to designated eligible State agencies. State agencies shall provide direct and equitable access to: Local educational agencies, public or private nonprofit agencies, community-based organizations of demonstrated effectiveness; institutions of higher education, volunteer literacy organizations of demonstrated effectiveness; libraries, public housing authorities; nonprofit institutions not described above that have the ability to provide literacy services to adults and families, and consortia of the entities described above.

***Beneficiary Eligibility:*** Out of school adults who are 16 years of age and older, who are not enrolled or required to be enrolled in secondary school under State law, and who lack sufficient mastery of basic educational skills to enable them to function effectively in society or do not have a secondary school diploma or its recognized equivalent, and have not achieved an equivalent level of education, or are unable to speak, read, or write the English language.

***Credentials/Documentation:*** A five-year State plan as provided for in Section 224 of the Adult Education and Family Literacy Act, Education Department General Administrative Regulations, 34 CFR 74, 76, 77, 79, 80, 81, 82, 85, and 86. The State plan shall include a certification from a State official that all provisions and amendments thereto are consistent with the Act. Costs will be determined in accordance with OMB Circular No. A-87 for State and local governments.

## **APPLICATION AND AWARD PROCESS:**

***Preapplication Coordination:*** The Director of Adult Education and Literacy will provide guidance on specific problems and technical assistance in the preparation of State Plans. This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review.

***Application Procedure:*** Each eligible educational agency must submit to the Secretary of Education a 5-year State plan which sets forth the manner and procedures under which the State will carry out activities to achieve its program objectives and priorities and fulfill the purposes of the Act. This program is excluded from coverage under OMB Circular No. A-110.

***Award Procedure:*** The Secretary approves the 5-year State plan and any amendment thereto and makes allocations to the State.

***Deadlines:*** July 1.

**Range of Approval/Disapproval Time:** Approximately 30 days.

**Appeals:** States are afforded an opportunity for hearings.

**Renewals:** None.

#### **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** \$100,000 initial allotment to Guam, American Samoa, Northern Mariana Islands, U.S. Virgin Islands, Micronesia, Marshall Islands, and Palau. Allotments reserved for Marshall Islands, Micronesia and Palau shall be awarded competitively pursuant to recommendations by the Pacific Region Educational Laboratory to Guam, American Samoa, Northern Mariana Islands, Marshall Islands, Micronesia, or Palau. No funds may be provided to Marshall Islands, Micronesia, and Palau in fiscal year 2002 and subsequent fiscal years. \$250,000 initial allotment to States and the District of Columbia and Puerto Rico. The remainder is allotted to all eligible agencies on the basis of the ratio of adults age 16 and older who are not enrolled or required to be enrolled in secondary school under State law. In fiscal year 1999, no eligible agency may receive less than 90 percent of its fiscal year 1998 allotment. In succeeding fiscal years, no agency may receive less than 90 percent of its allotment for the preceding fiscal year. The data source is a special tabulation by the Bureau of the Census. To receive a grant, States, the District of Columbia and Puerto Rico must provide a nonfederal contribution in an amount equal to 25 percent of the total amount of funds expended for adult education and literacy activities in the State. To receive a grant, eligible outlying agencies must provide a nonfederal contribution in an amount equal to 12 percent of the total amount of funds expended for adult education and literacy activities. This program has maintenance of effort (MOE) requirements.

**Length and Time Phasing of Assistance:** Funds must be expended within 27 months of their date of availability. States draw funds as needed under the Electronic Transfer System.

#### **POST ASSISTANCE REQUIREMENTS:**

**Reports:** Annual Financial and Program Performance Reports in accordance with the provisions in EDGAR.

**Audits:** In accordance with the provisions of OMB Circular No. A-133 (Revised, June 24, 1997), "Audits of States, Local Governments, and Non-Profit Organizations," nonfederal entities that receive financial assistance of \$300,000 or more in Federal awards will have a single or a program-specific audit conducted for that year.

Nonfederal entities that expend less than \$300,000 a year in Federal awards are exempt from Federal audit requirements for that year, except as noted in Circular No. A-133.

**Records:** In accordance with Section 443 of the General Education Provisions Act, as amended by the Improving America's School Act, grantees must maintain records for 3 years.

#### **FINANCIAL INFORMATION:**

**Account Identification:** 91-0400-0-1-501.

**Obligations:** (Grants) FY 99 \$365,000,000; FY 00 est \$450,000,000; and FY 01 est \$460,000,000.

**Range and Average of Financial Assistance:** Fiscal year 1999 awards ranged from \$646,000 to \$41,466,000.

#### **PROGAM ACCOMPLISHMENTS:**

States distributed funds to over 4,000 adult education and literacy providers who provided services at more than 24,000 learning centers. Participant achievements include: over 308,000 passing the GED test and earning high school diplomas; more than 340,000 gaining employment or obtaining job advancement; another 34,000 being removed from public assistance registers. In addition, State education agencies supported many special demonstration projects and teacher training projects.

#### **REGULATIONS, GUIDELINES, AND LITERATURE:**

Adult Education General Provisions and State-Administered Basic Grant Program.

#### **INFORMATION CONTACTS:**

**Headquarters Office:** Division of Adult Education and Literacy, Office of Vocational and Adult Education, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC 20202-7240. Contact: Ronald S. Pugsley, Telephone: (202) 205-8270. Internet: Ronald\_Pugsley@ed.gov.

**Web Site Address:** <http://www.ed.gov>.

**EXAMPLES OF FUNDED PROJECTS:**

Not applicable.

**CRITERIA FOR SELECTING PROPOSALS:**

Not applicable.

**Harry S Truman Scholarship Program**

Education.

**Beneficiary Eligibility:** U.S. citizens or nationals, college juniors.

**Credentials/Documentation:** Enrolled, matriculated in a degree program at an accredited U.S. college; Pursuing a bachelor's degree as a full-time student during the forthcoming academic year; ranked in the upper quarter of her or his class; U.S. citizen or national; selected field of study that will permit admission to a graduate or professional program allowing better preparation for a career in public service.

#### **APPLICATION AND AWARD PROCESS:**

**Preapplication Coordination:** Each July the chief executive officers of all accredited U.S. colleges and universities are invited to appoint a Truman Scholarship Faculty Representative to manage the selection and nomination of up to four students for the forthcoming year's Truman Scholarships. The standard nomination forms with instructions will be provided in September to the designated faculty representatives of all such institutions whose presidents or chancellors inform the Foundation of their intent to participate. This program is excluded from coverage under E.O. 12372.

**Application Procedure:** The faculty representative of an institution is the key person in the Truman Scholarship selection process and serves as liaison between her or his institution and the Foundation. The faculty representative is responsible for publicizing the Truman Scholarship on campus, soliciting recommendations on students with significant potential for leadership in government from members of the faculty, conducting a competition on campus in order to determine the candidates best qualified to be nominated by the institution, helping prepare the nominees for the competition, and insuring that the institution's official nomination or nominations are forwarded to the Truman Scholarship Review Committee by the stated deadline. The following information, on the official nominating materials, must be included with each Scholarship nomination: 1. The nomination and supporting information for the Harry S Truman Scholarship Program must include a certification that the student is a candidate for a Truman Scholarship; a statement that the student plans to pursue a career in public service; a list of the student's public service activities such as those associated with government agencies, community groups, and political campaigns; a list of leadership positions the student has held during high school and during the first two and one-half years of undergraduate study; a statement of interest in a career in public service that specifies how the student's educational plans will provide preparation for that career; and a statement that the student is willing to participate in a week long seminar sponsored by the Foundation. 2. It must also contain an essay of 700-800 words written by the student that analyzes a public policy issue chosen by the student; transcripts of the student's college grades; and four letters of recommendation. One letter must be from the Truman Faculty Representative; one of the letters must be written by a faculty member in the student's field



of study; one by another person who can discuss the student's leadership potential and abilities, and, the fourth letter from a person who can discuss the student's commitment to public service.

**Award Procedure:** 1. Initial evaluation: Students nominated for consideration as Harry S Truman Scholars will be evaluated on the basis of: a. the extent to which the student has shown an outstanding potential for leadership in public service, b. the extent of participation in community and public service activities, c. the appropriateness of the candidate's intended plan of study to prepare him/her for a career in public service, d. the student's academic performance. 2. Interviews: Finalists selected as a result of the initial evaluation of the credentials of all nominees are interviewed by Regional Review Panels, composed primarily of prominent public officials and previous recipients of Truman Scholarships. Each Review Panel will recommend from among the qualified applicants one person from each State or district for appointment by the Board of Trustees as a Truman Scholar, plus up to two additional persons for Scholarships at large from each region. The Review Panels will concentrate their evaluation on the nominees' demonstrated interest in the public service, their relative potential for leadership in government, their analytical abilities, their commitment to careers in public service, and the quality of their submitted materials. Among the characteristics they will assess in making this judgment are the following: analytic ability, communication skills, integrity, self-confidence, sensitivity to others, ability to explain with clarity a complex situation, a demonstrated interest in public service, and a commitment to future public service. 3. Final Selection: From among the candidates recommended by the Review Panels, the Board of Trustees will name up to 85 winners of Harry S Truman Scholarships.

**Deadlines:** January 29, 2001, for receipt of nomination materials. All materials must be submitted by the student's faculty representative.

**Range of Approval/Disapproval Time:** 1. January, each year - Scholarship nominees are evaluated and Finalists selected. 2. February- March, each year - Truman Scholarship Finalists are interviewed. 3. April, each year - The Truman Scholars are selected by the Board of Trustees of the Harry S Truman Scholarship Foundation.

**Appeals:** None.

**Renewals:** 1. It is the intent of the Foundation to renew Scholarship awards made to college juniors for a period not to exceed three academic years of graduate study, in accordance with the regulations established by its Board of Trustees, and subject to an annual review for compliance with these requirements. 2. The Foundation may terminate a Scholarship: a. when a student has not maintained, satisfactory proficiency, or b. when the student is no longer enrolled in a program preparing her or him specifically for public service as specified by the Foundation. 3. A Scholar may seek postponement of her or his award because of ill health or other mitigating circumstances, upon application to the Executive

Secretary.

#### **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** Not applicable.

**Length and Time Phasing of Assistance:** To be eligible to receive payments, a Truman Scholar must submit in writing: 1. an acceptance of the Scholarship award, 2. An annual report, and 3. at the beginning of each academic year, a statement of eligible expenses certified by the authorized financial officer of the enrolling institution, including those of tuition, fees, books, and room and board, an additional certification regarding the Scholar's academic program, an annual report, and other certifications as required by law or regulation. The number of payments to be made via Treasury check during the academic year will correspond to the number of semesters, trimesters, or quarters in the institution's academic year and the amount of funds to be provided, the total not to exceed \$30,000.

#### **POST ASSISTANCE REQUIREMENTS:**

**Reports:** Not required.

**Audits:** Not applicable.

**Records:** Not applicable.

#### **FINANCIAL INFORMATION:**

**Account Identification:** 95-8296-0-7-502.

**Obligations:** (Grants) FY 99 \$2,000,000; FY 00 est \$2,000,000; and FY 01 est \$2,000,000.

**Range and Average of Financial Assistance:** Range: \$3,000 to \$13,500 per annum; \$6,510 per annum.

#### **PROGAM ACCOMPLISHMENTS:**

Since the Program's inception, 2016 (of a total of approximately 20,000 nominees) college students studying for careers in public

service have received scholarship assistance. The first six classes of Truman Scholars are progressing well toward their goals of preparation for public service by gaining acceptance to high quality postgraduate programs, by pursuing Foundation-assisted or self-initiated internship opportunities, and by securing positions in government at the Federal, State, and local levels.

**REGULATIONS, GUIDELINES, AND LITERATURE:**

45 CFR 1801.

**INFORMATION CONTACTS:**

**Headquarters Office:** Louis Blair, Executive Secretary, 712 Jackson Place, NW., Washington, DC 20006. Telephone: (202) 395-4831. Use the same number for FTS.

**Web Site Address:** <http://www.truman.gov>.

**EXAMPLES OF FUNDED PROJECTS:**

Not applicable.

**CRITERIA FOR SELECTING PROPOSALS:**

Not applicable.

**Management and Technical Assistance for Economically Disadvantaged Businesses**

**OBJECTIVES:**

To provide management and technical assistance and access to capital and other forms of financial assistance and business training and counseling through qualified individuals, public or private organizations to 8(a) certified firms and other existing or potential businesses which are economically and socially disadvantaged; businesses operating in areas of high unemployment or low income; firms owned by low-income persons; or participants in activities authorized by Sections 7(i), 7(j) and 8(a) of the Small Business Act.

**TYPES OF ASSISTANCE:**

Project Grants.

**USES AND USE RESTRICTIONS:**

Financial assistance under this Section may be given for projects that respond to needs as outlined in each respective program solicitation announcement and services from lending and financial institutions and sureties and business training and counseling. Such assistance must provide a special level of effort or service in the delivery of management and technical assistance, or provide a special level of effort or service in the delivery of access to capital and other forms of financial assistance, and business training and counseling, to socially and economically disadvantaged small businesses in order to provide opportunity for successful and full participation in the free enterprise system. Types of management and technical assistance may include accounting, marketing, proposal preparation workshops and industry specific technical assistance, or access to capital and other forms of financial assistance and business training and counseling.

**ELIGIBILITY REQUIREMENTS:**

***Applicant Eligibility:*** State and local governments, educational institutions, public or private organizations and businesses, lending and financial institutions and sureties, Indian tribes and individuals that have the capability to provide the necessary assistance, as described in each program solicitation announcement.

***Beneficiary Eligibility:*** Socially and economically disadvantaged persons and businesses owned and operated by participants in the 8(a) program, (59.006) businesses operating in areas of low-income or high- unemployment, and firms owned by low-income individuals.

***Credentials/Documentation:*** As specified in the individual "Request for Application Proposals." Costs will be determined in accordance with OMB Circular No. A-87 for State and local governments and OMB circular No. A-21 for educational institutions.

## **APPLICATION AND AWARD PROCESS:**

**Preapplication Coordination:** An applicant's mailing list requirements will be provided upon request. This program is excluded from coverage under E.O. 12372.

**Application Procedure:** Application proposal forwarded to District Office Director for appropriate geographic area. (See Appendix IV under Small Business Administration for a listing of field Offices.) The standard application forms as furnished by the Federal agency and required by OMB Circular No. A-102 must be used for this program by State and local governments. This program is subject to the provisions of OMB Circular No. A-110.

**Award Procedure:** Decisions on acceptance are made by the Office of Procurement and Grants Management based upon recommendations of the Associate Administrator for 8(a) Business Development or his/her designee. The Grants Management Officer notifies successful applicants by Notice of Award. Decisions on services from lending and financial institutions and sureties, and business training and counseling will be made by the Associate Administrator for 8(a) Business Development.

**Deadlines:** As announced within individual "Request for Application Proposals."

**Range of Approval/Disapproval Time:** Variable.

**Appeals:** Not applicable.

**Renewals:** Contact the Federal agency.

## **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** None.

**Length and Time Phasing of Assistance:** Awards are made for a maximum of 1 year with options as stated in the individual announcements. Disbursements are made within a few days of receipt of request for disbursement. Disbursements are made in partial payments based on work successfully performed. Length and time of services from lending and financial institutions and sureties and business training and counseling will be determined on a case-by-case basis.

## **POST ASSISTANCE REQUIREMENTS:**

**Reports:** Program and fiscal reports, as described in each award. A final report is also due within 30 days after completion of agreement.

**Audits:** Pre-award accounting system survey. Final audit by a certified or licensed public accountant. Other audits are required by SBA. In accordance with the provisions of OMB Circular No. A-133 (Revised, June 24, 1997), "Audits of States, Local Governments, and Non-Profit Organizations," nonfederal entities that receive financial assistance of \$300,000 or more in Federal awards will have a single or program-specific audit conducted for that year. Nonfederal entities that expend less than \$300,000 a year in Federal awards are exempt from Federal audit requirements for that year, except as noted in Circular No. A-133.

**Records:** Appropriate records as needed for above requirements.

#### **FINANCIAL INFORMATION:**

**Account Identification:** 73-0100-0-1-376.

**Obligations:** (Cooperative Agreements) FY 99 \$2,850,000; FY 00 est \$2,600,000; and FY 01 est \$5,000,000.

**Range and Average of Financial Assistance:** Amount subject to negotiation commensurate with management and technical assistance to be provided.

#### **PROGRAM ACCOMPLISHMENTS:**

In fiscal year 1999, 153 cooperative agreements were awarded.

#### **REGULATIONS, GUIDELINES, AND LITERATURE:**

Fact sheet upon request.

#### **INFORMATION CONTACTS:**

**Regional or Local Office:** SBA District Offices [Locate your local SBA office](#).

**Headquarters Office:** Associate Administrator for Minority Enterprise Development, 409 3rd Street, SW., Washington, DC 20416. Telephone: (202) 205-6410. Use the same number for FTS.

**Web Site Address:** <http://www.sba.gov>.

**EXAMPLES OF FUNDED PROJECTS:**

Not applicable.

**CRITERIA FOR SELECTING PROPOSALS:**

As described in each announcement.

**Professional Services Program**



Library Services (IMLS) enters into contracts and cooperative agreements with professional museum organizations to enable them to undertake projects designed to strengthen museum services. For example, publications or training. Projects may not exceed 2 years without permission from the Director of the IMLS.

#### **ELIGIBILITY REQUIREMENTS:**

**Applicant Eligibility:** For the professional services program, applicants must be private nonprofit professional museum service organizations, institutions, or associations which engage in activities designed to advance the well-being of museums.

**Beneficiary Eligibility:** Public nonprofit museums, private nonprofit museums, museum service organizations benefit.

**Credentials/Documentation:** Costs will be determined in accordance with OMB Circular No. A-87 for State and local governments. OMB Circular No. A-21 for educational institutions and other nonprofit organizations also applies.

#### **APPLICATION AND AWARD PROCESS:**

**Preapplication Coordination:** The standard application forms as furnished by the Federal agency and required by OMB Circular No. A-102 must be used for this program. This program is excluded from coverage under E.O. 12372.

**Application Procedure:** Applications are submitted directly to the Institute of Museum Services, 1100 Pennsylvania Avenue, NW., Room 609, Washington, DC 20506. Telephone: (202) 606-8539. For a Professional Service Program contract or cooperative agreement, museum service organizations must submit the designated application directly to IMLS.

**Award Procedure:** Proposals are reviewed by a panels of experts to determine the contracts, or cooperative agreements awarded by IMLS to eligible applicants.

**Deadlines:** Contact the Institute of Museum and Library Services for deadlines by telephone at (202) 606-8539.

**Range of Approval/Disapproval Time:** The range is approximately 2 months.

**Appeals:** Appeals may be made in writing to the Director of the Institute of Museum and Library Services.

**Renewals:** The IMLS may extend contracts, or cooperative agreements at the discretion of the Director.



#### **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** 45 CFR 1180. A Professional Services Program contract or cooperative agreement may not normally exceed \$50,000 or 50 percent of the cost of the project.

**Length and Time Phasing of Assistance:** PSP contracts or cooperative agreements are awarded with phasing of assistance as required.

#### **POST ASSISTANCE REQUIREMENTS:**

**Reports:** Professional Services Program recipients provide interim or final reports depending on length of project.

**Audits:** Applicants for a Professional Services Program contract in excess of \$20,000 must submit with their application its financial statements for the most recent fiscal year for which information is available.

**Records:** Grant and contract recipients will be required to maintain standard and financial statements.

#### **FINANCIAL INFORMATION:**

**Account Identification:** 59-0300-0-1-503.

**Obligations:** (Grants) FY 99 \$650,000; FY 00 est \$510,000; and FY 01 est \$1,000,000.

**Range and Average of Financial Assistance:** For fiscal year 1999, PSP cooperative agreements averaged \$30,000.

#### **PROGAM ACCOMPLISHMENTS:**

For fiscal year 1999, the PSP program received 23 applications and funded 10 cooperative agreements.

#### **REGULATIONS, GUIDELINES, AND LITERATURE:**

Final regulations are codified in 45 CFR 1180.

**INFORMATION CONTACTS:**

**Headquarters Office:** Institute of Museum and Library Services, 1100 Pennsylvania Avenue, Room 510, NW., Washington, DC 20506. Contacts: Christine Henry at (202) 606-8687, Public Affairs at (202) 606-4646, or [imlsinfo@imls.gov](mailto:imlsinfo@imls.gov). For general information visit [www.imls.gov](http://www.imls.gov) or call (202) 606-5226 for information on library programs and (202) 606-8539 for information on museum programs. The TTY number is (202) 606-8636.

**Web Site Address:** <http://www.imls.gov>.

**EXAMPLES OF FUNDED PROJECTS:**

PSP cooperative agreements for data collection and synthesis of research.

**CRITERIA FOR SELECTING PROPOSALS:**

Not applicable.

**Community Development Block Grants/Economic Development Initiative**

authorized by Section 108(a) of the Housing and Community Development Act of 1974, as amended. Grant assistance must enhance the security of loans guaranteed under the Section 108 program or improve the viability of projects financed with loans guaranteed under the Section 108 program. In addition, this program will make competitive economic development grants in conjunction with Section 108 loan guarantees for qualified Brownfields projects.

**TYPES OF ASSISTANCE:**

Project Grants.

**USES AND USE RESTRICTIONS:**

Assistance may be used for any activity eligible under Section 108(a) of the Housing and Community Development Act of 1974, as amended. Grant funds may only be used in conjunction with projects and activities assisted under the Section 108 Loan Guarantee program.

**ELIGIBILITY REQUIREMENTS:**

***Applicant Eligibility:*** Units of general local government that are eligible public entities under the Section 108 Loan Guarantee program.

***Beneficiary Eligibility:*** The principal beneficiaries are low and moderate income persons.

***Credentials/Documentation:*** Costs will be determined in accordance with OMB Circular No. A-87 for State and local governments.

**APPLICATION AND AWARD PROCESS:**

***Preapplication Coordination:*** Proposed activities must be consistent with a unit of general local government's consolidated plan submitted for HUD's Community Planning and Development programs. Proposed activities must also meet applicable citizen participation requirements. This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review.

***Application Procedure:*** Proposals may only be submitted in

response to competitions announced in a Federal Register publication. The Federal Register publication of a Notice of Funds Availability (NOFA) will detail each competition, the submission requirements and the competitive factors that will be considered in awarding grants.

**Award Procedure:** Competitive, based upon factors published in a Federal Register NOFA.

**Deadlines:** Applications must be submitted within the deadlines established in the published Federal Register NOFA.

**Range of Approval/Disapproval Time:** Generally within 90 days.

**Appeals:** None.

**Renewals:** Not applicable.

#### **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** Economic Development Initiative grant funds may only be used in conjunction with projects and activities assisted under the Section 108 Loan Guarantee program.

**Length and Time Phasing of Assistance:** Generally, projects would be expected to be completed within a one to two year period. Funds would be accessed by line of credit in the same ratio that loan funds guaranteed by the Section 108 Loan Guarantee program are borrowed.

#### **POST ASSISTANCE REQUIREMENTS:**

**Reports:** All reporting is made in connection with an eligible public entity's Community Development Block Grant program reporting.

**Audits:** In accordance with the provisions of OMB Circular No. A- 133, "Audits of State and Local Governments and Non-Profit Organizations," nonfederal entities that receive financial assistance of \$300,000 or more in Federal awards will have a single or a program- specific audit conducted that year. Nonfederal entities that expend less than \$300,000 a year in Federal awards are exempt from Federal audit requirements for that year, except as noted in Circular No. A-133.

**Records:** The applicant must maintain records with regard to

eligibility, national objectives, financial management, citizen participation, relocation, environmental impact, labor standards, equal opportunity and other requirements set forth in regulations.

**FINANCIAL INFORMATION:**

**Account Identification:** 86-0162-0-1-451; 86-0314-0-1-451.

**Obligations:** (Grants) FY 99 \$35,000,000; FY 00 est \$35,000,000; and FY 01 est \$100,000,000. Brownfields EDI: FY 99 \$25,000,000; FY 00 est \$25,000,000; and FY 01 est \$50,000,000. (NOTE: Amounts reported reflect allocation of new budget authority rather than obligation amounts.)

**Range and Average of Financial Assistance:** Fiscal year 1999 range of assistance was \$250,000 to \$2,000,000; Brownfields EDI for fiscal year 1999 range of assistance was \$490,000 to \$1,750,000. The same ranges are anticipated for fiscal year 2000.

**PROGAM ACCOMPLISHMENTS:**

For fiscal year 1999, 44 EDI applications were received with 28 funded; for Brownfields EDI 50 applications were received with 20 funded. The same ranges are anticipated for fiscal year 2000.

**REGULATIONS, GUIDELINES, AND LITERATURE:**

Administrative Regulations are the same as for the Community Development Block Grants found at 24 CFR part 570.

**INFORMATION CONTACTS:**

**Headquarters Office:** Anthony Johnston, Financial Management Division, Office of Block Grant Assistance, Community Planning and Development, 451 7th Street, S.W., Washington, DC 20410. Telephone: (202) 708-3484.

**Web Site Address:**  
<http://www.hud.gov/progdsc/cpdindx.html>.

**EXAMPLES OF FUNDED PROJECTS:**

A wide-range of economic development projects including commercial, industrial and economic development revolving loan funds. Brownfields EDI grants will result in similar activities for the qualified Brownfields sites.

**CRITERIA FOR SELECTING PROPOSALS:**

Based upon competitive factors contained in the NOFA.

**Donation of Federal Surplus Personal Property**

## **USES AND USE RESTRICTIONS:**

Surplus items are used by State and local public agencies for carrying out or promoting one or more public purposes, such as conservation, parks and recreation, education, public health, public safety, economic development and programs for older individuals; by certain nonprofit, tax-exempt activities for public health or educational purposes, including research for such purposes, and for use in programs for older individuals; or by public airports for airport development, operation or maintenance. Federal restrictions require that all surplus property be placed into use by the donee within 1 year of acquisition and be used at least for 1 year thereafter. Other restrictions, terms and conditions are imposed by GSA and the agencies determining eligibility (shown under Applicant Eligibility, section below). The following items are representative of those donated: office machines and supplies, furniture, hardware, textiles, special purpose motor vehicles, boats, airplanes, and construction equipment. Items not donated are made available for sale to the general public.

## **ELIGIBILITY REQUIREMENTS:**

***Applicant Eligibility:*** (a) State participation is contingent upon the acceptance by the General Services Administration (GSA) of a State plan of operation as being in conformance with Public Law 94-519. This State plan must establish a State agency which is responsible for the distribution of Federal surplus personal property to eligible recipients within the State on a fair and equitable basis. Eligible donee categories for the distribution of property through the State Agencies for Surplus Property are defined as: (1) Public agencies which include any (i) State or department, agency, or instrumentality thereof; (ii) political subdivision of the State, including any unit of local government or economic development district, or any department, agency or instrumentality thereof; (iii) instrumentality created by compact or other agreement between State or political subdivisions; (iv) multijurisdictional sub-State district established by or pursuant to State law; and (v) Indian tribe, band, group, pueblo, or community located on a State reservation. Eligibility for public agencies is determined by the State Agency for Surplus Property. (2) Nonprofit, tax-exempt activities such as schools, colleges, universities, public libraries, schools for the mentally challenged or physically challenged, educational radio or TV stations, child care centers, museums, medical institutions, hospitals, clinics, health centers, drug abuse treatment centers, providers of assistance to the homeless, providers of assistance to the impoverished and programs for older individuals. Eligibility for nonprofit institutions and organizations is determined by the State Agency for Surplus Property. (b) Service educational activities, including the American Cadet Alliance, Inc., American Red Cross, Center for Excellence in Education, Boy Scouts of America, Boys and Girls Clubs of America, Camp Fire Incorporated, Girl Scouts of the United States of America, Big Brothers/Big Sisters of America, National Ski Patrol System, Naval Sea Cadet Corps, Operation Raleigh, United Service

Organizations, United States Olympic Committee, Little League Baseball, National Association for Equal Opportunity in Higher Education, National Civilian Community Corps, Armed Services YMCA of the USA, Young Marines of the Marine Corps League, and schools with military-training programs. Eligibility is determined by the Deputy Under Secretary of Defense (L/MDM). (c) Public airports. Eligibility is determined by the Federal Aviation Administration. (d) Non-eligible institutions and organizations include institutions such as animal hospitals, summer camps or playgrounds that are not part of a public agency or a school, Sunday schools, churches and nonprofit tax-exempt public health and education money-funding organizations that provide grants, scholarships and funds to support approved or accredited public health and educational institutions but do not themselves operate such programs.

**Beneficiary Eligibility:** State and local public agencies; nonprofit educational or public health institutions or organizations, including providers of assistance to the homeless; nonprofit and public programs for the elderly; educational activities of special interest to the armed services; and public airports.

**Credentials/Documentation:** Contact appropriate State or Federal agency shown under Applicant Eligibility section of this program.

#### **APPLICATION AND AWARD PROCESS:**

**Preapplication Coordination:** (1) Public agencies, nonprofit educational and public health applicants, providers of assistance to the homeless, providers of assistance to the impoverished and programs for the elderly coordinate with the State Agency for Surplus Property. (2) Service Educational Activity schools and national organizations coordinate with their sponsoring military service or national headquarters. (3) Public airports coordinate with the regional Airports District Office of the Federal Aviation Administration. The coordinating agency which determines donee eligibility may request GSA to issue a screener's card to the donee which would authorize a designee to screen surplus property at specific location(s). This program is excluded from coverage under E.O. 12372.

**Application Procedure:** Contact appropriate agency shown under Preapplication Coordination section of this program.

**Award Procedure:** Upon determination of eligibility, applicant maintains contact with the appropriate agency shown under Preapplication Coordination section of this program.

**Deadlines:** None.

**Range of Approval/Disapproval Time:** Not applicable.

**Appeals:** Applicants participating through State agencies for surplus property may appeal a determination of ineligibility through the State agency for review by GSA.



**Renewals:** Not applicable.

**ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** Not applicable.

**Length and Time Phasing of Assistance:** Not applicable.

**POST ASSISTANCE REQUIREMENTS:**

**Reports:** Prescribed by agencies shown under Applicant Eligibility section of this program.

**Audits:** Prescribed by agencies shown under Applicant Eligibility section of this program.

**Records:** Prescribed by agencies shown under Applicant Eligibility section of this program.

**FINANCIAL INFORMATION:**

**Account Identification:** 47-0110-0-1-804.

**Obligations:** (Salaries and expenses) FY 99 \$10,143,000; FY 00 est \$10,370,000; and FY 01 est \$10,746,000.

**Range and Average of Financial Assistance:** Not applicable.

**PROGAM ACCOMPLISHMENTS:**

In fiscal year 1999, surplus personal property with an original government acquisition cost of \$582.1 million was donated. In fiscal year 2000, it is estimated that property with an acquisition cost of \$610.0 million will be donated. In fiscal year 2001, the estimate is \$643.4 million.

**REGULATIONS, GUIDELINES, AND LITERATURE:**

41 CFR 101-44, "Donation of Personal Property," available for purchase from Superintendent of Documents, Government Printing

Office, Washington, DC 20402. Pamphlet, "Federal Surplus Personal Property Donation Programs," available from General Services Administration at no charge.

#### **INFORMATION CONTACTS:**

***Regional or Local Office:*** Initial contacts (except Service Educational Activities) should be at regional or local level. Individual units of Service Educational Activities national organizations such as Boy Scout or Girl Scout troops, Boys and Girls Clubs, etc., should contact their regional or national headquarters; Service Educational Activity Schools should contact their sponsoring military service. Internet: <http://www.fss.gsa.gov/property.html>.

***Headquarters Office:*** Director, Property Management Division, Office of Transportation and Property Management, Federal Supply Service, General Services Administration, Washington, DC 20406. Telephone: (703) 305-7240. Information concerning the designation of Service Educational Activities can be obtained from the Deputy Under Secretary of Defense, (L/MDM) Production and Logistics, The Pentagon, Washington, DC, 20301.

***Web Site Address:*** <http://www.fss.gsa.gov>.

#### **Individual and Family Grants**

**TYPES OF ASSISTANCE:**

Project Grants.

**USES AND USE RESTRICTIONS:**

For fiscal year 2000, each eligible individual or family may receive up to \$13,900 from the IFG program in each major disaster. The maximum grant amount is adjusted annually in accordance with changes in the Consumer Price Index for All Urban Consumers published by the U.S. Department of Labor. IFG eligible categories include: real property, personal property, medical, dental, funeral, and transportation. Costs which are ineligible include: improvements or additions to real or personal property, recreational property, cosmetic repair, business expenses, and debts incurred before the disaster.

**ELIGIBILITY REQUIREMENTS:**

***Applicant Eligibility:*** Counties, parishes and municipios in designated Federal major disaster areas.

***Beneficiary Eligibility:*** Disaster victims in designated Federal major disaster areas.

***Credentials/Documentation:*** FEMA Disaster Assistance Regulations 44 CFR Part 206.131. State administrative costs will be determined in accordance with OMB Circular No. A-87 for State and Local governments. Grant awards will be determined in accordance with OMB Circulars No. A- 102, No. A-87, No. A-110, and No. A-133 for State and local governments.

**APPLICATION AND AWARD PROCESS:**

***Preapplication Coordination:*** The State Governor makes a request for a Presidential declaration of a major disaster through the FEMA Regional Director. Requests for assistance must be made by the Governor in accordance with FEMA Disaster Assistance Regulations, 44 CFR 206. This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Program". An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review.

***Application Procedure:*** Upon declaration of a major disaster, applicants may register for assistance with FEMA via a toll-free number. To obtain assistance under the real property, personal property and transportation (vehicle) categories, applicants may be required to first apply to the Small Business Administration (SBA) for

a disaster loan. If SBA rules applicants ineligible for an SBA loan, SBA automatically refers most applications to the IFG program for consideration. FEMA's contract inspection firms perform inspections and provide government estimates to the States for real property, personal property, and in certain cases, transportation (vehicle) costs. Families do not have to provide real or personal property estimates or receipts, but are asked to document expenditures for medical, dental, funeral, or transportation needs. To comply with section 582 of the National Flood Insurance Reform Act (NFIRA) of 1994, all individuals who live in a Special Flood Hazard Area and who receive an IFG grant for any flood damage to real and/or personal property must have flood insurance and maintain coverage at the maximum IFG award level to become eligible to receive IFG assistance for real and/or personal property losses due to flooding in subsequent disasters. This means that the award recipient must maintain coverage for as long as she/he lives at that damaged property address; and IFG award recipients who own dwellings damaged by flooding after September 23, 1994--the date NFIRA was enacted--must ensure that dwelling coverage is maintained at the maximum IFG grant award amount forever. On May 1, 1996, FEMA established a Group Flood Insurance Policy in which States could purchase 3-year certificates of flood insurance coverage for IFG award recipients who live in special flood hazard areas to assist them in complying with the NFIRA requirements. The cost of each certificate is \$200 and the coverage amount equals the maximum IFG grant award amount for that respective fiscal year.

***Award Procedure:*** The 75 percent Federal share of funds is allocated from the President's Disaster Relief Fund for use in a designated major disaster area. The State must provide the 25 percent share of funds. Applicants receive assistance directly from the State.

***Deadlines:*** Generally, applications for IFG must be filed within 60 days of the disaster declaration, by calling the FEMA toll-free disaster assistance registration number.

***Range of Approval/Disapproval Time:*** From 1 to 3 weeks.

***Appeals:*** Appeals must be submitted in writing within 60 days of the date of the notification letter.

***Renewals:*** Not applicable.

#### **ASSISTANCE CONSIDERATIONS:**

***Formula and Matching Requirements:*** States administer the program and provide 25 percent of the funds for the total number of grants disbursed on each major disaster recovery. The Federal Government provides the remaining 75 percent of the costs for grant awards as well as the regulations, policies and procedures which govern the program. States also receive up to 5 percent of the

Federal share of the program for administrative costs. The Governor may request a loan of the State's 25 percent share.

***Length and Time Phasing of Assistance:*** Generally, assistance is provided on a one-time basis unless the applicant files an appeal and is reconsidered for additional assistance.

#### **POST ASSISTANCE REQUIREMENTS:**

***Reports:*** Quarterly and final financial reports are required.

***Audits:*** In accordance with the provisions of OMB Circular No. A-133 (Revised, June 24, 1997), "Audits of States, Local Governments, and Non-Profit Organizations," nonfederal entities that receive financial assistance of \$300,000 or more in Federal awards will have a single or a program-specific audit conducted for that year. Nonfederal entities that expend less than \$300,000 a year in Federal awards are exempt from Federal audit requirements for that year, except as noted in Circular No. A-133.

***Records:*** Expenditure records and related documents should be retained by the recipient for 3 years from the date of grant award.

#### **FINANCIAL INFORMATION:**

***Account Identification:*** 58-0104-0-1-453.

***Obligations:*** (Grants) Not separately identifiable.

***Range and Average of Financial Assistance:*** Not available.

#### **PROGAM ACCOMPLISHMENTS:**

As of August 15, 2000, the program responded to sixteen (16) major disaster declarations in sixteen (16) States during fiscal year 2000. The program received 33,926 requests for assistance and approved 19,885 of these requests. The total amount approved for the program in fiscal year 2000 was \$49,958,279 (\$37,468,710 Federal Share) with an average grant amount of \$2,512 per applicant.

#### **REGULATIONS, GUIDELINES, AND LITERATURE:**

Federal Disaster Assistance Regulations, 44 CFR 206.131. IFG

Program Handbook, FEMA 207, October 1995.

**INFORMATION CONTACTS:**

**Headquarters Office:** Laurence Zensinger, Director, Human Services Division, Response and Recovery Directorate, Federal Emergency Management Agency, Washington, DC 20472.  
Telephone: (202) 646-3685.

**Web Site Address:** <http://www.FEMA.gov>.

**Education and Human Resources**

## TYPES OF ASSISTANCE:

Project Grants.

## USES AND USE RESTRICTIONS:

Grant funds may be used for costs necessary to conduct research, educational activities or studies, including salaries and expenses, permanent equipment, expendable equipment and supplies, travel, publication costs, and other direct and indirect costs. Primary responsibility for general supervision of all grant activities rests with the grantee institution. Funds may not be used for purposes other than those specified in the award. Graduate fellowships provide for stipends and allowances to be paid to the awardee through his/her institution; a fixed cost-of-education allowance is paid directly to the institution. H-1B Nonimmigrant Petitioner scholarships for tuition, displacement of loans and college/university-provided grants, and miscellaneous academic expenses will be paid to the awardee through his/her institution. Scholarships are restricted to fields of computer science, engineering, mathematics, and engineering and computer technology at associate, baccalaureate, masters and doctoral levels, pursuant to Title IV of the American Competitiveness and Workforce Improvement Act of 1998 (P.L. 105-277). NSF does not provide funds directly to individuals for the payment of private or public tuition expenses.

## ELIGIBILITY REQUIREMENTS:

***Applicant Eligibility:*** Public and private colleges (2-year and 4-year) and universities, State and local educational agencies, nonprofit and private organizations, professional societies, science academies and centers, science museums and zoological parks, research laboratories, and other institutions with an educational mission may apply.

***Beneficiary Eligibility:*** Elementary, secondary and undergraduate science, mathematics, engineering, and technology teachers and faculty; preK-12, undergraduate and graduate students; public and private colleges (2-year and 4-year) and universities; State and local educational agencies; nonprofit and private organizations; professional societies; science academies and centers; science museums and zoological parks; research laboratories; and other institutions with an educational mission.

***Credentials/Documentation:*** Proposals must be signed by the Principal Investigator(s) and by an official authorized to commit the institution in business and financial affairs. Costs will be determined in accordance with OMB Circular No. A-21 for colleges and universities, No. A-87 for State and local governments, and No. A-122 for nonprofit organizations. Applicants for fellowship support must show evidence of ability such as academic records, letters of recommendation, graduate record examination scores, and grade

point average. Applications for H-1B Nonimmigrant Petitioner scholarships require documentation of financial need, evidence of inclination to pursue study in targeted disciplines, and evidence of academic ability.

#### **APPLICATION AND AWARD PROCESS:**

***Preapplication Coordination:*** In selected areas, discussion with NSF program staff is strongly recommended and/or submission of a preliminary proposal is required before submitting formal proposals. Other areas are eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process that the State requires to be followed in applying for assistance, if the State has selected the program for review.

***Application Procedure:*** By electronic submission via FastLane of a formal proposal, and, in some programs, a preliminary proposal, describing the planned project and the proposed amount of the grant. For guidelines, see specific program announcements and "Grant Proposal Guide," NSF 01-2.

***Award Procedure:*** NSF staff members review and evaluate all proposals based on a set of criteria established by the National Science Board. In most cases reviews are undertaken with the advice of scientists, engineers, educators and other appropriate persons who are specialists in the fields covered by the proposals. External reviewers, who are conversant with the fields covered by the applications, review and evaluate all graduate fellowship applications. Awards are made by NSF on a competitive basis.

***Deadlines:*** Deadlines and target dates are published in the NSF bulletin and program announcements.

***Range of Approval/Disapproval Time:*** For ninety-five percent of proposals, NSF will be able to advise applicants whether their proposals have been declined or recommended for funding within six months. The time interval begins on the proposal deadline/target date (or from the date of actual receipt if the program does not use deadline or target dates). The time interval ends when the cognizant NSF Division Director accepts the Program Officer's recommendation.

***Appeals:*** The principal investigator may request, in writing within 90 days of a declination or return, that the Foundation reconsider its action in declining or returning any proposal or application.

***Renewals:*** Contact NSF program staff for specific renewal policies and procedures.



## **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** Programs have no statutory formula. Projects vary with regard to the required level of institutional contribution or cost-sharing; requirements are provided in program announcements. Under the "Course, Curriculum, and Laboratory Improvement" and "Advanced Technological Education" programs, funds requested for equipment and other technology must be matched by a nonfederal contribution equal to or greater than the NSF contribution. Adaptation and Implementation projects under the Course, Curriculum, and Laboratory Improvement program require matching of the entire NSF budget request. Minority serving institutions that are covered by Executive Order (i.e., Historically Black Colleges and Universities, Hispanic Serving Institutions, and Tribal Colleges) and that do not offer SMET degrees beyond the baccalaureate level are exempted from this requirement. The Grant Proposal Guide (GPG)(Chapter II) and the Grant Policy Manual (Sec. 330) provide additional information as to these requirements.

**Length and Time Phasing of Assistance:** Up to 5 years. Assistance is disbursed by letter of credit or as required. For fellowships, typically 9 to 12 months; up to 3 years of support. Assistance is disbursed to the institution for monthly stipend allotment to the fellow. Annual H-1B scholarships are awarded through institutions; reapplication is required.

## **POST ASSISTANCE REQUIREMENTS:**

**Reports:** A substantive technical report is required upon completion of the project. Frequency and complexity of interim reports varies among programs depending on size, scope and program objective. Quarterly Federal Cash Transactions Reports (SF 272) are required. For fellowships, brief annual activities reports are required.

**Audits:** In accordance with the provisions of OMB Circular No. A-133 (Revised, June 24, 1997), "Audits of States, Local Governments, and Non-Profit Organizations," nonfederal entities that receive financial assistance of \$300,000 or more in Federal awards will have a single or a program-specific audit conducted for that year. Nonfederal entities that expend less than \$300,000 a year in Federal awards are exempt from Federal audit requirements for that year, except as noted in Circular No. A-133.

**Records:** Grantees are expected to maintain separate records for each grant to ensure that funds are used for the general purpose for which the grant was made. Records are subject to inspection during the life of the grant and for three years thereafter. Special record keeping requirements apply to fellowships.

**FINANCIAL INFORMATION:**

**Account Identification:** 49-0106-0-1-251.

**Obligations:** (Grants) FY 99 \$663,000,000; FY 00 est \$724,000,000; and FY 01 est \$760,000,000. (Includes H-1B Nonimmigrant Petitioner Fees).

**Range and Average of Financial Assistance:** From \$2,500 to \$4,000,000; \$117,600.

**PROGAM ACCOMPLISHMENTS:**

In fiscal year 1999, approximately 2,460 awards were made and 13,720 proposals were received. In fiscal year 2000, approximately 2,550 awards will be made and 14,150 proposals are expected to be received; in fiscal year 2001, approximately 2,550 awards will be made and 14,180 proposals are expected to be received. H-1B Nonimmigrant Petitioner scholarship activity is estimated to result in over 100 awards to institutions in fiscal year 2001 resulting in over 8,000 scholarship opportunities.

**REGULATIONS, GUIDELINES, AND LITERATURE:**

45 CFR Chapter VI; 48 CFR Chapter 25; "NSF Guide to Programs, FY 2001," NSF 01-3 (<http://www.nsf.gov/cgi-bin/getpub?nsf013>); "Grant Proposal Guide," NSF 01-2 (<http://www.nsf.gov/cgi-bin/getpub?nsf012>).

**INFORMATION CONTACTS:**

**Headquarters Office:** Assistant Director, Education and Human Resources, National Science Foundation, 4201 Wilson Blvd., Room 805, Arlington, VA 22230. Telephone: (703) 292-8600. NSF World Wide Web site URL: <http://www.ehr.nsf.gov/>.

**Web Site Address:** <http://www.ehr.nsf.gov/>.

**EXAMPLES OF FUNDED PROJECTS:**

(1) The "Educational Software Components of Tomorrow (ESCOT)" project (a collaboration among nine universities, business, industry, and private foundations) seeks to develop and link software components for the K-12 classroom and understand how to stimulate teachers to customize software for specific lessons. (2) The

"Misconceptions About Complex Causality" project (Harvard University is the lead institution) explores how students bring to their learning certain assumptions about the nature of causal patterns that persist and surface in later, even adult, scientific reasoning. The project will develop interventions that lead to increased sophistication of students' causal modeling. (3) The "QuarkNet" project (based at the FERMI National Accelerator Laboratory) provides five years of intensive summer research experiences in physics for secondary teachers, including development of a web-based mechanism for transferring research results to their respective classrooms, along with access to real-time data. (4) The "Promoting Excellence in Teaching and Research in the Neurosciences" project is part of NSF's outreach to Historically Black Colleges and Universities (HBCU). The project will develop research and educational opportunities in the neurosciences to enrich academic preparation of students at Morehouse College, an HBCU. (5) A "Virtual Laboratory for Training Machine-tool Building and Maintenance Technicians" (Northern Illinois University) is part of NSF's Advanced Technological Education program. This project will develop and test curricula in a virtual lab via the Internet to enhance comprehension of the interdisciplinary nature of machine tool building and maintenance technology.

#### **CRITERIA FOR SELECTING PROPOSALS:**

The National Science Board approved revised criteria for evaluating proposals submitted to NSF at its meeting on March 28, 1997 (NSB97-72). The revised criteria are designed to be useful and relevant across NSF's many different programs, however, NSF will continue to employ special criteria as required to highlight the specific objectives of certain programs and activities. The revised merit review criteria are listed below. Following each criterion are potential considerations that the reviewer may employ in the evaluation. These are suggestions and not all will apply to any given proposal. Each reviewer will address only those that are relevant to the proposal and for which he/she is qualified to make judgments.

Criterion 1: What is the intellectual merit of the proposed activity? How important is the proposed activity to advancing knowledge and understanding within its own field or across different fields? How well qualified is the proposer (individual or team) to conduct the project? (If appropriate, the reviewer will comment on the quality of prior work.) To what extent does the proposed activity suggest and explore creative and original concepts? How well conceived and organized is the proposed activity? Is there sufficient access to resources?

Criterion 2: What are the broader impacts of the proposed activity? How well does the activity advance discovery and understanding while promoting teaching, training, and learning? How well does the proposed activity broaden the participation of underrepresented groups (e.g., gender, ethnicity, disability, geographic, etc.)? To what extent will it enhance the infrastructure for research and education, such as facilities, instrumentation, networks, and partnerships? Will the results be disseminated broadly to enhance scientific and technological understanding? What may be the benefits of the proposed activity to society? In addition to these

criteria, many EHR programs employ special criteria to highlight specific educational objectives; see relevant program announcements and guidelines. In addition, consideration will also be given to the following: (a) Integration of Research and Education: One of the principal strategies in support of NSF's goals is to foster integration of research and education through the programs, projects and activities it supports at academic and research institutions. These institutions provide abundant opportunities where individuals may concurrently assume responsibilities as researchers, educators, and students and where all can engage in joint efforts that infuse education with the excitement of discovery and enrich research through the diversity of learner perspectives. Principal Investigators should address this issue in their proposal to provide reviewers with the information necessary to respond fully to both NSF merit review criteria. NSF staff will give it careful consideration in making funding decisions. (b) Integrating Diversity into NSF Programs, Projects and Activities: Broadening opportunities and enabling the participation of all citizens - women and men, underrepresented minorities, and persons with disabilities - are essential to the health and vitality of science and engineering. NSF is committed to this principle of diversity and deems it central to the programs, projects, and activities it considers and supports. Principal Investigators should address this issue in their proposal to provide reviewers with the information necessary to respond fully to both NSF merit review criteria. NSF staff will give it careful consideration in making funding decisions.

## **Buildings and Facilities Program**

This is a construction grants program designed to improve and modernize program facilities to assist recipients in better responding to current challenges and opportunities in the food and agricultural sciences.

**TYPES OF ASSISTANCE:**

Project Grants.

**USES AND USE RESTRICTIONS:**

Funds may be used for architectural- engineering, acquisition of land, construction, repair, improvement, extension, alteration, or consolidation of program facilities, and the acquisition and installation of fixed equipment. Funds may not be used to establish, maintain, or enhance the research or education programs themselves; to purchase movable equipment; to pay indirect costs of grant recipients; or to pay operating or maintenance costs of completed facilities. Other unallowable costs are specified in the terms and conditions of the grant award which accompany the individual grant.

**ELIGIBILITY REQUIREMENTS:**

***Applicant Eligibility:*** Specified by Congress in the Conference Reports for Agriculture, Rural Development, Food and Drug Administration, and Related Agencies for the fiscal years ending September 30, 1995, 1996, and 1997.

***Beneficiary Eligibility:*** Specified by Congress in the Conference Reports for Agriculture, Rural Development, Food and Drug Administration, and Related Agencies for the fiscal years ending September 30, 1995, 1996, and 1997.

***Credentials/Documentation:*** Each recipient receiving its first grant award from Cooperative State Research, Education, and Extension Service (CSREES) must furnish organizational management information.

**APPLICATION AND AWARD PROCESS:**

***Preapplication Coordination:*** This program is excluded from coverage under E.O. 12372. A preconstruction environmental assessment is required.

***Application Procedure:*** Program guidelines are developed and forwarded to identified institutions annually. As directed in the covering letter, institutional officials prepare either background materials or a formal grant application according to instructions

provided in the guidelines. An on-site study is conducted by a team of subject-matter experts and the results are reported to Congress prior to recommending an initial grant award. Any award of funds to begin architectural-engineering or construction work is influenced by the panel's recommendations. In subsequent years, a grant application is submitted to CSREES for evaluation and approval.

**Award Procedure:** Upon receipt in CSREES, the grant application undergoes internal programmatic, financial, and administrative evaluation. If the project is recommended for an award, a grant award document consisting of a cover sheet, an approved budget, and the terms and conditions of the grant award is issued.

**Deadlines:** This program was not funded in fiscal year 2000.

**Range of Approval/Disapproval Time:** It takes between 60 and 120 days to review background materials, select review team members, conduct an on-site study, submit the report to Congress, and make funding decisions relating to initial project submissions. For all other proposals, it takes between 45 and 180 days to complete the evaluation and award processes, depending upon the complexity of the project.

**Appeals:** None.

**Renewals:** Depending upon the size and complexity of the construction project, it often takes several increments of funding assistance to complete the project. The initial award is issued as a new grant, with second and subsequent funding increments issued as renewals to existing grants. Projects remain active until facility completion.

#### **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** All projects are funded on a matching formula of not to exceed 50 percent Federal funds and not less than 50 percent nonfederal funds. All project costs are subject to prior written approval by CSREES.

**Length and Time Phasing of Assistance:** There is no statutory limit on the length of time an award may be in effect.

#### **POST ASSISTANCE REQUIREMENTS:**

**Reports:** A technical (i.e., performance) report is due 90 days after the first anniversary date of the grant award and annually thereafter during the life of the project. Performance reports submitted with renewal proposals will satisfy this requirement through the final increment of grant funding. Quarterly financial reports are due 15

days after the close of each quarter throughout the life of the project. Final technical and financial reports are due 90 days after the expiration date of the grant award.

**Audits:** Audits will be conducted in accordance with guidelines established in the revised OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations," and implemented in 7 CFR Part 3052.

**Records:** Grantees are required to maintain separate records for each construction project to ensure that funds are expended for authorized purposes. Grant-related records must be retained for a minimum of 3 years after the expiration date of the grant award.

#### **FINANCIAL INFORMATION:**

**Account Identification:** 12-1501-0-1-352.

**Obligations:** (Grants) FY 99 \$998,498; FY 00 est \$3,057,926; and FY 01 est \$0.

**Range and Average of Financial Assistance:** \$480,150 to \$4,850,000; \$2,055,638.

#### **REGULATIONS, GUIDELINES, AND LITERATURE:**

Buildings and Facilities Program: Program Guidelines; 7 CFR 3407, Agency Procedures to Implement the National Environmental Policy Act; 7 CFR 3015, and/or 7 CFR Part 3019 USDA Uniform Federal Assistance Regulations; Federal Cost Principles; 7 CFR 3017, Government wide Debarment and Suspension (nonprocurement) and Government wide Requirements for Drug-free Workplace (grants); 7 CFR 3018, New Restrictions on Lobbying; and 7 CFR Part 3019, Uniform, Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations.

#### **INFORMATION CONTACTS:**

**Headquarters Office:** Deputy Administrator, Competitive Research Grants and Awards Management, Cooperative State Research, Education, and Extension Service, U.S. Department of Agriculture, Washington, DC 20250. Telephone: (202) 401-1761.

**Web Site Address:** <http://www.reeusda.gov>.

#### **EXAMPLES OF FUNDED PROJECTS:**

Center for Arid Land Studies, Animal Reproduction and Biotechnology Facility, Plant Science Center, Soil and Water Research and Education Center, Regional Food Innovation Center, and Poultry Science Facility.

**CRITERIA FOR SELECTING PROPOSALS:**

Written criteria are used to evaluate projects during the on-site study. Each study is conducted to: (1) Determine the need for and importance of the facility as it relates to the agricultural interest in the requesting State, the region, and the Nation; (2) determine the extent to which the facility is expected to contribute to the effectiveness of agricultural research, teaching, and extension programs; (3) examine alternatives to the facility proposed; (4) determine the local commitment to the facility and the programs it is intended to house; (5) assure that the requestor is able to provide the required matching support for the construction if Federal funding is forthcoming; and (6) assure that the intended use of the facility lies within the mission of USDA. Reports prepared by review teams are reviewed internally to ensure that they adequately address these issues. Grant proposals submitted to CSREES after the on-site visit are reviewed by CSREES faculty and staff for adherence to approved plans and Federal regulations, project accomplishments, and allow ability of costs.

**Disadvantaged Business Enterprises\_Short Term Lending Program**



DOT, its grantees, recipients, their contractors and subcontractors.

#### **TYPES OF ASSISTANCE:**

Direct Loans.

#### **USES AND USE RESTRICTIONS:**

The lines of credit are issued in support of transportation related contracts. Transportation related means a contract for the maintenance, rehabilitation, restructuring, improvement, or revitalization of any of the Nation's modes of transportation with any public or commercial provider of transportation or any Federal, State or local transportation agency.

#### **ELIGIBILITY REQUIREMENTS:**

**Applicant Eligibility:** The recipient of a line of credit must be a certified DBE, minority-owned business enterprise or women-owned business enterprise. These certifications must be performed under DOT guidelines, 49 CFR Part 26. All firms certified by the Small Business Administration as 8(a) firms are eligible to participate in the Lending program.

**Beneficiary Eligibility:** Minority, women-owned and disadvantaged business enterprises.

**Credentials/Documentation:** Certification letter from the recipient agencies.

#### **APPLICATION AND AWARD PROCESS:**

**Preapplication Coordination:** Information and consultation is available at the Office of Small and Disadvantaged Business Utilization (OSDBU), Minority Business Resource Center. Telephone: (800) 532-1169 or (202) 366-2852. This program is excluded from coverage under E.O. 12372.

**Application Procedure:** Applications are generally submitted directly to one of the participating banks. However, applications may be submitted to OSDBU for completeness review prior to submission to one of the participating banks. Applicants may obtain a copy of the application and identify the bank servicing each region on the OSDBU internet site at: <http://osdbuweb.dot.gov> or by contacting the OSDBU.

**Award Procedure:** All lines of credit are approved through separate decisions by the bank and by DOT and are administered by the bank.

**Deadlines:** Not applicable.

**Range of Approval/Disapproval Time:** Decisions are made within 30 to 60 days from the time the application is completed.

**Appeals:** Not applicable.

**Renewals:** DBEs can apply for renewal of existing lines of credit. Renewals and increases in in lines of credit are encouraged.

#### **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** Not applicable.

**Length and Time Phasing of Assistance:** Lines of credit are generally approved for a one year period.

#### **POST ASSISTANCE REQUIREMENTS:**

**Reports:** Monthly, internal OSDBU reports; reports to the Secretary of Transportation on all line of credit approvals and loan readiness approvals.

**Audits:** DOT has the right to audit its accounts with the banks.

**Records:** OSDBU maintains records of all applicant files, such as approvals, pending review, loan readiness, denials, etc. All line of credit approvals will be maintained for 7 years and non-approvals will be maintained for 3 years.

#### **FINANCIAL INFORMATION:**

**Account Identification:** 69-0102-0-1-407.

**Obligations:** (Loans) FY 99 \$5,130,000; FY 00 est \$6,000,000; and FY 01 est \$9,000,000.

**Range and Average of Financial Assistance:** The maximum line of credit is \$500,000, and there is no minimum amount.

#### **PROGAM ACCOMPLISHMENTS:**

During fiscal year 1999, 21 applications were approved for a total of \$5,130,000. During fiscal year 2000, 22 applications have been approved in the amount of \$5,218,000.

**REGULATIONS, GUIDELINES, AND LITERATURE:**

Public Law 97-449, 49 U.S.C. 332.

**INFORMATION CONTACTS:**

**Headquarters Office:** Office of Small and Disadvantaged Business Utilization, S-40, Office of the Secretary, Department of Transportation, 400 Seventh Street, SW., Washington, DC 20590. Telephone: (202) 366-2852; toll-free (800) 532-1169.

**Web Site Address:** <http://www.dot.gov>.

**EXAMPLES OF FUNDED PROJECTS:**

Not applicable.

**CRITERIA FOR SELECTING PROPOSALS:**

Not applicable.

**Disposal of Federal Surplus Real Property**

42 U.S.C. 11411, Public Laws 100-77, 100-628, and 101-645.

**OBJECTIVES:**

To dispose of surplus real property by lease, permits, sale, exchange, or donation.

**TYPES OF ASSISTANCE:**

Sale, Exchange, or Donation of Property and Goods.

**USES AND USE RESTRICTIONS:**

Surplus real and related personal property may be conveyed for: public park or recreation use and public health or educational purposes at discounts up to 100 percent; public airport purposes, wildlife conservation, correctional facility, replacement housing and for historic monument purposes without monetary consideration; and for general public purposes without restrictions at a negotiated price of not less than the estimated fair market value of the property. Properties are made available for discount conveyance where the public purposes to be served reflect the highest and best use of the property. Properties determined suitable by the Department of Housing and Urban Development may be made available by permit, lease, or deed for homeless assistance use. Restrictions: Surplus real property conveyed for public park or recreation use, historic monument, public airport use, correctional facility use and wildlife conservation use must be used for the purposes so conveyed in perpetuity. Property conveyed for health (including homeless) or education use must be used for those purposes for a period of not less than 30 years. Properties made available for homeless use by lease or permit must be used for that purpose for a period of not less than one year, unless the provider requests a shorter term. Surplus real property which is not deeded to public bodies or made available for homeless purposes is generally offered for sale to the public on a competitive bid basis.

**ELIGIBILITY REQUIREMENTS:**

***Applicant Eligibility:*** State and local government agencies are eligible to apply for surplus real property for park, recreation, correctional facility, historic monument, public airport, health, educational, homeless, replacement housing, and general public purposes. Eligibility for property for wildlife conservation use, other than for migratory birds, is limited to the States. Tax-supported and nonprofit medical and educational institutions which have been held exempt from taxation under 501(c) (3) of the Internal Revenue Code are also eligible to apply for property for health, educational and

homeless use.

**Beneficiary Eligibility:** General public may apply.

**Credentials/Documentation:** The applicant must submit a proposed program of use of the property and evidence of its ability to finance the program.

#### **APPLICATION AND AWARD PROCESS:**

**Preapplication Coordination:** Applicants for property coordinate with other Federal agencies as follows: health and homeless use--Department of Health and Human Services; education--Department of Education; public airport purposes--Federal Aviation Administration; park or recreational and historic monument use--National Park Service, Department of the Interior; wildlife conservation--Fish and Wildlife Service, Department of the Interior; correctional facility use--Office of Justice Programs, Department of Justice; replacement housing--any Federal agency having a requirement for property involving housing for displaced persons in connection with a Federal or federally assisted project. This program is excluded from coverage under E.O. 12372.

**Application Procedure:** Applications for health and homeless assistance use are submitted to the Department of Health and Human Services (HHS) which requests assignment of the property from GSA; applications for educational use are submitted to the Department of Education which requests assignment of the property from GSA; applications for park and recreation use are submitted to the National Park Service, Department of the Interior which requests assignment of the property from GSA, applications for correctional use are submitted to the Office of Justice Programs, Department of Justice. Applications for other uses are submitted to GSA, which then obtains the recommendation of the Federal agency which sponsors the use program.

**Award Procedure:** When possible, awards are made through the participating agency. Other awards are made to State or local units of government by the Administrator of GSA.

**Deadlines:** Advice of interest must be submitted within 20 days from date notice of availability of the property was released. Reasonable time thereafter is allowed for the filing of applications.

**Range of Approval/Disapproval Time:** From 1 to 3 months.

**Appeals:** None.

**Renewals:** None.

#### **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** Not applicable.

**Length and Time Phasing of Assistance:** Not applicable.

**POST ASSISTANCE REQUIREMENTS:**

**Reports:** The Federal agencies sponsoring the use programs are responsible for enforcing compliance with the restrictions, except that GSA is responsible for compliance with respect to conveyances for wildlife conservation and correctional facility use.

**Audits:** The Federal agencies sponsoring the use program and GSA are responsible for audits.

**Records:** Not applicable.

**FINANCIAL INFORMATION:**

**Account Identification:** 47-0533-0-1-804.

**Obligations:** (Salaries and expenses) FY 99 \$21,777,000; FY 00 est \$25,795,000; and FY 01 est \$27,160,000.

**Range and Average of Financial Assistance:** Not applicable.

**PROGAM ACCOMPLISHMENTS:**

The Disposal Program was as follows: Actual for fiscal year 1999 sales, donations and other discounts - 242 properties having an actual value of \$447.9 million; estimate for fiscal year 2000: Sales, donations and other discounts - 257 properties having an estimated value of \$461.2 million; fiscal year 2001 estimates: Sales, donations, and other discounts - 271 properties having an estimated value of \$493.6 million.

**REGULATIONS, GUIDELINES, AND LITERATURE:**

"Disposal of Surplus Real Property" - no charge; 41 CFR 101-47, Utilization and Disposal of Real Property, "U.S. Real Property Sales List," - no charge.

**INFORMATION CONTACTS:**

***Regional or Local Office:*** Director, Office of Property Disposal, General Services Administration. Applicant's initial contact should be at the regional level.

***Headquarters Office:*** Assistant Commissioner, Office of Property Disposal, Public Building Service, General Services Administration, Washington, DC 20405. Telephone: (202) 501-0084.

***Web Site Address:*** <http://propertydisposal.gsa.gov/property>.

**Community Development Block Grants/State's Program**

may elect to administer Community Development Block Grant (CDBG) funds for areas which do not receive CDBG entitlement grants (14.218). If, a State were to decide to stop administering the CDBG program, the funds that would have been allocated to the State would be reallocated among the other States. In States which elect to administer the nonentitlement funds, HUD awards the formula grants to the States under the CDBG/State's Program. All States except Hawaii administer CDBG funding for nonentitlement areas through the State CDBG Program. In States which do not elect to administer the nonentitlement funds, HUD awards competitive grants to units of general local government under the CDBG/Small Cities Program (14.219). Each State may use \$100,000 plus up to two percent of its grant to administer the program and must match each Federal dollar in excess of \$100,000 used for administration with a dollar of its own. Each State may use up to one percent of its grant to provide technical assistance to local governments and nonprofit program recipients. Units of general local government funded by the State may undertake a wide range of activities directed toward neighborhood vitalization, economic development, or provision of improved community facilities and services. Specific activities that can be carried out with block grant funds include acquisition of real property, relocation and demolition, rehabilitation of residential and nonresidential structures, direct assistance to facilitate and expand homeownership among persons of low and moderate income, and provision of public facilities and improvements, such as water and sewer facilities, streets, and neighborhood centers. In addition, block grant funds may be used to pay for certain public services within certain limits. Neighborhood-based nonprofit organizations, local development corporations, Small Business Investment Companies, or other nonprofit organizations serving the development needs on nonentitlement areas may act as subgrantees to carry out neighborhood revitalization or community economic development projects in furtherance of block grant objectives. Recipients may provide assistance to for-profit entities when the recipient determines that the provision of such assistance is appropriate to carry out an economic development project. The projected use of funds must be developed to give maximum feasible priority to activities which benefit low- and moderate-income persons or aid in the prevention or elimination of slums or blight and the projected use of funds may also include activities which the applicant certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available to meet such needs. The aggregate use of over a period specified by the State, but not exceeding three years, must ensure that not less than 70 percent of the funds received benefit low and moderate income persons.

#### **ELIGIBILITY REQUIREMENTS:**

***Applicant Eligibility:*** State governments. States must distribute the funds to units of general local government in nonentitlement



areas.

**Beneficiary Eligibility:** The principal beneficiaries of CDBG funds are low and moderate income persons. For metropolitan areas, low and moderate income is generally defined as a member of a family having an income equal to or less than the Section 8 low income limit established by HUD. For non-metropolitan areas, low and moderate income is generally defined as 80 percent of the median income for non-metropolitan areas of the State, as adjusted by family size.

**Credentials/Documentation:** The State must certify that with respect to nonentitlement areas the State will: (1) engage in planning for community development activities, (2) provide technical assistance, (3) consult with local officials from nonentitlement areas in determining methods for distributing funds, and (4) each unit of general local government to receive funds must identify its housing and community development needs, the needs of low and moderate income persons, and the activities to be undertaken to meet such needs. The State must submit a Consolidated Plan and annual action plan, which contains its method of distributing CDBG funds. The State must also certify that (1) it has met the statutory citizen participation requirements, (2) it will conduct its grant in conformance with the Civil Rights Act of 1964 and the Fair Housing Act, (3) all activities will meet one of the three national objectives described under "OBJECTIVES", and (4) it will comply with the other provisions of Title I and all applicable laws. This program is covered under OMB Circular No. A-87 or comparable cost principles established by the States.

#### **APPLICATION AND AWARD PROCESS:**

**Preapplication Coordination:** None. This program is excluded from coverage under Part 85 and E.O. 12372.

**Application Procedure:** Submit a Consolidated Plan, an annual action plan and certifications to HUD. The Consolidated Plan and annual action plan cover four major formula-distribution HUD community development programs, including CDBG. The annual action plan must contain the method by which the State will distribute its CDBG funds.

**Award Procedure:** HUD will provide funds after the State submits its Consolidated Plan, annual action plan and Certifications.

**Deadlines:** Consolidated Plans may be submitted between November 15 and August 16 of each fiscal year in which the State will administer funds.

**Range of Approval/Disapproval Time:** HUD will review for completeness and consistency with the purposes of the Act, within 60 days of receipt from a State.

**Appeals:** The procedure is described in regulations (24 CFR Part 570 Subpart I).

**Renewals:** Not applicable.

**ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** (1) Allocations to States are based on a dual formula under Section 106 of the Act using statistical factors. Allocations for each State are based on an amount equaling the greater of the amounts calculated under two formulas. The factors involved in the first formula are population, extent of poverty and extent of overcrowding, weighted 0.25, 0.50, and 0.25, respectively. The factors involved in the second formula are population, poverty, and age of housing, weighted 0.20, 0.30, and 0.50, respectively. The statistical factors used for fund allocation are (1) total resident population for all places in the nation from the 1990 Census; estimated (2) number of persons with incomes below the poverty level from the 1990 Census; (3) number of housing units with 1.01 or more persons per room from the source 1990 Census; and (4) age of housing; number of year- round housing units built in 1939 or earlier from the source 1990 Census. The statistical factors for each State have been reduced to reflect only the non-entitled area; that is, the State area excluding metropolitan cities and urban counties. Address questions concerning the formula to Robert Meehan, Systems Development and Evaluation Division, Office of Executive Services, Community Planning and Development, 451 7th Street, SW., Washington, DC 20410. Telephone: (202) 708-0790. (The amount of non-entitlement funds allocated to a State is not affected by whether the State or HUD administers the fund in that State.)

**Length and Time Phasing of Assistance:** Assistance is provided to States on an annual basis. Individual States may impose time limitations on the implementation of grants to recipients.

**POST ASSISTANCE REQUIREMENTS:**

**Reports:** Annual performance report covering all programs included in the Consolidated Plan.

**Audits:** In accordance with the provisions of OMB Circular No. A-133, "Audits of State and Local Governments and Non-Profit Organizations", nonfederal entities that expend \$300,000 or more in a year shall have a single audit conducted for that year in accordance with the provisions of the circular.

**Records:** Records must demonstrate that the State has met the requirements of Title I of the Act.

**FINANCIAL INFORMATION:**

**Account Identification:** 86-0162-0-1-451.

**Obligations:** (Grants) FY 99 \$1,205,918,000; FY 00 est \$1,265,873,000; and FY 01 est \$1,340,651,000. (NOTE: Amounts reported reflect allocation of new budget authority rather than obligation amounts.)

**Range and Average of Financial Assistance:** Amount determined by formula.

**PROGAM ACCOMPLISHMENTS:**

The fiscal year 2001 funding level will provide an estimated 21,800 housing units for the nonentitlement community, and approximately 62,200 created.

**REGULATIONS, GUIDELINES, AND LITERATURE:**

24 CFR Part 570.

**INFORMATION CONTACTS:**

**Regional or Local Office:** Contact the appropriate HUD Field Office.

**Headquarters Office:** State and Small Cities Division, Office of Block Grant Assistance, Community Planning and Development, Department of Housing and Urban Development, 451 7th Street, SW., Washington, DC 20410. Telephone: (202) 708-1322. Use the same number for FTS.

**Web Site Address:** <http://www.hud.gov/progdesc/cpdindx.html>.

**EXAMPLES OF FUNDED PROJECTS:**

Projects are selected by States.

**CRITERIA FOR SELECTING PROPOSALS:**

All States are eligible if they meet the requirements outlined in residentials/Documentation. States are responsible for determining the methods of distribution of funds to their units of general local

government in nonentitlement areas.

## **Economic Adjustment Assistance**

## **ELIGIBILITY REQUIREMENTS:**

***Applicant Eligibility:*** Eligible applicants include economic development districts; States, cities or other political subdivisions of a State or a consortium of political subdivisions; Indian tribes or a consortium of Indian tribes; institutions of higher learning or a consortium of such institutions; or public or nonprofit organizations or associations acting in cooperation with officials of a political subdivision of a State. Applicants using EDA defense appropriations are limited to defense-impacted areas. Applicants using EDA supplemental disaster assistance will generally be restricted to disaster-impacted areas.

***Beneficiary Eligibility:*** Geographic areas, usually counties or groups of counties, which meet one of the following criteria: 1) An unemployment rate that is, for the most recent 24 month period for which data are available, at least one percent greater than the national average unemployment rate; 2) per capita income that is, for the most recent period for which data are available, 80 percent or less of the national per capita average income; and 3) a special need, as determined by EDA, arising from actual or threatened severe unemployment or economic adjustment problems resulting from severe short-term changes in economic conditions. Special need criteria are listed in the Agency's annual NOFA.

***Credentials/Documentation:*** Applicants for assistance to develop a CEDS must identify the actual or anticipated adjustment problem and indicate how the strategy will be developed. Implementation grant applications must be consistent with an approved CEDS.

## **APPLICATION AND AWARD PROCESS:**

***Preapplication Coordination:*** EDA's Economic Development Representative (EDR) or regional office representative will meet with the proponent to determine whether preparation of a project proposal is appropriate. If appropriate, the proponent will be requested to prepare a brief project proposal according to an outline provided by the EDR. Following a review by the EDA, the Regional Director will determine whether to invite a formal application. An environmental impact assessment is necessary; an environmental impact statement may also be required. This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. The standard application forms as furnished by the Federal agency and required by 15 CFR Part 24 must be used for this program.

***Application Procedure:*** If an application is invited by the regional office, an EDR or regional office representative will provide necessary forms and assist in filling them out. This program is subject to the provisions of OMB Circular No. A-110 and 15 CFR

Part 24.

**Award Procedure:** Final decision on grant applications from eligible applicants is made by the Regional Office Director of the Economic Development Administration, Department of Commerce.

**Deadlines:** Dates are published in the Federal Register.

**Range of Approval/Disapproval Time:** Normally within 120 days of acceptance of a fully completed application.

**Appeals:** None.

**Renewals:** None.

#### **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** EDA may generally fund 50 percent of a project's cost, however certain conditions of high economic distress or an applicant's inability to provide all of the matching share may permit a higher grant rate. Grant rate requirements may be found in EDA's regulations at 13 CFR Chapter III.

**Length and Time Phasing of Assistance:** None.

#### **POST ASSISTANCE REQUIREMENTS:**

**Reports:** With the exception of strategy grants, quarterly financial reports are required until one year after final disbursement of funds. Reports on RLF grants are initially required semi-annually but may be graduated to annual reports with the consent of the agency. Grantees are also required to report on program performance and project outcomes at intervals prescribed by the agency in compliance with GPRA of 1993.

**Audits:** In accordance with the provisions of OMB Circular No. A-133 (Revised, June 24, 1997), recipients that are States, Local Governments, Non-profit Organizations (to include Hospitals), and Institutions of Higher Learning shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 U.S.C. 7501-7507). Commercial organizations shall be subject to the audit requirements as stipulated in the award document. States, local governments, and non-profit governments that expend \$300,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year.

**Records:** As necessary for audit and as required by OMB Circular No. A-110 and 15 CFR Part 24. All financial and programmatic

records, supporting documents, statistical reports and other records of grantees or sub grantees are required to be maintained by the terms of the agreement. The grantee must retain records for 3 years after completion of the project or submission of the final financial report, whichever is later, and be readily available for inspection and audit.

#### **FINANCIAL INFORMATION:**

**Account Identification:** 13-2050-0-1-452.

**Obligations:** (Grants) FY 99 \$136,958,000 (includes funds appropriated for economic adjustment, defense adjustment, 1996 Floods, Tri-State Floods, 1997 Upper Midwest Floods, Hurricane Andrew and Alaska Fisheries); FY 00 est \$125,722,000 (includes funds for economic adjustment, defense adjustment, 1996 Floods, Tri-State Floods, 1997 Upper Midwest Floods, Defense Adjustment Assistance, Hurricane Andrew, Northeast Fisheries, S. California Earthquake, Fran and Hortense and Alaska Fisheries); and FY 01 est \$109,950,000 (includes funds for economic adjustment and defense adjustment).

**Range and Average of Financial Assistance:** No specific minimum or maximum.

#### **PROGAM ACCOMPLISHMENTS:**

In fiscal year 1999, 300 projects were funded.

#### **REGULATIONS, GUIDELINES, AND LITERATURE:**

13 CFR, Chapter 111, Part 308; Civil Rights Guidelines, RLF Plan Guidelines, CEDS Guidelines, RLF Audit Guidelines, RLF Administrative Manual and Standard Terms and Conditions; and program literature available from Regional Offices.

#### **INFORMATION CONTACTS:**

**Headquarters Office:** David F. Witschi, Director, Economic Adjustment Division, Economic Development Administration, Room H7327, Herbert C. Hoover Building, Department of Commerce, Washington DC 20230. Telephone: (202) 482-2659. Use the same number for FTS.

**Web Site Address:** <http://www.doc.gov/eda/>.

## **EXAMPLES OF FUNDED PROJECTS:**

Grants received under the Economic Adjustment Program: (1) develop strategy for recovery from plant closure and major permanent job loss; (2) rehabilitate vacant industrial facility for multi-tenant use or as an incubator; (3) establish revolving loan funds, and/or recapitalization of revolving loan funds.

## **CRITERIA FOR SELECTING PROPOSALS:**

All proposals and applications for funding submitted to EDA are evaluated competitively for: 1) Conformance to statutory and regulatory requirements; 2) relative severity of the economic problem of the area; 3) quality of the scope of work proposed to address the problem; 4) merits of the activity(ies) for which funding is requested; and 5) the ability of the prospective applicant to carry out the proposed activity(ies). Additional criteria in the project selection process will be reviewed, as applicable, for: Strategy Grants: 1) Proper authority, mandate, and capacity of the applicant to lead and manage the planning process and strategy implementation; 2) representation of the public and private sectors in the development of the strategy's objectives, which may include: public program and service providers, trade and business associations, educational and research institutions, community development corporations, minorities, labor, low-income, etc; and 3) the proposed scope of work for the strategy focuses on the structural economic problem(s) and includes provisions for undertaking appropriate research and analysis to support a realistic, market-based, adjustment strategy. Implementation Grants: 1) An understanding of the economic problems being addressed; 2) an analysis of the economic sectors that constitute the community's economic base, including particular strengths and weaknesses that contribute to or detract from a community's current and potential economic competitiveness; 3) strategic objectives that focus on stimulating investment in new and/or existing economic activities that offer good prospects for revitalization and growth; and 4) identified resources and plans for coordinating such resources to implement the overall strategy. The proposed project must also be identified as a necessary element of or consistent with the strategy. Revolving Loan Fund Grants: 1) The need for a new or expanded public financing tool to enhance other business assistance programs and services targeting economic sectors and/or locations described in the strategy; 2) the types of financing activities anticipated; and 3) the capacity of the RLF organization to manage lending, create networks between the business community and other financial providers, and contribute to the adjustment strategy.



## **Economic Development\_Technical Assistance**

opportunities, and expand organizational capacity for economic development.

**Credentials/Documentation:** No rigid requirements are required. Articles of incorporation charters for nonprofit organizations and certificates of good standing, issued by the State in which the organization is incorporated, are required. Applicants must demonstrate capability to complete the proposed work program funded under the grant. Non-profit organizations must work in cooperation with a political subdivision of a state.

#### **APPLICATION AND AWARD PROCESS:**

**Preapplication Coordination:** Applicants should submit proposals following the format specified in 13 CFR 304, through an Economic Development Representative to the appropriate EDA regional office for projects with local or regional impact (including University Center proposals) and to EDA Headquarters for projects with national or multi- regional impacts or that serve a national demonstration purpose. This program, except for national technical assistance, in most cases is eligible for coverage under E.O. 12372 "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review.

**Application Procedure:** Applicants whose proposals are selected for further consideration will be given formal instructions and all application materials. This program is subject to provisions of 15 CFR Part 14 for institutions of higher education and other nonprofit organizations and with 15 CFR Part 24 for State and local governments. Costs will be determined in accordance with OMB Circular No. A-21 for institutions of higher education, with OMB Circular No. A-87 for State and local governments, and with OMB Circular No. A-122 for nonprofit organizations.

**Award Procedure:** Local technical assistance grants and university center continuation grants are approved by the appropriate EDA Regional Director. The Assistant Secretary for Economic Development, Department of Commerce, will approve all national technical assistance grants and initial university center grants.

**Deadlines:** See deadlines announced in the Federal Register.

**Range of Approval/Disapproval Time:** From 1 month to 4 months.

**Appeals:** None.

**Renewals:** Proposals for renewal will be reviewed on their own merit.

## **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** This program has no statutory formula. Technical assistance grantees generally must contribute 50 percent or more of the total project cost in cash or in-kind services. Lower percentages are possible as outlined in 13 CFR 301.4(b), 307.3, 307.6 and 307.9.

**Length and Time Phasing of Assistance:** Varies, but usually a period of one year. Funds are released as required.

## **POST ASSISTANCE REQUIREMENTS:**

**Reports:** Grantees must complete Standard Form 270 to receive disbursements. Progress reports are required prior to making subsequent disbursement and shall be submitted in accordance with 15 CFR Part 14, "Grants and Agreements with Institutions of Higher Education, Hospitals, other Non-Profit and Commercial Organizations" and 15 CFR Part 24, "Grants and Cooperative Agreements to State and Local Governments," as applicable.

**Audits:** In accordance with the provisions of OMB Circular No. A-133 (Revised, June 24, 1997), recipients that are States, Local Governments, Non-Profit Organizations (to include Hospitals), and Institutions of Higher Learning shall be subject to the audit requirements contained in Single Audit Act Amendments of 1996 (31 U.S.C. 7501-7507). Commercial organizations shall be subject to the audit requirements as stipulated in the award document. States, local governments, and non-profit governments that expend \$300,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year.

**Records:** Documents, paper, and financial reports pertaining to the award must remain available to the Federal government for a minimum of 3 years from the date of submission of the final financial status report. All financial and programmatic records, supporting documents, statistical reports, and other records of grantees or subgrantees are required to be maintained by the terms of the agreement. The grantee must retain records for 3 years after completion of the project or submission of the final financial reports, whichever is later, and have them readily available for inspection and audit.

## **FINANCIAL INFORMATION:**

**Account Identification:** 13-2050-0-1-452.

**Obligations:** (Grants) FY 99 \$9,599,000; FY 00 est \$9,100,000; and FY 01 est \$10,300,000.

**Range and Average of Financial Assistance:** \$6,500 to \$200,000. The average grant for the University Center Program in fiscal year 1999 was \$98,300; for National Technical Assistance projects, \$144,000; and for Local Technical Assistance projects; \$34,000.

#### **PROGAM ACCOMPLISHMENTS:**

In fiscal year 1999, 143 projects were funded (69 University Centers, 61 Local Technical Assistance projects, and 13 National Technical Assistance projects).

#### **REGULATIONS, GUIDELINES, AND LITERATURE:**

13 CFR Part 307.1-307.9.

#### **INFORMATION CONTACTS:**

**Headquarters Office:** Initial contact should be with Economic Development Representatives except for projects that are national in scope. For those projects the initial contact should be with Headquarters Office, John J. McNamee, Director, Research and National Technical Assistance Division, Economic Development Administration, Room H7019, Herbert C. Hoover Building, Department of Commerce, Washington, DC 20230. Telephone: (202) 482-4085. Use the same number for FTS.

**Web Site Address:** <http://www.doc.gov/eda/>.

#### **EXAMPLES OF FUNDED PROJECTS:**

University Center projects provide management and technical assistance services to communities, counties, districts, nonprofit development groups, and technology transfer assistance to firms. Many local technical assistance projects help to determine the economic feasibility of various local development projects involving industrial, commercial, and other activities. National technical assistance projects fund reports on innovative economic development and the dissemination of economic development information.

## **CRITERIA FOR SELECTING PROPOSALS:**

Local technical assistance proposals: a) Strengthens the local capacity to undertake and promote effective economic development programs targeted to people and areas of distress; b) benefits distressed areas; c) helps to diversify distressed areas; d) demonstrates innovative approaches to stimulating economic development in distressed areas; and (e) is consistent with the CED strategy or other strategy accepted by EDA for the area in which the project is located. For University Center technical assistance proposals: a) Has the commitment of the highest management levels of the sponsoring institution; b) provides evidence of adequate nonfederal financial support, either from the sponsoring institution or other sources; c) outlines activities consistent with the expertise of the proposed staff, the academic programs, and other resources available with the sponsoring institution; d) documents past experience of the sponsoring institution in operating technical assistance programs; and e) for new University Centers, balances the geographic distribution of University Centers across the country. National technical assistance proposals: a) Do not depend upon further EDA or other Federal funding assistance to achieve results; b) strengthen the capacity of local, State or national organizations and institutions to undertake and promote effective economic development programs targeted to people and areas of distress; c) benefit severely distressed areas; d) help to diversify distressed economies; and e) demonstrate innovative approaches to stimulating economic development in distressed areas. Note: Generally, National TA funds will be awarded in response to project specific requests for proposals published in the Federal Register.

## **15.916 Outdoor Recreation\_Acquisition, Development and Planning**

42, 91 Stat. 210; Public Law 100-203, 101 Stat. 1330.

**OBJECTIVES:**

To provide financial assistance to the States and their political subdivisions for the preparation of Statewide Comprehensive Outdoor Recreation Plans (SCORPs) and acquisition and development of outdoor recreation areas and facilities for the general public, to meet current and future needs.

**TYPES OF ASSISTANCE:**

Project Grants.

**USES AND USE RESTRICTIONS:**

Acquisition and development grants may be used for a wide range of outdoor recreation projects, such as picnic areas, inner city parks, campgrounds, tennis courts, boat launching ramps, bike trails, outdoor swimming pools, and support facilities such as roads, water supply, etc. Facilities must be open to the general public and not limited to special groups. Development of basic rather than elaborate facilities is favored. Fund monies are not available for the operation and maintenance of facilities. Grants are also available to States only for revising and updating existing SCORPs preparation of new plans and for statewide surveys, technical studies, data collection and analysis and other planning purposes which are clearly related to SCORP refinement and improvement.

**ELIGIBILITY REQUIREMENTS:**

**Applicant Eligibility:** For planning grants, only the State agency formally designated by the Governor or State law as responsible for the preparation and maintenance of the Statewide Comprehensive Outdoor Recreation Plan is eligible to apply. (Treated as States in this regard are the District of Columbia, Puerto Rico, the Virgin Islands, American Samoa, the Northern Mariana Islands, and Guam.) For acquisition and development grants, the above designated agency may apply for assistance for itself, or on behalf of other State agencies or political subdivisions, such as cities, counties, and park districts. Additionally, Indian tribes which are organized to govern themselves and perform the function of a general purpose unit of government qualify for assistance under the program. Individuals and private organizations are not eligible.

**Beneficiary Eligibility:** The general public. For planning grants, same as Applicant Eligibility.

**Credentials/Documentation:** The State Liaison Officer (SLO),

appointed by the Governor to administer the program in the State, must furnish assurance that the project is in accord with the State Comprehensive Outdoor Recreation Plan; i.e., that it meets high priority recreation needs shown in the action program portion of the plan. The State's apportionment balance of fund monies must be adequate for the project, and the sponsoring agency must permanently dedicate the project to public outdoor recreation and assume responsibility for operation and maintenance. SCORPs must cite the State's legal authority to participate in the Land and Water Conservation Fund program. Costs will be determined in accordance with 43 CFR Part 12, Subpart C, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments." Section 12.62 (of the common rule), identifies Federal cost principles for determining allowable costs.

#### **APPLICATION AND AWARD PROCESS:**

***Preapplication Coordination:*** The standard application forms furnished by the Federal agency and required by 43 CFR Part 12, Subpart C, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments," must be used for this program. Applicant is required to furnish basic environmental information or evaluation. Assessment by the National Park Service will determine whether an environmental impact statement will be prepared. This program is eligible for coverage under E. O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. This program is covered under OMB Circular No. A-102.

***Application Procedure:*** Project proposals are submitted to the National Park Service through the State liaison officer designated by the Governor. The State Liaison Officer has the initial prerogative of determining acquisition and development project eligibility, priority need, and order of fund assistance within the State. This program is excluded from coverage under OMB Circular No. A-110.

***Award Procedure:*** Proposals are reviewed by the NPS field office, where final action may be taken.

***Deadlines:*** None.

***Range of Approval/Disapproval Time:*** Approximately 20 days for acquisition and development projects; 60 days for planning projects.

***Appeals:*** State may appeal to the Secretary of the Interior.

***Renewals:*** Project agreements may be amended to change the scope, amount, or duration. Must be approved by the National Park Service.

## **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** The Land and Water Conservation Fund Act specifies that not more than 50 percent of the project cost may be federally financed. Under certain conditions, all or part of the project Sponsor's matching share may be from certain other Federal assistance programs, such as Title I Community Development, Appalachia and all other Regional Commissions. Forty percent of the first \$225 million; thirty percent of the next \$275 million; and twenty percent of all additional appropriations is apportioned equally among the States. The remaining appropriation is apportioned on the basis of need. This program has maintenance of effort (MOE) requirements, see funding agency for further details.

**Length and Time Phasing of Assistance:** Funds are available for obligation during the fiscal year in which appropriated and for the two following fiscal years. The assistance period for individual projects varies and may be extended. Complex projects may be broken down into stages, with one being initially approved and the remainder qualified for activation at a later date. Except for project preparation costs, all costs must be incurred within the project period. Planning projects may not be phased.

## **POST ASSISTANCE REQUIREMENTS:**

**Reports:** State inspection reports are submitted every 5 years on completed projects stating whether the properties acquired and/or developed with fund assistance are used in accordance with the agreement. For planning projects, end products are specified in the application for assistance. Reports are required with billings.

**Audits:** In accordance with the provisions of OMB Circular No. A-133 (Revised, June 24, 1997), "Audits of States, Local Governments, and Non-Profit Organizations," nonfederal entities that receive financial assistance of \$300,000 or more in Federal awards will have a single or a program-specific audit conducted for that year. Nonfederal entities that expend less than \$300,000 a year in Federal awards are exempt from Federal audit requirements for that year, except as noted in Circular No. A-133.

**Records:** Maintain records to facilitate audit, including records that fully disclose the amount and disposition of assistance; the total cost of the project; and the amount and nature of that portion of the cost supplied by other sources.

## **FINANCIAL INFORMATION:**



**Account Identification:** 14-5035-0-2-303.

**Obligations:** (Grants) FY 99 \$0; FY 00 est \$40,000,000; and FY 01 est \$145,000,000.

**Range and Average of Financial Assistance:** \$150 to \$5,450,000; \$68,178.

#### **PROGAM ACCOMPLISHMENTS:**

Since the programs inception in 1964, over \$3.2 billion had been made available to State and local units of government to assist in planning, acquiring and developing public outdoor recreation areas and facilities.

#### **REGULATIONS, GUIDELINES, AND LITERATURE:**

Brochure available from the Department of the Interior, National Park Service, MIB-3622, 1849 C Street, Washington, DC 20240, free. Regulation: 36 CFR Part 59, FR 51 No. 186, September 25, 1986 (amended June 15, 1987).

#### **INFORMATION CONTACTS:**

**Regional or Local Office:** See Catalog Appendix IV for addresses.

**Headquarters Office:** Chief, Recreation Programs, National Park Service, (2225), Department of the Interior, 1849 C Street, N.W., Room 3622, Washington, DC 20240. Telephone: (202) 565-1200. (FAX: (202) 565-1130). Contact: Wayne Strum. Use the same number for FTS.

**Web Site Address:** <http://family.info.gov/cfda/index.htm>.

#### **RELATED PROGRAMS:**

[10.062, Water Bank Program](#); [15.919, Urban Park and Recreation Recovery Program](#); [39.002, Disposal of Federal Surplus Real Property](#).

#### **EXAMPLES OF FUNDED PROJECTS:**

Acquisition and development grants may be used for a wide range of

outdoor recreation projects, such as picnic areas, inner city parks, campgrounds, tennis courts, boat launching ramps, bike trails, outdoor swimming pools, and support facilities such as roads, water supply, etc. Facilities must be open to the general public and not limited to special groups. Development of basic rather than elaborate facilities is favored. Fund monies are not available for the operation and maintenance of facilities.

**CRITERIA FOR SELECTING PROPOSALS:**

At the Federal level each project must be in accord with a State Comprehensive Outdoor Recreation Plan. Beyond this, the selection of projects is made by the State Liaison Officer of each State who is responsible for the administration of the 15.916 program in his State.

**HOME Investment Partnerships Program**

Formula Grants.

#### **USES AND USE RESTRICTIONS:**

For use by participating jurisdictions or Insular Areas for housing rehabilitation, tenant-based rental assistance, assistance to homebuyers, acquisition of housing and new construction of housing. Funding may also be used for other necessary and reasonable activities related to the development of non-luxury housing, such as site acquisition, site improvements, demolition and relocation. Ten percent of a participating jurisdiction's allocation may be used for administrative costs. Funds may not be used for public housing modernization, matching funds for other Federal programs, reserve accounts or operating subsidies for rental housing, Annual Contributions Contracts, or activities under the Low Income Housing Preservation Act except for priority purchasers.

#### **ELIGIBILITY REQUIREMENTS:**

***Applicant Eligibility:*** States, cities, urban counties, and consortia (of contiguous units of general local governments with a binding agreement) are eligible to receive formula allocations; funds are also set aside for grants to Insular Areas.

***Beneficiary Eligibility:*** For rental housing, at least 90 percent of HOME funds must benefit low and very low income families at 60 percent of the area median income; the remaining ten percent must benefit families below 80 percent of the area median. Assistance to homeowners and homebuyers must be to families below 80 percent of the area median.

***Credentials/Documentation:*** Costs will be determined in accordance with OMB Circular No. A-87 for State and local governments. Specific requirements of 24 CFR part 85 apply to participating jurisdictions, State recipients and any governmental subrecipient receiving HOME funds. OMB Circular No. A-122 and specific requirements of 24 CFR part 84 apply to nonprofit subrecipients which are not governmental.

#### **APPLICATION AND AWARD PROCESS:**

***Preapplication Coordination:*** HUD produces an annual list of each jurisdiction's formula allocation. This program is excluded from coverage under E.O. 12372.

***Application Procedure:*** Submit a Consolidated Plan, an annual action plan and certifications to HUD. The Consolidated Plan and annual action plan cover four major formula-distribution HUD community development programs, including HOME. The annual action plan must describe how the funds will be used.

**Award Procedure:** The responsible HUD field office notifies grantees of award.

**Deadlines:** Action plans should be submitted to HUD at least 45 days before the start of the program year. In no event will HUD accept a submission earlier than November 15 or later than August 16 of the federal fiscal year for which funds are allocated.

**Range of Approval/Disapproval Time:** HUD will review for completeness and consistency with the purposes of the Act, within 45 days of receipt from a jurisdiction.

**Appeals:** Formula allocations may not be appealed.

**Renewals:** Every fifth year, localities submit a Consolidated Plan. Each year jurisdictions must submit an action plan and certifications.

#### **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** The formula is a system of factors established to reflect a jurisdiction's need for an increased supply of affordable housing for low and very low income families. Designed by HUD to meet statutory criteria, it is based on a jurisdiction's inadequate housing supply, substandard housing, the number of low income families in housing units likely to be in need of rehabilitation, the cost of producing housing, poverty, and the relative fiscal incapacity of the jurisdiction to carry out housing activities without Federal assistance. Each jurisdiction must make matching contributions to affordable housing throughout a fiscal year in an amount not less than 25 percent of the HOME funds drawn from the U.S. Treasury during the federal fiscal year for projects. Jurisdictions in fiscal distress receive full or partial (50 percent) relief from this requirement.

**Length and Time Phasing of Assistance:** Grant funds are drawn down from the U. S. Treasury based upon individual project development progress. The HOME program uses an electronic fund transfer disbursement and information system. Once drawn down, funds must be expended within fifteen days. All funds must be committed within 24 months and expended within five years.

#### **POST ASSISTANCE REQUIREMENTS:**

**Reports:** Financial management and annual performance reports.

**Audits:** In accordance with 24 CFR Part 44 and OMB Circular No. A- 133.

**Records:** Records which enable HUD to determine whether the

participating jurisdiction has met the requirements of the program must be kept for the most recent five year period. Those records required to document the period of affordability must be maintained for five years beyond the required period.

**FINANCIAL INFORMATION:**

**Account Identification:** 86-0205-0-1-999.

**Obligations:** (Grants) FY 99 \$1,550,300,000; FY 00 est \$1,552,800,000; and FY 01 est \$1,595,780,000.

**Range and Average of Financial Assistance:** \$288,000 to \$104,000,000; \$2,641,766. (NOTE: Amounts reported reflect allocation of new budget authority rather than obligation amounts.)

**PROGAM ACCOMPLISHMENTS:**

As of September 30, 1999, 464,000 units were committed; 266,000 units completed; and 55,000 families have received tenant-based rental assistance.

**REGULATIONS, GUIDELINES, AND LITERATURE:**

24 CFR Part 92.

**INFORMATION CONTACTS:**

**Regional or Local Office:** Contact appropriate HUD Field Office

**Headquarters Office:** Mary Kolesar, Director, Office of Affordable Housing Programs, Room 7164, Community Planning and Development, Department of Housing and Urban Development, 451 7th Street, SW, Washington, DC 20410. Telephone: (202) 708-2470. Use the same number for FTS.

**Web Site Address:** <http://www.hud.gov/progdesc/cpdindx.html>.

**Employment Services and Job Training Pilots\_Demonstrations and Research**

**FEDERAL AGENCY:**

EMPLOYMENT AND TRAINING ADMINISTRATION,  
DEPARTMENT OF LABOR

**AUTHORIZATION:**

Job Training Partnership Act of 1982, as amended, Title IV, Part D,  
Sections 451, 453, Public Law 97-300, 29 U.S.C. 1731 and 1733.

**OBJECTIVES:**

To provide, foster, and promote job training and other services which are most appropriately administered at the national level. Programs operate in more than one State and serve groups with particular disadvantages in the labor market. To promote and foster new or improved linkages between the network of Federal, State, and local employment, training, and human resource agencies and components of the private sector. To carry out other special Federal responsibilities under the Act.

**TYPES OF ASSISTANCE:**

Project Grants.

**USES AND USE RESTRICTIONS:**

Funds may be used to provide or arrange for job training, related services, and job opportunities for members of groups with particular disadvantages in the general labor market or in certain segments of the labor market. These groups may include displaced homemakers, offenders, persons with limited English-speaking ability, handicapped persons, youth, single parents, women, minorities, displaced workers, and persons lacking educational credentials. Funds under this program are awarded primarily on a competitive basis. Project contracts may also be made for training to meet industry-wide skill shortages and for promotional, developmental, and demonstration activities as determined by the Secretary. Funds under this program are not available to extend ongoing program efforts in given areas, occupations, or services (even though such projects might have distinctive elements and be useful for the particular area), or to make up for perceived inadequacies in the level of resources available at the local level. Funds are to be used to develop or demonstrate new approaches, arrangements or methods having general or wide applicability throughout The Nation.

## **ELIGIBILITY REQUIREMENTS:**

**Applicant Eligibility:** State and local governments, Federal agencies, private nonprofit and profit-making organizations, and educational institutions. NOTE: Applicant eligibility may be restricted to one or more applicant classes under particular announcements and solicitations.

**Beneficiary Eligibility:** Generally limited to the economically disadvantaged, normally with further targeting by sex, age group, race, other demographic criteria, or according to employment barriers.

**Credentials/Documentation:** Non-governmental entities ordinarily must furnish documentary evidence of adequate financial controls. Costs will be determined in accordance with OMB Circular No. A-87 for State and local governments, FMC 73-8 for publicly financed educational institutions, and the appropriate parts of 41 CFR 1-15 for other recipients.

## **APPLICATION AND AWARD PROCESS:**

**Preapplication Coordination:** None except as specified by the Employment and Training Administration (ETA) for solicited proposals and applications. This program is excluded from coverage under Executive Order No. 12372.

**Application Procedure:** Solicited Proposals and Applications - Instructions regarding application procedures will be furnished in the solicitation; Unsolicited Proposals - Applicants should provide information (including documentation) justifying the need for the proposed activity and how it is consistent with the Act; a proposed statement of work which includes what is to be done, by and for whom, how and when, anticipated benefits, and should present a quarterly schedule of output; information regarding the applicant including capability to conduct and manage the proposed activity, and its organization and proposed project staffing; a detailed budget; and, when an activity is to include other entities in providing training, services, or employment opportunities, documentation of this commitment.

**Award Procedure:** Awards are usually determined by the ETA Office of Contracting. Occasionally, awards are made by ETA regional offices. Award procedures will vary according to the purpose of the award.

**Deadlines:** Unsolicited preapplications - none. Solicited proposals and applications - ETA will indicate applicable deadlines in the solicitation.

**Range of Approval/Disapproval Time:** From 45 to 90 days.

**Appeals:** None.

**Renewals:** Renewals are not automatic.

**ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** Not required by statute but may be administratively imposed for particular solicitations or groups of awards. In unsolicited proposals where in-kind or cash matching is proposed, the proposals should include documentation of the proposed match.

**Length and Time Phasing of Assistance:** Awards usually cover a 1- year period. Payments to grantees or contractors are usually made by Letter of Credit procedures.

**POST ASSISTANCE REQUIREMENTS:**

**Reports:** Quarterly progress and financial reports are normally required.

**Audits:** "In accordance with the provisions of OMB Circular No. A-133 (Revised, June 24, 1997), Audits of States, Local Governments, and Non-Profit Organizations, nonfederal entities that receive financial assistance of \$300,000 or more in Federal awards will have a single or a program-specific audit conducted for that year. Nonfederal entities that expend less than \$300,000 a year in Federal awards are exempt from Federal audit requirements for that year, except as noted in Circular No. A-133."

**Records:** Recipients must maintain records of financial expenditures and program performance for 3 years after final payment under their contracts.

**FINANCIAL INFORMATION:**

**Account Identification:** 16-0174-0-1-504.

**Obligations:** (Contracts) FY 99 \$27,100,000; FY 00 est \$23,717,000; and FY 01 est \$35,000,000.

**Range and Average of Financial Assistance:** \$100,000 to \$1,750,000.



**PROGAM ACCOMPLISHMENTS:**

In fiscal year 1999, approximately 60 new pilot and demonstration projects or major modifications of existing projects were initiated. For fiscal years 2000, and 2001 approximately 50 new projects or major modifications will be undertaken.

**REGULATIONS, GUIDELINES, AND LITERATURE:**

Notices of solicitations are published periodically in the Federal Register or Commerce Business Daily.

**INFORMATION CONTACTS:**

**Headquarters Office:** Administrator, Office of Policy and Research, Employment and Training Administration, Department of Labor, 200 Constitution Avenue, NW., Washington, DC 20210. Contact: Beverly Bachemin Telephone: (202) 219-5472 x153.

**Web Site Address:** <http://www.dol.gov>.

**EXAMPLES OF FUNDED PROJECTS:**

A \$550,000 grant to a national industry organization to provide training and apprenticeship opportunities for economically disadvantaged persons and displaced workers; \$1.4 million to five States to help economically disadvantaged individuals establish and maintain small business ventures in their communities; a \$200,000 grant to a national labor and industry-based association to train and place persons with disabilities in jobs in the aerospace and machining industry; a \$100,000 grant to a community college to test a workplace literacy model designed to provide basic academic skills required for occupational skills training; \$750,000 in grants for four organizations to develop innovative methods and approaches for meeting the employment and training needs of various disadvantaged immigrant groups; a \$145,000 grant to support a State/local coordination model for providing comprehensive employment and training and supportive services for public housing residents; \$415,000 in grants to three organizations to develop career paths for disadvantaged adults and youth in semi-and paraprofessional eldercare positions.

**CRITERIA FOR SELECTING PROPOSALS:**

Solicited Proposals - ETA will furnish information on selection criteria in the solicitation and other appropriate media. Unsolicited Proposals - Interested organizations should be aware of the following: (i) The amounts available for financing unsolicited proposals and applications is extremely limited. Ordinarily, funds are available for

financing unsolicited proposals only as a result of actual spending at lower levels than those anticipated in the ETA annual funding plan; (ii) priority is placed upon projects which are operated in more than one State, or which have a clear potential for multi-State application. Projects which would be operated within a single jurisdiction usually receive no priority; (iii) in order to merit active consideration, a proposed project must demonstrate a strong and immediate focus on equipping unemployed, underemployed, and disadvantaged persons with skills and abilities specifically related to successful participation in the labor market, or it must otherwise clearly contribute to the accomplishment of the purposes of the Act; (iv) proposals are usually deemed more attractive when they ensure that eligible individuals will have direct access to unsubsidized, stable, well-paying, and upwardly mobile job opportunities in the private sector; and (v) Projects usually are deemed more attractive when they address the employment-related needs of groups with extremely severe problems in the labor market such as handicapped persons, offenders, and others who face formidable barriers to employment. Projects are usually deemed more attractive when costs per participant and costs per placement into unsubsidized employment are reasonably related to job characteristics (e.g., entry wage, skill level), or to characteristics of participants which constitute barriers to employment. Unsolicited proposals should be submitted to the Administrator, OFAM, Attention: Office of Contracting, Room S4203, 200 Constitution Avenue, NW., Washington, DC 20210.

## **Women's Special Employment Assistance**

foundations, academic and Federal, State, and local government agencies for cooperative projects that address the employment and supportive service needs of women; and to develop publications and disseminate information on women's economic status, employment rights, and job options.

**TYPES OF ASSISTANCE:**

Advisory Services and Counseling.

**USES AND USE RESTRICTIONS:**

Technical information, including program models and advisory services that aid in the development of training and employment programs serving women; in the establishment of support systems such as work/family support systems; and in planning and developing career opportunities.

**ELIGIBILITY REQUIREMENTS:**

***Applicant Eligibility:*** Any individual or group located in the United States or its territories.

***Beneficiary Eligibility:*** Individuals (particularly women) and groups.

***Credentials/Documentation:*** None.

**APPLICATION AND AWARD PROCESS:**

***Preapplication Coordination:*** Not applicable. This program is excluded from coverage under E.O. 12372.

***Application Procedure:*** Requests for information or advice may be made to the appropriate Department of Labor, Women's Bureau regional office listed in Appendix IV of the Catalog, or to the Headquarters Office listed under the Information Contacts section of this program.

***Award Procedure:*** Not applicable.

***Deadlines:*** None.

***Range of Approval/Disapproval Time:*** Not applicable.

***Appeals:*** Not applicable.

***Renewals:*** Not applicable.

**ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** Not applicable.

**Length and Time Phasing of Assistance:** Not applicable.

**POST ASSISTANCE REQUIREMENTS:**

**Reports:** Not applicable.

**Audits:** Not applicable.

**Records:** Not applicable.

**FINANCIAL INFORMATION:**

**Account Identification:** 16-0165-0-1-505.

**Obligations:** (Salaries and Expenses) FY 99 \$7,802,000; FY 00 est \$8,824,000; and FY 01 est \$9,596,000.

**Range and Average of Financial Assistance:** Not applicable.

**PROGAM ACCOMPLISHMENTS:**

During fiscal year 1999, the Women's Bureau conducted and co-sponsored several major projects on key workforce issues such as women's rights, job opportunities and training, child care, welfare reform and pay equity. The following are examples of the Bureau's accomplishments: the Women's Bureau, along with the Office of Federal Contract Compliance Programs, Pension and Welfare Benefits Administration and key women's organizations, developed a model conference on pay equity, social security, health care, and pensions. The Bureau's Business-to-Business Mentoring Initiative on Child Care marked a successful year of linking business mentors with employers interested in implementing family-friendly policies and programs, impacting a combined workforce of over 600,000. The Bureau also planned and executed the National Women Veteran's Art Search, which encouraged women to identify themselves as veterans when seeking employment. The winning artwork will be depicted in a poster that will be distributed to One-Stop and

Employment Services offices nationwide. WORK AND FAMILY - Through its clearinghouse -- the National Resource and Information Center (NRIC)--and the Internet, employees, employers, and interested constituents were able to access program, publication and resource information on specific topics such as dependent care, alternative work schedules, flexible benefit plans, and worker's rights. SINGLE HEADS OF HOUSEHOLDS AND DISPLACED HOMEMAKERS-- In cooperation with Women Work! The National Network for Women's Employment (formerly the Displaced Homemakers Network), the Bureau continues efforts in support of customized training and technical assistance for strengthening services provided to displaced homemakers and other women experiencing workplace transition. INTERNATIONAL PROGRAM -- The Women's Bureau participated in preparations for "Women 2000: Beijing Plus Five" outreach efforts, in cooperation with the President's Interagency Council on Women and other organizations. The events were designed to provide an opportunity to examine major issues affecting women, children and families in the U.S. and globally. Additionally, through cooperative efforts between the State Department and the Labor Department's Bureau of International Labor Affairs, the Women's Bureau works closely with the United Nations Commission on the Status of Women; the InterAmerican Commission of Women of the Organization of American States; and the Working Party on the Role of Women in the Economy of the Organization for Economic and Cooperative Development (OECD). The Bureau also maintains an extensive international visitor briefing program, hosting women from delegations all over the world.

#### **REGULATIONS, GUIDELINES, AND LITERATURE:**

The Bureau revised its popular series on women's rights in the workplace, featuring brochures on sexual harassment, pregnancy discrimination, the Family and Medical Leave Act, and pay, age, and disability discrimination. Several facts sheets were also updated and released, including 20 Facts on Women Workers, and Earnings Differences Between Women and Men.

#### **INFORMATION CONTACTS:**

**Regional or Local Office:** Contact the nearest Department of Labor, Women's Bureau regional office.

**Headquarters Office:** Director, Women's Bureau, Office of the Secretary, Department of Labor, Washington, DC 20210. Telephone: (202) 693-6710. Contact: Office of Information and Support Services, Women's Bureau, Room S3305, Office of the Secretary, Department of Labor, Washington, DC 20210. Telephone: (202) 693-6727.

**Web Site Address:** <http://www.dol.gov>.

## **Computer and Information Science and Engineering**

including small businesses, and Federal, State, and local governments.

**Credentials/Documentation:** The proposal must be signed by an official authorized to commit the institution or organization in business and financial affairs and by the Principal Investigator. Costs will be determined in accordance with OMB Circular Nos. A-21 for educational institutions and A-122 for nonprofit organizations. This program is excluded from coverage under OMB Circular No. A-87.

#### **APPLICATION AND AWARD PROCESS:**

**Preapplication Coordination:** None required, except in specific cases, but preliminary discussions with relevant National Science Foundation program officers, by telephone or mail, are encouraged. This program is excluded from coverage under E.O. 12372.

**Application Procedure:** Proposals being submitted electronically via FastLane to the Computer and Information Science and Engineering Directorate should follow the general instructions and guidelines in the National Science Foundation brochure "Grant Proposal Guide," NSF 01-2. All proposals are acknowledged. This program is subject to the provisions of OMB Circular No. A-110 for nonprofit organizations. This program is excluded from coverage under OMB Circular No. A-102.

**Award Procedure:** NSF Staff members review and evaluate all proposals, with the advice and assistance of scientists and engineers who are specialists in the field covered by the proposal, of prospective users of research results when appropriate, and of specialists in other Federal agencies.

**Deadlines:** Deadlines and target dates are published in the NSF bulletin, program announcements and on NSF World Wide Web site URL: <http://www.cise.nsf.gov/>.

**Range of Approval/Disapproval Time:** Approximately six months or less, except in special instances.

**Appeals:** The Principal Investigator may request, in writing, that the National Science Foundation reconsider its action in declining any proposal application, renewal application, or continuing application.

**Renewals:** Standard Grants, in which the National Science Foundation agrees to support a specified level of effort for a specified period of time, are awarded with no statement of NSF intent to provide additional future support. Proposals for renewal of a Standard Grant compete with all other pending proposals.

#### **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** Institutions are required to share in the cost of each project resulting from solicited or unsolicited proposals by contribution to any cost element in the project, direct or indirect. This program has no statutory formula. The Grant Proposal Guide(GPG)(Chapter II) and the Grant Policy Manual (Sec. 330) provide additional information as to these requirements.

**Length and Time Phasing of Assistance:** Normally 6 months to 3 years; occasionally longer. Assistance is disbursed by letter of credit, or as required.

#### **POST ASSISTANCE REQUIREMENTS:**

**Reports:** For multi-year grants, annual progress reports are required. Within 90 days after the expiration of a grant, the grantee is required to submit final expenditure information and a final project report. Quarterly Federal Cash Transactions Reports (SF 272) are required. Other reporting requirements may apply in specific cases.

**Audits:** In accordance with the provisions of OMB Circular No. A-133 (Revised, June 24, 1997), "Audits of States, Local Governments, and Non-Profit Organizations," nonfederal entities that receive financial assistance of \$300,000 or more in Federal awards will have a single or a program-specific audit conducted for that year. Nonfederal entities that expend less than \$300,000 a year in Federal awards are exempt from Federal audit requirements for that year, except as noted in Circular No. A-133.

**Records:** Grantees are expected to maintain separate records for each grant to ensure that funds are used for the general purpose for which each grant was made. Records are subject to inspection during the life of the grant and for 3 years thereafter.

#### **FINANCIAL INFORMATION:**

**Account Identification:** 49-0100-0-1-251.

**Obligations:** (Grants) FY 99 \$298,550,000; FY 00 est \$388,420,000; and FY 01 est \$529,100,000.

**Range and Average of Financial Assistance:** From \$1,000 to \$30,000,000; \$74,996.

#### **PROGAM ACCOMPLISHMENTS:**



In fiscal year 1999, 3,264 proposals were received and 1,672 awards made. In fiscal year 2000, approximately 4,600 proposals will be received and about 1,800 awards will be made. In fiscal year 2001, approximately 4,800 proposals will be received and about 2,000 awards will be made.

#### **REGULATIONS, GUIDELINES, AND LITERATURE:**

48 CFR Chapter 25: 45 CFR Chapter VI; "NSF Guide to Programs, Fiscal Year 2001," NSF 01-3 (<http://www.nsf.gov/cgi-bin/getpub?nsf013>); and "Grant Proposal Guide," NSF 01-2 (<http://www.nsf.gov/cgi-bin/getpub?nsf012>).

#### **INFORMATION CONTACTS:**

**Headquarters Office:** Assistant Director, Computer and Information Science and Engineering, National Science Foundation, 4201 Wilson Blvd., Arlington, VA 22230. Telephone: (703) 292-8900. NSF World Wide Web site URL: <http://www.cise.nsf.gov/>.

**Web Site Address:** <http://www.cise.nsf.gov/>.

#### **EXAMPLES OF FUNDED PROJECTS:**

Scientific data management - Computer scientists, lead by Joel Saltz and his team at the University of Maryland, are looking at new ways to store and retrieve data so that scientists in various areas (estuary pollution modeling, images of slides produced by microscopes, investigation of land cover dynamics) can more effectively integrate disparate data from many sources. Their work has produced the Active Data Repository (ADR) being used by research groups at Maryland, Texas and Johns Hopkins University. One example of CISE investment in addressing workforce issues is the Distributed Mentor Project operated by the Computer Research Association during the past six years. Its goal is to increase participation of women in research and education in disciplinary areas associated with information technology. The project provides one-on-one mentoring by bringing female undergraduate women into summer research projects under the direct supervision of female researchers at major research universities. This project has been notably successful in increasing the fraction of women continuing on to graduate work. Multimodal Interaction - James Flanagan at Rutgers University has developed an approach to integrate sight, sound, and touch in human computer interaction to allow arbitrary channel selection in providing commands to a computer. The project has produced a working demonstration of an integrated haptic output, data glove input, speech output, distant-talker microphone speech input, and video display output system.

## CRITERIA FOR SELECTING PROPOSALS:

The National Science Board approved revised criteria for evaluating proposals submitted to NSF at its meeting on March 28, 1997 (NSB97-72). The revised criteria are designed to be useful and relevant across NSF's many different programs, however, NSF will continue to employ special criteria as required to highlight the specific objectives of certain programs and activities. The revised merit review criteria are listed below. Following each criterion are potential considerations that the reviewer may employ in the evaluation. These are suggestions and not all will apply to any given proposal. Each reviewer will address only those that are relevant to the proposal and for which he/she is qualified to make judgments.

Criterion 1: What is the intellectual merit of the proposed activity? How important is the proposed activity to advancing knowledge and understanding within its own field or across different fields? How well qualified is the proposer (individual or team) to conduct the project? (If appropriate, the reviewer will comment on the quality of prior work.) To what extent does the proposed activity suggest and explore creative and original concepts? How well conceived and organized is the proposed activity? Is there sufficient access to resources?

Criterion 2: What are the broader impacts of the proposed activity? How well does the activity advance discovery and understanding while Promoting teaching, training, and learning? How well does the proposed Activity broaden the participation of underrepresented groups (e.g., gender, ethnicity, disability, geographic, etc.)? To what extent will it enhance the infrastructure for research and education, such as facilities, instrumentation, networks, and partnerships? Will the results be disseminated broadly to enhance scientific and technological understanding? What may be the benefits of the proposed activity to society? In addition, consideration will also be given to the following:

(a) Integration of Research and Education: One of the principal strategies in support of NSF's goals is to foster integration of research and education through the programs, projects and activities it supports at academic and research institutions. These institutions provide abundant opportunities where individuals may concurrently assume responsibilities as researchers, educators, and students and where all can engage in joint efforts that infuse education with the excitement of discovery and enrich research through the diversity of learner perspectives. Principal Investigators should address this issue in their proposal to provide reviewers with the information necessary to respond fully to both NSF merit review criteria. NSF staff will give it careful consideration in making funding decisions.

(b) Integrating Diversity into NSF Programs, Projects, and Activities: Broadening opportunities and enabling the participation of all citizens - women and men, underrepresented minorities, and persons with disabilities - are essential to the health and vitality of science and engineering. NSF is committed to this principle of diversity and deems it central to the programs, projects, and activities it considers and supports. Principal Investigators should address this issue in their proposal to provide reviewers with the information necessary to respond fully to both NSF merit review criteria. NSF staff will give it careful consideration in making funding decisions.

## **Federal Real Property Assistance Program**

1954 may apply.

**Beneficiary Eligibility:** Program participants receiving educational opportunities will benefit.

**Credentials/Documentation:** This program is excluded from coverage under OMB Circular No. A-87.

#### **APPLICATION AND AWARD PROCESS:**

**Preapplication Coordination:** All potentially eligible entities are notified of the availability of property including State and local officials or any known educational entity authorized to operate within the general geographical area. Upon receipt of a notice of intent to file an application, a preapplication conference is possible. This program is excluded from coverage under OMB Circular No. A-102. This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. An environmental impact assessment is required for this program.

**Application Procedure:** Application guides and deadlines for filing applications are provided on a case by case basis. All applicants must demonstrate the legal, financial, and technical ability to conduct the educational programs proposed. This program is excluded from coverage under OMB Circular No. A-110.

**Award Procedure:** Written notification with follow-up issuance of formal transfer of title.

**Deadlines:** Twenty days from notice of availability to express interest in acquiring the property; 25 days from close of the expression of interest period to develop and submit applications.

**Range of Approval/Disapproval Time:** Thirty to 90 days for tentative decisions, after receipt of the application, and 90 to 360 days to the formal transfer of a title.

**Appeals:** Not applicable.

**Renewals:** Not applicable.

#### **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** Recipient must cover all expenses for improvement, renovation, repair, maintenance, and operation of the program and facilities.

***Length and Time Phasing of Assistance:*** Up to 30 years. The fair market value (FMV) of the property is amortized over a period of time established based on the type of property acquired. Public benefit discount of the FMV is granted when public educational programs are being conducted.

**POST ASSISTANCE REQUIREMENTS:**

***Reports:*** An annual written report of activities by the recipient.

***Audits:*** On-site audits are conducted during the period of restriction to assure operation as specified in the application and deed of transfer.

***Records:*** None.

**FINANCIAL INFORMATION:**

***Account Identification:*** 91-0800-0-1-503.

***Obligations:*** (Salaries and Expenses) Not separately identifiable.

***Range and Average of Financial Assistance:*** The average FMV was about \$39,964 with a range of \$726 to \$211,723.

**PROGAM ACCOMPLISHMENTS:**

Current active cases number about 800 with approximately ten transfers per year. Historically, the program has transferred over 2,000 parcels of various sizes with an acquisition value of \$1.17 billion.

**REGULATIONS, GUIDELINES, AND LITERATURE:**

Regulations: 34 CFR 12; Pamphlet: How to Acquire Surplus Federal Real Property for Educational Purposes; Guidelines: Application outline and preparation assistance can be obtained at the zone office level.

**INFORMATION CONTACTS:**

***Headquarters Office:*** Federal Real Property Assistance Program,

Office of the Administrator for Management Services, Department of Education, 600 Independence Ave., SW., Washington, DC 20202. Contact: David Hakola. Telephone: (202) 401-0500. Use the same number for FTS.

**Web Site Address:** <http://www.ed.gov>.

#### **EXAMPLES OF FUNDED PROJECTS:**

Type of surplus facilities available range from improved or unimproved land in rural and urban settings (e.g., former Nike missile sites to total military bases such as former Air Force stations).

#### **CRITERIA FOR SELECTING PROPOSALS:**

All applications must establish eligibility of the institution and its program needs. A public benefit allowance formula, uniformly applied, determines the respective benefits of each program. Basic allowance of 50 percent is allowed to institutions meeting the following: (1) Proof of current need; (2) ability to operate and maintain; (3) suitability of facilities or adaptability for conversion; (4) requirement for utilization through period of restrictions; and (5) nondiscrimination because of race, color, sex, handicap, or national origin. Additional allowances are made for tax support, accreditation, hardship, not met needs, integrated research, public services, and training programs. For competing programs, the one showing the greatest public benefit is selected. Where property can be divided, as many compatible programs as possible are accommodated.

### **Emergency Loans**

**OBJECTIVES:**

To assist established (owner or tenant) family farmers, ranchers and aquaculture operators with loans to cover losses resulting from major and/or natural disasters, which can be used for annual farm operating expenses, and for other essential needs necessary to return disaster victims' farming operations to a financially sound basis in order that they will be able to return to private sources of credit as soon as possible.

**TYPES OF ASSISTANCE:**

Direct Loans.

**USES AND USE RESTRICTIONS:**

Loan funds may be used to repair, restore, or replace damaged or destroyed farm property (real and chattel) and supplies which were lost or damaged as a direct result of a natural disaster; under certain conditions, refinance secured and unsecured debts made necessary by the disasters; finance adjustments in the farming, ranching or aquaculture operation(s) determined necessary to restore or maintain applicants' operations on a sound financial basis equivalent to their predisaster potential. The total of all actual loss loans is based on actual dollar value of production and physical losses. Loans are made at 3.75 percent interest, with a maximum limit of 80 percent of the actual production loss and 100 percent of the actual physical loss, or \$500,000 total indebtedness. Loans are made in counties: (1) Named by the Federal Emergency Management Agency as being eligible for Federal assistance under a major disaster or emergency declaration by the President; (2) designated as natural disaster areas by the Secretary of Agriculture; and (3) designated by the FSA Administrator for severe physical losses, only, as a result of a natural disaster.

**ELIGIBILITY REQUIREMENTS:**

***Applicant Eligibility:*** Requires that an applicant: (a) Not have caused a loss to the Agency after April 4, 1996, or received debt forgiveness on no more than 1 occasion prior to April 4, 1996. (b) be an established family farmer, rancher, or aquaculture operator (either tenant-operator or owner-operator), who was conducting a farming operation at the time of occurrence of the disaster either as an individual proprietorship, a partnership, a cooperative, a corporation, or a joint operation; (c) have suffered qualifying crop loss and/or physical property damage caused by a designated natural disaster; (d) be a citizen of the United States or legal resident alien, or be operated by citizens and/or resident aliens owning over a 50 percent interest of the farming entity; (e) be unable to obtain suitable credit from any other source(s) to qualify for subsidized loss loans; (f) have

sufficient training or farming experience in managing and operating a farm or ranch (1 year's complete production and marketing cycle within the last 5 years immediately preceding the application); (g) be able to realistically project a feasible and sound plan of operation; (h) be a capable manager of the farming, ranching, or aquaculture operations (in the case of a cooperative, corporation, partnership or joint operation, if members, stockholders, partners or joint operators own a majority interest and are related by blood or marriage, at least one member, stockholder, partner or joint operator must operate the family farm; if not related, the majority interest holder(s) must operate the family farm); (I) have legal capacity to contract for the loan; (j) obtain eligibility certification; (k) provide adequate collateral to secure the loan request; (l) have crop insurance if available for affected crops comply with the highly erodible land and wetland conservation provisions of Public Law 99-198 (16 U.S.C. 3801 et seq.), (Title 12 and 13) the Food Security Act of 1985 and the Food, Agriculture, Conservation, and Trade Act of 1990. Applicants who cannot meet all of these requirements are not eligible. Assistance is available in the 50 States, the Commonwealth of Puerto Rico, the Virgin Islands of the United States, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and, to the extent the Secretary determines it to be feasible and appropriate, the Trust Territories of the Pacific Islands, when those areas (by county) are designated.

**Beneficiary Eligibility:** Applicants/borrowers are the direct beneficiaries when they meet all eligibility criteria. Families, individuals and entities who are farmers, ranchers or aquaculture operators are the beneficiaries.

**Credentials/Documentation:** Applicants must establish that substantial physical property damage and/or severe production losses, caused by the designated natural disaster, has occurred. To qualify for loss loans, the applicant must be unable to get credit elsewhere and demonstrate repayment ability on the loan. This program is excluded from coverage under OMB Circular No. A-87.

#### **APPLICATION AND AWARD PROCESS:**

**Preapplication Coordination:** None. This program is excluded from coverage under OMB Circular No. A-102 and E.O. 12372.

**Application Procedure:** Application Form FMHA 410-1 provided by the Farm Service Agency must be presented, with supporting information, to the FSA county office serving the applicant's county. FSA personnel assist applicants in completing their application forms. This program is excluded from coverage under OMB Circular No. A-110.

**Award Procedure:** FSA Farm Loan Manager, State Executive Directors, and the Administrator or his designee are authorized to approve these loans, subject to certain administrative requirements, after applicants are determined eligible.

**Deadlines:** Deadline for filing applications for actual loss loans is 8



months from the date of declaration/designation for both physical and production losses. Applicants should consult the FSA county office serving their area for application deadlines.

**Range of Approval/Disapproval Time:** Applications must be approved or disapproved within 60 calendar days after the receipt of a completed application by the County Office.

**Appeals:** Applicants for loans may appeal adverse actions taken. The applicant is given an opportunity to appeal the decision to the National Appeals Division.

**Renewals:** Rescheduling, reamortization, consolidation and deferment: Up to 15 years rescheduling for short and intermediate term loans made for production-type losses. Long term loans may be reamortized. However, the maximum statutory repayment period of 40 years for real-estate purposes cannot be exceeded. Loans made for similar purposes can be consolidated and rescheduled or reamortized. Generally, real estate will be needed as security when a term of more than 7 years is authorized.

#### **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** None.

**Length and Time Phasing of Assistance:** This varies in accordance with individual case needs, type of disaster losses, type of security available, and borrower's repayment ability. Applicants should consult the FSA county office serving their area for specific information.

#### **POST ASSISTANCE REQUIREMENTS:**

**Reports:** Borrowers are required to account for all security property.

**Audits:** This varies in individual cases.

**Records:** Applicants must furnish 5 year history of farm production, if available, when production losses are claimed. Otherwise, FSA records of acres grown and proven yields, county or State production averages, or combinations of the above records when approved, are used. Borrowers must keep adequate records as a condition for receiving FSA financing. Specific financial information is required to be maintained for 3 years for some borrowers as a condition of receiving loan assistance.

**FINANCIAL INFORMATION:**

**Account Identification:** 12-4140-0-3-351.

**Obligations:** (Direct Loans) FY 99 \$329,849,000; FY 00 est \$572,000,000; and FY 01 est \$150,065,000.

**Range and Average of Financial Assistance:** \$500 to \$500,000; \$58,000.

**PROGAM ACCOMPLISHMENTS:**

In fiscal year 1999, there were 3,970 loans obligated.

**REGULATIONS, GUIDELINES, AND LITERATURE:**

(1) Farm Service Agency Fact Sheets, Program Aids 1610 "Farm Service Agency Producer's Guide to Loan Programs", and 1632, "Natural Disaster Assistance." Administrative regulations are published in the Federal Register at 7 CFR Chapter XVIII, Part 1945, Subparts A, and D.

**INFORMATION CONTACTS:**

**Headquarters Office:** Department of Agriculture, Farm Service Agency, Director, Loan Making Division, Ag Box 0522, Washington, DC 20250. Telephone: (202) 720-1632.

**Web Site Address:** <http://www.fsa.usda.gov>.

**Community Services Block Grant**

Educational Services Act of 1998, Title II, Section 201 and Sections 671-679; Public Laws 97-35 and 103-252.

**OBJECTIVES:**

To provide assistance to States and local communities, working through a network of community action agencies and other neighborhood-based organizations, for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals in rural and urban areas to become fully self-sufficient (particularly families who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act) and (1) To provide services and activities having a measurable and potential major impact on causes of poverty in the community or those areas of the community where poverty is a particularly acute problem; (2) to provide activities designed to assist low-income participants, including the elderly poor, to: (a) secure and retain meaningful employment; (b) attain an adequate education; (c) make better use of available income; (d) obtain and maintain adequate housing and a suitable living environment; (e) obtain emergency assistance through loans or grants to meet immediate and urgent individual and family needs, including health services, nutritious food, housing, and employment-related assistance; (f) remove obstacles and solve problems which block the achievement of self-sufficiency; (g) achieve greater participation in the affairs of the community; and (h) make more effective use of other related programs; (3) to provide on an emergency basis for the provision of such supplies and services, nutritious foodstuffs, and related services, as may be necessary to counteract conditions of starvation and malnutrition among the poor; (4) to coordinate and establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals; and (5) to encourage the use of entities in the private sector of the community in efforts to ameliorate poverty in the community.

**TYPES OF ASSISTANCE:**

Formula Grants.

**USES AND USE RESTRICTIONS:**

(1) States receive block grants to ameliorate the causes of poverty in communities. The block grant approach gives the States flexibility to tailor their programs to the particular services needs in their communities. (2) States are required to use at least 90 percent of their allocations for grants to "eligible entities" as defined in the Community Services Block Grant (CSBG) Act, as amended; this includes primarily locally-based community action agencies and/or organizations that serve seasonal or migrant farm workers. States

are allowed to grant up to 7 percent of the funds available under Section 675 (a)(2)(A)(i) of the CSBG Act to organizations which were not eligible entities in the previous fiscal year. (3) No more than the greater of \$55,000 or 5 percent of each State's allocation may be used for administrative expenses at the State level. (4) States may transfer up to 5 percent of their allocation for services under the Older Americans Act, the Head Start program, the Low- Income Home Energy Assistance Program, or the Temporary Emergency Food Assistance Act of 1983.

#### **ELIGIBILITY REQUIREMENTS:**

**Applicant Eligibility:** The Secretary is authorized to make grants to States. This means each of the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Virgin Islands, American Samoa, and the Commonwealth of the Northern Mariana Islands. The Secretary also provides assistance directly to the governing body of an Indian Tribe or Tribal organization upon application by the tribe. Only State-recognized tribes, as evidenced by a statement to that effect by the Governor, or tribes formally recognized by the Secretary of the Interior under the procedure for such recognition in 25 CFR 54 are eligible to receive direct grants.

**Beneficiary Eligibility:** States make grants to locally-based nonprofit community antipoverty agencies and other eligible entities which provide services to low-income individuals and families. The official poverty line as established by the Secretary of Health and Human Services is used as a criterion of eligibility in the Community Services Block Grant program. When a State determines that it serves the objectives of the block grant, it may revise the income limit, not to exceed 125 percent of the official poverty line.

**Credentials/Documentation:** None.

#### **APPLICATION AND AWARD PROCESS:**

**Preapplication Coordination:** This program is excluded from coverage under E.O. 12372.

**Application Procedure:** Each State desiring to receive an allotment for a fiscal year is required to submit an application to the Secretary of Health and Human Services (HHS). Each application must contain assurances by the Chief Executive Officer of the State that the State will comply with Section 675B of the Community Services Block Grant Act and also meet conditions enumerated in Section 675C. No funds may be allotted to the State unless the legislature of the State conducts public hearings on the proposed use and distribution of funds to be provided under the Act. The latter sets forth the general purpose for which funds will be used, restrictions on administrative expenses, provisions for transfer of funds to other programs, eligible recipients, board requirements for community action agencies and other nonprofit organizations, fiscal

control, monitoring, and Federal investigation provisions, coordination between antipoverty programs in each community and certain prohibitions on political activities. The Chief Executive Officer of each State is also required to prepare and submit a plan to the Secretary of HHS describing how the State will carry out the assurances in Section 675c. This program is excluded from coverage under 45 CFR, Part 1050.

**Award Procedure:** HHS determines the amount of funds to be allocated as block grants to each State in accordance with the formula set forth in the Community Services Block Grant Act. The Office of Management and Budget (OMB) has the authority to apportion to the HHS through the course of a year the Congressional appropriation for block grants. Consistent with OMB's apportionment of funds, HHS will assign allotments to the States through individual awards or a series of awards, normally on a quarterly basis.

**Deadlines:** States may apply for funds anytime during the fiscal year. Indian Tribes and organizations must apply by September 1 of each year to receive funds in the next Federal fiscal year.

**Range of Approval/Disapproval Time:** Not applicable.

**Appeals:** Funds may be withheld from any State which does not utilize its allotment substantially in accordance with the provisions of the Community Services Block Grant Act and the assurances provided in its application. This may be done only after adequate notice and an opportunity for a hearing conducted within the affected State.

**Renewals:** Not applicable.

#### **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** Omnibus Budget Reconciliation Act of 1981 (Public Law 97-35) as amended by the Human Services Amendments of 1994, (Public Law 103-252), Title II, The Community Services Block Grant Amendments of 1994, Sections 672, 674 and 681. Not less than one-half of one percent and not more than one percent of the amount appropriated may be reserved by the Secretary for training, technical assistance, planning, evaluation, and data collection activities related to programs or projects carried under this subtitle. Such activities may be carried out through grants, contracts, or cooperative agreements with eligible entities or with organizations or associations whose membership is composed of eligible entities or agencies that administer programs for eligible entities. One-half of one percent of the amount appropriated is apportioned on the basis of need among Guam, American Samoa, the Virgin Islands, the Northern Mariana Islands, and the Republic of Palau. Of the remaining amount each State, (excluding the above, but including the District of Columbia and the Commonwealth of Puerto Rico) is allotted an amount which bears

the same ratio as the amount received by the State for fiscal year 1981 under Section 221 of the Economic Opportunity Act of 1964 bore to the total amount received by all States for fiscal year 1981 under Section 221. However, if the appropriation exceeds \$345,000,000 after the amount necessary for purposes of discretionary funding under 681(c) and the one-half of one percent set aside for territories and insular areas under section 672(b)(1) are determined, no State receives less than one-half of one percent of the amount appropriated. This program has no matching requirements.

***Length and Time Phasing of Assistance:*** Entitlement amounts are for a specific fiscal year and the grant funds allotted to the State will be awarded in accordance with apportionment of funds from the Office of Management and Budget. Amounts unobligated by the State at the end of a fiscal year remain available for obligation during the succeeding fiscal year.

#### **POST ASSISTANCE REQUIREMENTS:**

***Reports:*** The State must prepare a report on the proposed use of block grant funds received, including (1) A statement of goals and objectives; (2) information on the types of activities to be supported, geographic areas to be served, and categories or characteristics of individuals to be served, and (3) the criteria and method established for the distribution of funds to be targeted on the basis of need to achieve the purposes of the block grant funds. The report must include a description of how the State met the goals, objectives and needs in the use of funds for the previous fiscal year. At State option, this report may be combined into a single document with the application for funds and the plan for meeting statutory assurances.

***Audits:*** States must conduct financial and compliance audits of block grant funds annually in accordance with Section 675 (f) of the Community Services Block Grant Act. In accordance with the provisions of 45 CFR 74, Appendix J, "Audits of State and Local Governments," State and local governments that receive financial assistance of \$100,000 or more within the State's fiscal year shall have an audit made for that year. State and local governments that receive between \$25,000 and \$100,000 within the State's fiscal year shall have an audit made in accordance with 45 CFR 74, Appendix J, or in accordance with Federal laws and regulations governing the programs in which they participate. Insofar as is practicable, the audits will be conducted in accordance with standards established by the Comptroller General for the audits of governmental organizations, programs, activities, and functions.

***Records:*** States are required to keep records sufficient to permit preparation of the required reports and to permit tracing of funds to a level of expenditure adequate to insure that funds have not been spent unlawfully.

**FINANCIAL INFORMATION:**

**Account Identification:** 75-1504-0-1-506.

**Obligations:** (Grants and Contracts) FY 99 \$499,824,321; FY 00 est \$527,700,000; and FY 01 est \$510,000,000.

**Range and Average of Financial Assistance:** The range is from \$2,815,274 to \$46,767,114.

**PROGAM ACCOMPLISHMENTS:**

Grants awarded in fiscal year 2000 included 197 grants to States and Territories and Indian tribes. It is anticipated that 217 grants will be awarded in fiscal year 2001.

**REGULATIONS, GUIDELINES, AND LITERATURE:**

45 CFR 16, 45 CFR 74 and 45 CFR 96.

**INFORMATION CONTACTS:**

**Headquarters Office:** Division of State Assistance, Office of Community Services, Administration for Children and Families, Department of Health and Human Services, 370 L'Enfant Promenade, SW., Washington, DC 20447. Telephone: (202) 401-9343. Use the same number for FTS.

**Web Site Address:** <http://www.acf.dhhs.gov/programs/ocs>.

**Juvenile Mentoring Program**

**AUTHORIZATION:**

Juvenile Justice and Delinquency Prevention Act of 1974, Section 288, as amended, Public Law 93-415, as amended; Public Law 94-503, 95-115, 96-509, 98-473, 100-690, and 102-586, 42 U.S.C. 5667c.

**OBJECTIVES:**

To reduce juvenile delinquency and gang participation, improve academic performance, and reduce the dropout rate; through the use of mentors for at-risk youth.

**TYPES OF ASSISTANCE:**

Project Grants.

**USES AND USE RESTRICTIONS:**

JUMP provides support for one-to-one mentoring programs for at-risk youth. An "at-risk youth" is, for purposes of this program, a youth who is at risk of educational failure or dropping out of school. A "mentor" is defined as an adult, 21 years or older, who works with an at-risk youth on a one-to-one basis, establishes a supportive relationship with the youth and provides the youth with academic assistance and exposure to new experiences which enhance the youth's ability to become a responsible citizen.

**ELIGIBILITY REQUIREMENTS:**

**Applicant Eligibility:** Local education agencies (LEA) or public/private nonprofit organizations. Both entities (LEA) or public/private nonprofit organizations must collaborate with the other to implement the program. Accordingly, each applicant has specified the nature of the relationship with either the school or school agency (if the applicant is a nonprofit) or with the nonprofit (if the applicant is a LEA).

**Beneficiary Eligibility:** Local education agencies (LEA) and public/private nonprofit organizations.

**Credentials/Documentation:** Costs will be determined in accordance with OMB Circular No. A-87 for State and local governments, and OMB Circular No. A-110 for Institutions of Higher Education, Hospitals and Other Nonprofit Organizations.



## **APPLICATION AND AWARD PROCESS:**

**Preapplication Coordination:** This program is eligible for coverage under E. O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or office designated as the single point of contact in his or her State for more information on the processes the State requires to be followed in applying for assistance, if the State has selected the program for review. Application forms furnished by the Federal agency, in accordance with 28 CFR, Part 66 (Common Rule), must be used for this program.

**Application Procedure:** Applicants must submit a proposal to the Office of Justice Programs on Standard Form 424 (Federal Assistance Applications). The receipt, review, and analysis of applications will follow Office of Justice Programs policies and procedures for the administration of grant applications. This program is subject to the provisions of OMB Circular No. A-110.

**Award Procedure:** Upon approval by the Office of Justice Programs, a letter is sent to the applicant agency with copies of the Grant Award. One copy of the Grant Award must be signed by an authorized official and returned to the Office of Justice Programs.

**Deadlines:** Published in program announcements, requests for applications.

**Range of Approval/Disapproval Time:** From 1 to 3 months.

**Appeals:** Informal reconsideration by Administrator for assistance applicants; administrative hearings for assistance award terminations, SCE C.F.R. Pat. 18, 50 FR 28199, July 11, 1985.

**Renewals:** None.

## **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** Special Emphasis Grants awarded under The Juvenile Justice and Delinquency Prevention Act do not require a cash match, except for construction projects, where the match is 50 percent on community-based facilities of 20 beds or less.

**Length and Time Phasing of Assistance:** Under Title II, Part G of the JJDP Act, awards will be made for three years. Drawdowns are possible under a letter of credit.

## **POST ASSISTANCE REQUIREMENTS:**

**Reports:** Under Special Emphasis Grants, semi-annual progress and financial reports are required.

**Audits:** All organizations that expend financial assistance of \$300,000 or more in any fiscal year must have a single audit for that year in accordance with OMB Circular No. A-133, as amended, unless the audit condition on the award says otherwise. These audits are due to the cognizant Federal agency not later than 9 months after the end of the grantee's fiscal year.

**Records:** Grantee must keep complete records on the disposition of funds, and records related to the grant must be retained for three years.

## **FINANCIAL INFORMATION:**

**Account Identification:** 15-0405-0-1-754.

**Obligations:** (Grants) FY 98 \$12,450,786; FY 99 est \$20,426,345; and FY 00 est \$12,000,000.

**Range and Average of Financial Assistance:** Varies. For fiscal year 1998, up to \$200,000 was awarded for a 3 year project period.

## **PROGRAM ACCOMPLISHMENTS:**

In fiscal year 1999, more than 8,000 at-risk young people in 41 States received one-to-one mentoring to help keep them in school, away from drugs and off the streets. There are now a total of 174 JUMP sites in 41 States and territories. In fiscal year 1999, OJJDP, which administers JUMP, selected 69 new sites through a competitive review process from a pool of 423 applicants. The programs share three goals: improved academic performance, reduced school dropout rates and prevention of delinquent behavior. JUMP mentors will be drawn from all walks of life. Many sites will recruit law enforcement officers. College students, senior citizens, military personnel, business people, doctors, lawyers, government employees and teachers will serve as mentors in other programs. Some programs emphasize tutoring and academics, others emphasize vocational counseling and job skills. Young people participating in the projects will be drawn from first grade through high school.

## **REGULATIONS, GUIDELINES, AND LITERATURE:**

Office of Justice Programs Financial Guide is applicable.

**INFORMATION CONTACTS:**

**Headquarters Office:** Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs, 810 Seventh Street, NW., Washington, DC 20531. Telephone: (202) 307-5911.

**Web Site Address:** <http://www.usdoj.gov>.

**EXAMPLES OF FUNDED PROJECTS:**

In fiscal year 1998, OJJDP awarded 52 grants to mentoring projects in school-based settings or private- nonprofit groups.

**CRITERIA FOR SELECTING PROPOSALS:**

Applications are judged according to their consistency with the policies and program priorities established by the Juvenile Justice and Delinquency Prevention Act. Specific criteria are applied that are related to the particular program areas under which projects are funded. The criteria are published in the Federal Register as part of the individual program announcements. Applications undergo a competitive peer review process as outlined in the OJJDP competition and Peer Review Policy 28 CFR Part 34.

**Commercial Service**

Through export counseling, trade promotion, trade finance and advocacy provided by domestic international network of trade professionals, encourage export capable U.S. firms to expand their export marketing efforts or begin exporting; to assist them to identify and assess potential foreign trade contacts and market opportunities; and to facilitate their export efforts through a comprehensive use of export promotion services, including trade events and market research information.

#### **TYPES OF ASSISTANCE:**

Advisory Services and Counseling.

#### **USES AND USE RESTRICTIONS:**

Services include the following: 1) Information on foreign market trade opportunities; 2) export counseling for U.S. business on market identification and assessment; 3) non-financial assistance in export promotion (matchmaker missions, multi-state/catalog exhibitions, and other specialized promotions); 4) product promotions through catalog-magazine listings; 5) support to State and private sector organizers of selected domestic and foreign trade fairs and missions through international buyer shows, certified trade fairs and missions; 6) information on foreign tariffs, customs regulations and procedures, market potential in individual countries industry analyses, and other related activities; 7) foreign government- to-government advocacy and representation; 8) advice and counseling on individual foreign markets; and 9) assistance on sources of export finance available from U.S. Export Import Bank, U.S. Small Business Administration and U.S. Agency for International Development in U.S. Export Assistance Centers; 10) information on locating and evaluating prospective overseas business contacts.

#### **ELIGIBILITY REQUIREMENTS:**

***Applicant Eligibility:*** Any U.S. citizen, firm, organization, or branch of government needing information or assistance in international business matters.

***Beneficiary Eligibility:*** Any U.S. citizen, firm, organization or branch of government needing information or assistance in international business matters.

***Credentials/Documentation:*** None.

#### **APPLICATION AND AWARD PROCESS:**

***Preapplication Coordination:*** Not applicable. This program is

excluded from coverage under E.O. 12372.

**Application Procedure:** Not applicable.

**Award Procedure:** Not applicable.

**Deadlines:** Not applicable.

**Range of Approval/Disapproval Time:** Not applicable.

**Appeals:** Not applicable.

**Renewals:** Not applicable.

**ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** Not applicable.

**Length and Time Phasing of Assistance:** Not applicable.

**POST ASSISTANCE REQUIREMENTS:**

**Reports:** None.

**Audits:** "In accordance with the provisions of OMB Circular No. A-133 (Revised, June 24, 1997), recipients that are States, Local Governments, Non-profit Organizations (to include Hospitals), and Institutions of Higher Learning shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 U.S.C. 7501-7507). Commercial organizations shall be subject to the audit requirements as stipulated in the award documents."

**Records:** None.

**FINANCIAL INFORMATION:**

**Account Identification:** 13-1250-0-1-376.

**Obligations:** (Operations and Administration) FY 99 \$193,200,000; FY 00 est \$184,420,000; and FY 01 est \$203,033,000.

**Range and Average of Financial Assistance:** Not applicable.

## **PROGAM ACCOMPLISHMENTS:**

Directly contributed to the expansion of U.S. exports, particularly those of small and medium-size firms through one-on-one business counseling. Advocated on behalf of U.S. business firms in their pursuit of major foreign projects and products sales contracts. Provided trade opportunity leads, market research, Agent/Distributor Reports (ADS), International Country Profiles (ICP), Customized Market Analysis (CMA), and a variety of other marketing information products. Introduced visiting U.S. executives to end-users and other potential business partners. Assisted U.S. business firms in their participation in major foreign promotional exhibitions, trade missions, and trade delegations. Provided in-depth counseling and marketing information through, personal visits, by telephone, fax, and other correspondence to U.S. business representatives. Aggressively advocated U.S. business interests abroad. Develop E-Commerce programs to expand and expedite market entry programs for U.S. companies.

## **REGULATIONS, GUIDELINES, AND LITERATURE:**

Omnibus Trade and Competitiveness Act of 1988, Public Law 100-418, Title II, Section 2308, 102 Stat. 1342; 15 U.S.C. 472. A Basic Guide to Exporting; Commercial News USA (CNUSA); program/service literature; conditions of participation, Operations Manual, and Federal Register notices.

## **INFORMATION CONTACTS:**

***Regional or Local Office:*** Export Assistance Centers (EAC): Local Department of Commerce, Commercial Services domestic field offices

***Web Site Address:*** <http://ita.doc.gov>.

## **Rural Rental Housing Loans**

Housing Act of 1949, as amended, Sections 515 and 521, Public Law 102-550, 42 U.S.C. 1485, 1490a.

**OBJECTIVES:**

To provide economically designed and constructed rental and cooperative housing and related facilities suited for rural residents.

**TYPES OF ASSISTANCE:**

Direct Loans.

**USES AND USE RESTRICTIONS:**

Loans can be used to construct, purchase and substantially rehabilitate rental or cooperative housing or to develop manufactured housing projects. Housing as a general rule will consist of multi-units with two or more family units and any appropriately related facilities. Funds may also be used to provide approved recreational and service facilities appropriate for use in connection with the housing and to buy and improve the land on which the buildings are to be located. Loans may not be made for nursing, special care, or institutional-type homes.

**ELIGIBILITY REQUIREMENTS:**

**Applicant Eligibility:** Applicants may be individuals, cooperatives, nonprofit organizations, State or local public agencies, profit corporations, trusts, partnerships, limited partnerships, and be unable to finance the housing either with their own resources or with credit obtained from private sources. However, applicants must be able to assume the obligations of the loan, furnish adequate security, and have sufficient income for repayment. They must also have the ability and intention of maintaining and operating the housing for purposes for which the loan is made. Loans may be made in communities up to 10,000 people in MSA areas and some communities up to 20,000 population in non-MSA areas. Applicants in towns of 10,000 to 20,000 should check with their local Rural Development office to determine if the agency can serve them. Assistance is available to eligible applicants in States, Puerto Rico, the Virgin Islands, Guam, American Samoa, the Northern Mariana's, and the Trust Territory of the Pacific Islands.

**Beneficiary Eligibility:** Occupants must be very low-, low- or moderate-income families households, elderly, handicapped, or disabled persons.

**Credentials/Documentation:** Applicants must furnish evidence of the following: (a) A comprehensive market analysis showing the

need for such service; (b) a legal capacity to incur the obligation and operate the housing; (c) a sound budget; (d) good credit history; (e) inability to obtain necessary funds from other sources on terms and conditions that would enable the applicants to rent the units for amounts that are within payment ability of eligible very low, low-, or moderate-income family, households, elderly, handicapped, or disabled occupants. This program is excluded from coverage under OMB Circular No. A-87.

#### **APPLICATION AND AWARD PROCESS:**

***Preapplication Coordination:*** Not applicable. This program is excluded from coverage under E.O. 12372.

***Application Procedure:*** For FY 00 the Section 515 Program will be awarded through a Notice of Funding Availability (NOFA) announced in the Federal Register December 21, 1999. The NOFA application period is 60 days from the date of the announcement. The NOFA deadline is February 22, 2000.

***Award Procedure:*** Application will be scored on the following factors (scoring factors are the same as for FY 1999): (1) The presence and extent of leveraged assistance for the units that will serve RHS income-eligible tenants at basic rents comparable to those if RHS provided full financing, computed as a percentage of the RHS total development cost. (0 to 20 points); (2) The units to be developed are in a colonial, tribal land, EZ, EC, or REAP community, or in a place identified in the State Consolidated Plan or State Needs Assessment as a high need community for multifamily housing. ("State" refers to the State Government.) (20 points); and (3) In states where RHS has an on-going formal working relationship, agreement or Memorandum of Understanding (MOU) with the State to provide State resources (State funds, State RA, HOME funds, CDBG funds, or Low-Income Housing Tax Credits) for RHS proposals; or where the State provides preference or points to RHS proposals in awarding such State resources, points will be provided to loan requests that include such State resources. (This is the National office initiative and is the same as that used in FY 1999.) (20 points).

***Deadlines:*** February 22, 2000.

***Range of Approval/Disapproval Time:*** From 90 to 200 days.

***Appeals:*** Applicant may request reconsideration on the basis of pertinent facts concerning the application.

***Renewals:*** Applicants may reapply at next NOFA.

#### **ASSISTANCE CONSIDERATIONS:**



**Formula and Matching Requirements:** The statistical factors used for fund allocation are: 1. State percentage of Rural Development rural population and the source is "1990 Census" updated with an overall factor of population growth, ESCS; 2. State percentage of housing units in rural areas lacking plumbing and/or overcrowded and the source is "1990 Census," Bureau of the Census; and 3. State percentage of rural persons in poverty and the source is "1990 Census." Statistical factors used for eligibility are: 1. Communities of 10,000 population or less in a MSA designated area and the source is "1990 Census"; 2. rural communities less than 20,000 population not in MSA's and the source is "1990 Census"; and 3. tenant eligibility: area median income is available at local Rural Development offices and the source is "1990 Census."

**Length and Time Phasing of Assistance:** Not applicable.

#### **POST ASSISTANCE REQUIREMENTS:**

**Reports:** Monthly progress reports are to be made to the Rural Development Manager, during the first six months of successful operation and each month thereafter until discontinued by the Rural Development Manager. Annual reports required thereafter.

**Audits:** For borrowers not covered under OMB Circular No. A-133, annual audits conducted in accordance with Government Auditing Standards are required from borrowers with 25 or more units in any project. In accordance with the provisions of 7 CFR Part 3052, "Audits of States, Local Governments, and Non-Profit Organizations," which implement OMB Circular No. A-133 (Revised, June 24, 1997), "Audits of States, Local Governments, and Non-Profit Organizations," nonfederal entities that receive financial assistance of \$300,000 or more in Federal awards will have a single or a program-specific audit conducted for that year. Nonfederal entities that expend less than \$300,000 a year in Federal awards are exempt from Federal audit requirements for that year, except as noted in 7 CFR 3052.

**Records:** Good business records required.

#### **FINANCIAL INFORMATION:**

**Account Identification:** 12-4141-0-3-371; 12-2081-0-1-371.

**Obligations:** (Direct Loans) FY 99 \$114,178; FY 00 est \$114,322; and FY 01 est \$120,000.

**Range and Average of Financial Assistance:** Initial insured loans to individuals, \$60,000 to \$450,000; \$250,000. Initial insured loans to

organizations, \$75,000 to \$2,000,000; \$950,000.

**PROGAM ACCOMPLISHMENTS:**

In fiscal year 1999, development of estimated 2,189 housing units were provided, and 2,340 units were rehabilitated.

**REGULATIONS, GUIDELINES, AND LITERATURE:**

RD Instruction 1944-E, "Rural Rental Housing Loan Policies Procedures, and Authorizations;" 7 CFR 1944.201-1944.250; 1822.231-1822.244; Rural Rental Housing, PA-1039, and Congregate Housing Financed by RD, PA-1252.

**INFORMATION CONTACTS:**

***Regional or Local Office:*** Consult your local telephone directory for Rural Development county or district office number.Or on the internet at [http://www.rurdev.usda.gov/recd\\_map.html](http://www.rurdev.usda.gov/recd_map.html).

***Headquarters Office:*** Director, Multi-Family Housing Processing Division, Rural Housing Service, Department of Agriculture, Washington, DC 20250. Telephone: (202) 720-1604. Use the same number for FTS.

***Web Site Address:*** <http://www.rurdev.usda.gov>.

**Market Access Program**

**OBJECTIVES:**

To encourage the development, maintenance, and expansion of commercial export markets for U.S. agricultural commodities through cost-share assistance to eligible trade organizations that implement a foreign market development program.

**TYPES OF ASSISTANCE:**

Direct Payments for Specified Use.

**USES AND USE RESTRICTIONS:**

Market Access Program (MAP) funds are authorized through program agreements that provide for partial reimbursement of eligible promotional expenses in a Unified Export Strategy application approved by the Foreign Agricultural Service (FAS). MAP participants may receive assistance for either generic or brand promotion activities. Program funds help finance activities such as consumer advertising, point of sale demonstrations, public relations, trade servicing activities, participation in trade fairs and exhibits, market research and technical assistance.

**ELIGIBILITY REQUIREMENTS:**

**Applicant Eligibility:** To be approved, applicants must be: (1) A nonprofit U.S. agricultural trade organization; (2) a nonprofit State regional trade group; (3) a U.S. agricultural cooperative; (4) a State agency; or (5) a U.S. commercial entity that is a small-sized entity (other than a cooperative or producer association).

**Beneficiary Eligibility:** CCC will enter into MAP agreements only where the eligible agricultural commodity is comprised of at least 50 percent U.S. origin content by weight, exclusive of added water.

**Credentials/Documentation:** Applicants are required to provide a competent, experienced staff and other resources to assure adequate development, supervision, and execution of promotion activities. All applicants must submit a written proposal which provides a brief discussion of the commodity for which assistance is requested; the proposed program with a justification; and a strategic plan. In addition, all applicants must submit a statement certifying that any CCC resources received will supplement, but not supplant, any private or third party funds or other contributions to program activities. This program is excluded from coverage under OMB Circular No. A-87.

**APPLICATION AND AWARD PROCESS:**

**Preapplication Coordination:** None. This program is excluded from coverage under E.O. 12372 and OMB Circular No. A-102.

**Application Procedure:** Each year the availability of funds is announced in a Federal Register notice. At this time a written export strategy should be submitted to the Director, Marketing Operations Staff, FAS. This program is excluded from coverage under OMB Circular No. A-110.

**Award Procedure:** Applications are reviewed against the allocation criteria and factors set forth in 7 CFR Part 1485. CCC notifies each applicant of the final disposition of its application and also issues a public announcement concerning the allocation of resources among the applicant organizations. Each approved applicant receives a program agreement and allocation approval letter which specifies any special terms and conditions applicable to a participant's program. Final agreement occurs when both the participating organization and the Administrator of FAS in the Administrator's capacity as Vice President, Commodity Credit Corporation (CCC), sign the program agreement.

**Deadlines:** Application deadline is announced in the form of a Federal Register notice.

**Range of Approval/Disapproval Time:** Approximately 30 to 90 days.

**Appeals:** Not applicable.

**Renewals:** Not applicable. Program commitments are made on a program year basis.

#### **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** A participant's contribution requirement will be specified in the export strategy approval letter. Participants must contribute at least 10 percent of the value of resources provided by CCC for generic promotions. Such contributions may be in the form of cash, goods or services. In the case of brand promotions, a participant must contribute at least 50 percent of the total cost of such brand promotions. The brand promotion program is by its very nature a matching funds program.

**Length and Time Phasing of Assistance:** Agreements generally include a twelve-month promotional effort and a provision for program evaluation by an independent third party. Funds awarded in any given fiscal year are typically available for two additional years.

## **POST ASSISTANCE REQUIREMENTS:**

**Reports:** Expense reports are submitted to claim reimbursement for promotional expenses. Trip reports are submitted not later than 45 days after completion of travel. Research reports and end-of-year contribution reports are submitted no later than 6 months after the end of a participant's activity plan year.

**Audits:** Participant accounts are reviewed as needed, but normally at least every two years, by representatives of the Compliance Review Staff (CRS) of FAS. Audits and reviews are also conducted sporadically by representatives of the Office of Inspector General and the Government Accounting Office. Accounts and records must be available for inspection or audit at any reasonable time. This program is excluded for coverage under OMB Circular No. A-133.

**Records:** Must be maintained for not less than 3 years after completion or termination of the agreement or not more than 5 full calendar years following the year of the transaction that is evidenced by such an account or record that took place, whichever is sooner.

## **FINANCIAL INFORMATION:**

**Account Identification:** 12-2900-0-1-352.

**Obligations:** (Direct payments) FY 99 \$90,000,000; FY 00 est \$90,000,000; and FY 01 est \$90,000,000.

**Range and Average of Financial Assistance:** \$22,000 to \$9,611,000; \$1,375,000.

## **PROGAM ACCOMPLISHMENTS:**

For the 1999 program, allocations were made to 65 U.S. nonprofit commodity groups and regional trade groups for export promotion activities. Example: With the help of MAP funds, sales of California strawberries rose nearly 20 percent, moving from 5.8 million to 6.9 million. Facing competition from 29 other supplying nations and high import duties, MAP funded activities helped overcome these impediments and has established California strawberries as the most reliable source of high quality fresh strawberries produced under stringent safety and sanitary conditions.

## **REGULATIONS, GUIDELINES, AND LITERATURE:**

7 CFR 1485.

#### **INFORMATION CONTACTS:**

**Headquarters Office:** Deputy Administrator, Commodity and Marketing Programs, Foreign Agricultural Service, Department of Agriculture, Washington DC 20250. Telephone: (202) 720-4761.

**Web Site Address:**

<http://www.fas.usda.gov/mos/programs/mapprog.html>.

#### **EXAMPLES OF FUNDED PROJECTS:**

Generic programs: (1) Promotion of U.S. forest products in Europe through conferences and demonstration projects; (2) promotion of sunflower kernel in Germany through trade shows, advertising and public relations; (3) promotion of U.S. potatoes in Japan through consumer and trade advertising; (4) familiarizing world trading partners with the U.S. grain trading system in order to encourage easier and more fruitful trade. Brand identified promotion program: (1) Promotion of branded citrus worldwide, especially in the Far East and Europe; (2) promotions of branded almonds by increasing consumer awareness in Japan, France and the United Kingdom; and (3) promotions by State groups of a variety of high value products worldwide.

#### **CRITERIA FOR SELECTING PROPOSALS:**

Allocations will only be made to applicants that present the best opportunity for developing or expanding export markets for U.S. agricultural commodities. In assessing the applicant, the following factors are considered: (1) effectiveness of program management; (2) soundness of accounting procedures; (3) the nature of the organization; (4) prior export promotion or direct export experience; (5) previous MAP funding and performance; (6) adequacy of the applicant's strategic plan; (7) past and present contribution levels; (8) export goals; and the (9) accuracy of past projected export goals. In providing assistance for brand promotions, priority will be given to small-sized entities. Qualifying products whose composition is less than 50 percent U.S. origin are not eligible.

### **Child Care and Development Block Grant**

**FEDERAL AGENCY:**

ADMINISTRATION FOR CHILDREN AND FAMILIES,  
DEPARTMENT OF HEALTH AND HUMAN SERVICES

**AUTHORIZATION:**

42 U.S.C. 9858; Child Care and Development Block Grant Act of 1990; Personal Responsibility and Work Opportunity Reconciliation Act of 1996, Public Law 104-193; Balanced Budget Act of 1997, Public Law 105-33.

**OBJECTIVES:**

To make grants to States and Tribes to assist low- income families with child care and to: (1) Allow each State maximum flexibility in developing child care programs and policies that best suit the needs of children and parents within State; (2) promote parental choice to empower working parents to make their own decisions on the child care that best suits their family's needs; (3) encourage States to provide consumer education information to help parents make informed choices about child care; (4) assist States to provide child care to parents trying to achieve independence from public assistance; and (5) assist States in implementing the health, safety, licensing, and registration standards established in State regulations.

**TYPES OF ASSISTANCE:**

Formula Grants.

**USES AND USE RESTRICTIONS:**

Lead agencies shall assure that a substantial portion of the Discretionary Funds will be used to provide assistance to low-income working families. Not more than five percent of the aggregate amount of funds expended by the State may be expended for administrative costs incurred by the State to carry out all of its functions and duties. The term `administrative costs' does not include the costs of providing direct services. A State shall use not less than 4 percent of the amount of funds to improve child care quality and availability including comprehensive consumer education, activities to increase parental choice, and other activities such as resource and referral services, provider grants and loans, monitoring and enforcement of requirements, training and technical assistance, and improved compensation for child care staff. Except for approved construction of child care facilities by tribal grantees, no CCDF funds may be used for the purchase or improvement of land, or for the purchase, construction, or permanent improvement of any building or

facility (other than for minor remodeling and for upgrading facilities to meet State and local child care standards.) Certain amounts of discretionary funds must be used for specific purposes: quality expansion; infant and toddler quality improvement; and child care resource and referral and school-age child care activities. A portion of funds is designated for the U.S. Department of Health & Human Services to carry-out research, demonstration, and evaluation projects.

#### **ELIGIBILITY REQUIREMENTS:**

***Applicant Eligibility:*** All States, the District of Columbia, Territories (Guam, American Samoa, Puerto Rico, U.S. Virgin Islands, and Commonwealth of the Northern Mariana Islands), federally recognized Tribal Governments, Tribal organizations, Alaska Native organizations, and Native Hawaiian organizations.

***Beneficiary Eligibility:*** Children under age 13 (or, at the option of the grantee, up to age 19, if disabled or under court supervision), who reside with a family whose income does not exceed 85 percent of the State median income for a family of the same size, and who reside with a parent (or parents) who is working or attending job training or educational program; or are in need of, or are receiving protective services.

***Credentials/Documentation:*** Grantees (States, Tribes, Tribal organizations, and Alaskan Native Organizations) must operate under a Health and Human Services (HHS) plan, and must certify compliance with all Federal regulations governing the payments under the Child Care and Development Fund.

#### **APPLICATION AND AWARD PROCESS:**

***Preapplication Coordination:*** The Chief Executive Officer of each grantee must designate a Lead Agency, the duties of which shall include developing a plan. In conjunction with the development of the plan, the lead agency must hold at least one public hearing after at least 20 days of statewide public notice, to allow the public an opportunity to comment on the provision of child care services under the plan. In advance of the hearing, the lead agency must make the content of the plan available to the public. The lead agency must also coordinate the provision of services under the program with other Federal, State, and local child care and early childhood development programs. Also, the lead agency must consult with appropriate representatives of units of general purpose local government. This program is excluded from coverage under E.O. 12372.

***Application Procedure:*** The Lead Agency of each State, Territorial or Tribal Government desiring to receive an allotment for a fiscal year is required to submit a two-year plan to the Secretary of Health and Human Services (HHS). Each plan must contain



certifications and assurances by the Chief Executive Officer of the Lead Agency that it will comply with the requirements of the Child Care and Development Fund and the applicable regulations. The plan must also contain information which includes: the provision of assurances regarding policies and procedures as stated in Section 658E(c)(2) of the Child Care and Development Block Grant Act of 1990 as amended; an outline of the intended use of block grant funds; the provision of certification regarding payment rates as stated in Section 658E(c)(4) of the Child Care and Development Block Grant Act; and the establishment of a sliding fee scale. Additional requirements are specified by 45 CFR Parts 98 and 99. This program is excluded from coverage under OMB Circular No. A- 110.

**Award Procedure:** Grants are awarded after the receipt and approval of the plan by the Administration for Children and Families.

**Deadlines:** Contact Headquarters Office listed below for deadline dates.

**Range of Approval/Disapproval Time:** The Department will review the plans for approval and will act on the plans within 90 days.

**Appeals:** Guidelines for appeals of disapprovals for State, Territorial, and Tribal Government plans are specified in regulations, 45 CFR 99.

**Renewals:** Plans for States, Tribes, and tribal organizations must be submitted every 2 years.

#### **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** Allocations for States are based on a formula that takes into account the number of children below the age of 5, the number of children receiving assistance through the School Lunch Program in the State and per capita income. Not more than 2 percent of the total Discretionary funds of the Child Care and Development Fund are reserved for Tribes, Tribal Organizations, and Alaska Native organizations and not more than one-half of 1 percent of the total funds is reserved for the Territories. (Puerto Rico is treated as a State for allotment purposes.)

**Length and Time Phasing of Assistance:** Grant awards are made to Lead Agencies with approved plans. Grantees must obligate all Discretionary funds in the fiscal year in which they are granted or in the succeeding fiscal year. Those funds must be liquidated in the third year.

## **POST ASSISTANCE REQUIREMENTS:**

**Reports:** As specified in 45 CFR Part 98, States must report to the Secretary of Health and Human Services (HHS) annually on aggregate data on families, children in care, providers, payment methods, and consumer education. Quarterly case-level reports are required to provide data on families, children, and providers, and expenditure information.

**Audits:** In accordance with the provisions of OMB Circular No. A-133 (Revised, June 24, 1997), Audits of States, Local Governments, and Nonprofit Organizations, nonfederal entities that receive financial assistance of \$300,000 or more in Federal awards will have a single or a program-specific audit conducted for that year. Nonfederal entities that expend less than \$300,000 a year in Federal awards are exempt from Federal audit requirements for that year, except as noted in Circular No. A-133. Further auditing may be necessary.

**Records:** Proper grant accounting records must be maintained.

## **FINANCIAL INFORMATION:**

**Account Identification:** 75-1515-0-1-609.

**Obligations:** (Grants and Contracts) FY 99 \$999,974,000; FY 00 est \$1,182,672,000; and FY 01 est \$2,000,000,000.

**Range and Average of Financial Assistance:** Not applicable.

## **PROGAM ACCOMPLISHMENTS:**

In fiscal year 1999, 310 grants were awarded. It is anticipated that 312 grants will be awarded in fiscal year 2000 and 320 grants in fiscal year 2001.

## **REGULATIONS, GUIDELINES, AND LITERATURE:**

These funds are subject to the Child Care and Development Fund Final Rule, issued July 24, 1998.

## **INFORMATION CONTACTS:**

**Regional or Local Office:** Persons are encouraged to communicate with the Regional Administrators. Contact: Child Care Bureau,ACYF. Telephone: (202) 690-6782, Fax (202) 690-5600.

**Headquarters Office:** Child Care Bureau, Administration on Children, Youth, and Families, Administration for Children and Families, Department of Health and Human Services, 330 "C" Street, SW., Washington, DC 20447. Telephone: (202) 690-6782. Use same number for FTS.

**Web Site Address:** <http://www.acf.dhhs.gov/programs/ccb>.

## **Morris K. Udall Scholarship Program**

**Applicant Eligibility:** (1) College sophomores or juniors in the current academic year having outstanding potential and intending to pursue careers in environmental public policy; and (2) Native American and Alaska Native students who are college sophomores or juniors in the current academic year and have outstanding potential and intend to pursue careers in health care or tribal public policy may apply. Students must be properly nominated by accredited colleges or universities recognized by the Department of Education.

**Beneficiary Eligibility:** U.S. citizens or nationals, college sophomores, or juniors will benefit.

**Credentials/Documentation:** Applicants must be a matriculated sophomore or junior pursuing a degree at an accredited institution of higher education at the time of nomination. "Sophomore" is defined as a student planning two more years of full-time undergraduate study beginning the next academic year. Students in two-year colleges planning to transfer to a baccalaureate program at another institution may be nominated. "Junior" is defined as a student who plans one more year of full-time under-graduate study beginning the next academic year. Student must have a college grade-point average of at least "B" (or the equivalent) and be in the upper fourth of his or her class. Students must be a United States citizen, a permanent resident alien, or, in the case of nominees from American Samoa or the Commonwealth of the Mariana Islands, a United States nation.

#### **APPLICATION AND AWARD PROCESS:**

**Preapplication Coordination:** Each August, the presidents of two and four year institutions are invited to appoint a Udall Scholarship faculty representative to manage the selection and nomination of up to six students (three in each category) for the forthcoming year's Udall Scholarships. The standard nomination forms with instructions will be provided to the designated faculty representatives of all such institutions whose presidents or chancellors inform the Foundation of their intent to participate. This program is excluded from coverage under E.O. 12372.

**Application Procedure:** The faculty representative of an institution is the key person in the Udall Scholarship selection process and serves as liaison between his/her institution and the Foundation. The faculty representative is responsible for publicizing the Udall Scholarships on campus, soliciting recommendations of students with significant commitment to pursue a career in environmental public policy and outstanding Native American and Alaska Native students that demonstrate a commitment to pursue a career related to health care or tribal public policy from members of the faculty; establishing the process to select the best qualified candidates to be nominated; helping nominees prepare for the competition; and ensuring that the institutions nominations are complete and are forwarded to the Udall Scholarship Review Committee by the stated

deadline. The following information on the official nominating materials, must be included with each scholarship nomination: (1) Institutional Nomination Form that verifies the nominee's eligibility and formally transmits the nomination to the Review Committee. This document must be completed and signed by the faculty representative or the nomination cannot be considered; (2) Nominee Information Form that affirms the nominee's wish to be considered for the scholarship; provides biographical information about the nominee's background, interests and plans, and provides a statement about the nominee's intent to enter an eligible career and specifies how the student's educational plans will provide preparation for that career; (3) nominee's essay of 600 words or less citing in the student's opinion Congressman Udall's major achievements and what those achievements mean to the nominee; (4) three Independent Evaluation of Nominee forms. The nominee must secure letters of recommendation from a current or recent faculty member that can discuss the nominee's potential for a career in environmental public policy, health care, or tribal public policy; a current or recent faculty member in the nominee's field of study; and another individual that can attest to the nominee's potential; and (5) transcript of the nominee's college grades.

**Award Procedure:** ACT, Inc., with the approval of the Morris K. Udall Foundation, will select eight individuals from the academic community to serve as the Udall Review Committee. ACT will initially verify the contents of the nomination packets for completeness and then assemble the information for review by the Committee, that will meet at a designated location for one weekend to review and select 80 scholars. Students will be evaluated on the basis of: (a) Outstanding leadership capabilities, (b) academic excellence, (c) the appropriateness of student's plan of study to prepare for a career in environment, health care, or tribal public policy, and (d) dedication to the values exemplified by Morris K. Udall during his career, i.e., civility, integrity, and consensus. The Review Committee has sole discretion in the selection of the 80 scholars.

**Deadlines:** February 15 of each year for all nominations to be received.

**Range of Approval/Disapproval Time:** February 15, of each year for receipt of nominations; April of each year for selection of scholars by Udall Review Committee; May of each year for announcement of Udall scholars.

**Appeals:** None.

**Renewals:** Recipients of Morris K. Udall Scholarships may apply for another scholarship by going through the application process described above.

#### **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** Not applicable.

**Length and Time Phasing of Assistance:** To be eligible to receive payments, a Udall scholar must matriculate full-time and remain in good academic standing. Scholar's institution must confirm in writing the cost of attendance and that the Scholar is enrolled full-time and in good academic standing. ACT will send each institution a form containing the student's name and social security number. This form will be completed and returned to ACT at least 30 days prior to the beginning of the fall semester. ACT will review forms for completeness of information and appropriate signatures from school officials. Scholars are required to submit a payment request form containing information regarding living expenses and additional costs that may be covered. Scholars may receive up to \$5,000 at the beginning of the fall semester or may receive a partial payment in the fall semester and another at the beginning of the spring semester.

**FINANCIAL INFORMATION:**

**Account Identification:** 95-0900-0-1-502.

**Obligations:** (Grants) FY 99 \$350,000; FY 00 est \$400,000; and FY 01 est \$400,000.

**Range and Average of Financial Assistance:** \$5,000.

**PROGAM ACCOMPLISHMENTS:**

Seventy-five scholarships were awarded in fiscal year 1999; 80 scholarships were awarded in fiscal year 2000.

**REGULATIONS, GUIDELINES, AND LITERATURE:**

None. Informational bulletins are available upon request.

**INFORMATION CONTACTS:**

**Regional or Local Office:** American College Testing (ACT), 2201 North Dodge, Post Office Box 168, Iowa City, IA 52243. Contact: Jo Ann Hubble. Telephone: (319) 337-1707. FAX (319) 337-1204.

**Headquarters Office:** Contact: Christopher L. Helms, Executive Director, 110 South Church, Ste. 3350, Tucson, AZ 85701. Telephone: (520) 670-5608. FAX (520) 670-5530; or Kristin Kelling, Program Manager, 110 South Church, Ste. 3350. Telephone: 670-5609. FAX (520) 670-5530.

**Web Site Address:** <http://www.udall.gov>.

## **Rent Supplements\_Rental Housing for Lower Income Families**

## ELIGIBILITY REQUIREMENTS:

**Applicant Eligibility:** Eligible sponsors included nonprofit, cooperative, builder-seller, investor-sponsor, and limited-distribution mortgagors.

**Beneficiary Eligibility:** Families must be within the income limits prescribed for admission to Section 8 housing in order to qualify for benefits under this program. Families may continue in occupancy if 30 percent of monthly income exceeds the market rent.

**Credentials/Documentation:** Applications for new projects are no longer being accepted. This program is excluded from coverage under OMB Circular No. A-87.

## APPLICATION AND AWARD PROCESS:

**Preapplication Coordination:** The sponsor arranged a preapplication conference with the local HUD Field Office to determine the need for rent supplement assistance to the project before a formal application is submitted. Applications for new projects and unit increases for existing projects are no longer being accepted. All existing FHA-insured projects are being converted to the Section 8 Housing Assistance Payments program. This program is excluded from coverage under OMB Circular No. A-102. This program is excluded from coverage under E.O. 12372.

**Application Procedure:** No applications for new projects are being accepted. This program is excluded from coverage under OMB Circular No. A-110.

**Award Procedure:** None.

**Deadlines:** None.

**Range of Approval/Disapproval Time:** Not applicable.

**Appeals:** None.

**Renewals:** Not applicable.

## ASSISTANCE CONSIDERATIONS:

**Formula and Matching Requirements:** HUD makes monthly payments to project owners to make up the difference between the partial rentals paid by assisted tenants and the market rental. Assisted tenants must pay between 25 and 30 percent of their adjusted monthly income (after certain deductions) or 30 percent of the market rent, whichever is greater. This program has



maintenance of effort (MOE) requirements, see funding agency for further details. Statistical factors used for fund allocation do not apply for this program. The statistical factor used for eligibility is 80 percent of the median family income by HUD field office region, the source calculated by HUD from P-25, Census; 1990 Census; County Business Patterns; P-60, Census; and the Annual Housing Survey.

***Length and Time Phasing of Assistance:*** The rent supplement contract is limited to the term of the mortgage or 40 years from the date of the first payment made under the contract, whichever is less. Individual family's assistance ceases when 30 percent of income is equal to or exceeds the market rent.

#### **POST ASSISTANCE REQUIREMENTS:**

***Reports:*** Any change of the mortgagor during the period of mortgage insurance must be approved by HUD. Defaults in meeting the mortgage terms must be reported. All mortgagors of HUD-insured projects are required to submit an annual financial statement to HUD.

***Audits:*** The Department of Housing and Urban Development reserves the right to audit the accounts of either the mortgagee or mortgagor in order to determine their compliance and conformance with HUD regulations and standards.

***Records:*** Mortgagees are required to maintain records in accordance with acceptable mortgage practices of lending institutions and the HUD regulations. All tenants who benefit from supplements must have their incomes recertified annually.

#### **FINANCIAL INFORMATION:**

***Account Identification:*** 86-0129-0-1-604.

***Obligations:*** (Outlays) FY 99 not separately identifiable; FY 00 est not separately identifiable; and FY 01 est not separately identifiable.

***Range and Average of Financial Assistance:*** See USES AND USE RESTRICTIONS.

#### **PROGAM ACCOMPLISHMENTS:**

No new commitments for additional projects will be made under this program. At the end of fiscal year 1992, approximately 19,270 units

were eligible for rent supplement payments.

**REGULATIONS, GUIDELINES, AND LITERATURE:**

Fact Sheet: Rent Supplements, no charge; 24 CFR 215; HUD Handbook 4520.1; HUD Handbook 4350.3.

**INFORMATION CONTACTS:**

***Regional or Local Office:*** Contact the appropriate HUD Field Office.

***Headquarters Office:*** For Management Information, Director, Office of Multifamily Housing Management, Department of Housing and Urban Development, Washington, DC 20410. Telephone: (202) 708-3730.

***Web Site Address:*** <http://www.hud.gov/progdsc/multindx.html>.

**Medical Assistance Program**

**OBJECTIVES:**

To provide financial assistance to States for payments of medical assistance on behalf of cash assistance recipients, children, pregnant women, and the aged who meet income and resource requirements, and other categorically-eligible groups. In certain States that elect to provide such coverage, medically-needy persons, who, except for income and resources, would be eligible for cash assistance, may be eligible for medical assistance payments under this program. Financial assistance is provided to States to pay for Medicare premiums, copayments and deductibles of qualified Medicare beneficiaries meeting certain income requirements. More limited financial assistance is available for certain Medicare beneficiaries with higher incomes.

**TYPES OF ASSISTANCE:**

Formula Grants.

**USES AND USE RESTRICTIONS:**

For the categorically needy, States must provide in- and out-patient hospital services; rural health clinic services; federally-qualified health center services; other laboratory and x-ray services; nursing facility services, home health services for persons over age 21; family planning services; physicians' services; early and periodic screening, diagnosis, and treatment for individuals under age 21; pediatric or family nurse practitioner services; and services furnished by a nurse-midwife as licensed by the States. For the medically needy, States are required to provide a minimum mix of services for which Federal financial participation is available (see section 1902(a)(10)(C)(iv) of the Social Security Act).

**ELIGIBILITY REQUIREMENTS:**

**Applicant Eligibility:** State and local welfare agencies must operate under an HHS-approved Medicaid State Plan and comply with all Federal regulations governing aid and medical assistance to the needy.

**Beneficiary Eligibility:** Low-income persons who are over age 65, blind or disabled, members of families with dependent children, low-income children and pregnant women, certain Medicare beneficiaries and, in many States, medically-needy individuals may apply to a State or local welfare agency for medical assistance. Eligibility is determined by the State in accordance with Federal regulations.

**Credentials/Documentation:** Federal funds must go to a

designated State Medicaid Agency. Individuals must meet State requirements. Administrative costs will be determined in accordance with OMB Circular No. A-87, "Cost Principles for State and Local Governments."

#### **APPLICATION AND AWARD PROCESS:**

***Preapplication Coordination:*** The standard application forms, as furnished by HHS and required by OMB Circular No. A-102, "Uniform Administrative Requirements for Grants-in-Aid to State and Local Governments," must be used for this program. States should contact the HHS Regional Office for application information. (See Appendix IV of the Catalog for agency Regional Office addresses.) This program is excluded from coverage under E.O. 12372.

***Application Procedure:*** Individuals needing medical assistance should apply directly to the State or local welfare agency. States should contact the Regional Administrator, HCFA for application forms. (See Appendix IV of the Catalog for agency Regional Office addresses.) This program is excluded from coverage under OMB Circular No. A-110.

***Award Procedure:*** States are awarded funds quarterly based on their estimates of funds needed to provide medical assistance to the needy. Awards are made quarterly on a fiscal year basis as follows: October 1, January 1, April 1, and July 1. Individuals receive medical care from providers of medical care who are participating in the Medicaid program.

***Deadlines:*** An individual needing medical assistance may apply to the State at any time. States must submit quarterly estimates of funds needed no later than August 15, November 15, February 15, and May 15, in order to receive a timely quarterly grant award for the following quarter.

***Range of Approval/Disapproval Time:*** Up to 60 days. The States usually provide needy individuals with immediate medical assistance.

***Appeals:*** Individuals denied medical assistance by the State or local welfare agency must be given a fair hearing on appeal (see 42 CFR, Subchapter C, Part 431, Subpart E). States have 60 days to resubmit revised applications.

***Renewals:*** Recipients receive assistance as long as they are qualified under State requirements.

#### **ASSISTANCE CONSIDERATIONS:**

***Formula and Matching Requirements:*** Federal funds are available to match State expenditures for medical care. Under the Act, the Federal share for medical services may range from 50

percent to 83 percent. The statistical factors used for fund allocation are: (1) Medical assistance expenditures by State; and (2) per capita income by State based on a 3-year average (source, "Personal Income," Department of Commerce, Bureau of Economic Analysis). Statistical factors for eligibility do not apply to this program. This program has maintenance of effort (MOE) requirements, see funding agency for further details.

***Length and Time Phasing of Assistance:*** The needy receive medical assistance as necessary. States receive funds quarterly. The Electronic Transfer System will be used by States for monthly cash draws on the Federal Reserve Bank.

#### **POST ASSISTANCE REQUIREMENTS:**

***Reports:*** States must submit fiscal and statistical reports, as required, to the Health Care Financing Administration, Department of Health and Human Services. A Treasury Report TUS-5401 is required monthly. States must submit certified expenditure reports within 30 days after the end of each quarter.

***Audits:*** In accordance with the provisions of OMB Circular No. A-133 (Revised, June 24, 1997), "Audits of States, Local Governments, and Non-Profit Organizations," nonfederal entities that receive financial assistance of \$300,000 or more in Federal awards will have a single or a program-specific audit conducted for that year. Nonfederal entities that expend less than \$300,000 a year in Federal awards are exempt from Federal audit requirements for that year, except as noted in Circular No. A-133.

***Records:*** States must maintain records which substantiate direct and indirect costs charged to the grant award activity.

#### **FINANCIAL INFORMATION:**

***Account Identification:*** 75-0512-0-1-551.

***Obligations:*** (Grants) FY 99 \$111,141,671,000; FY 00 est \$116,116,783,000; and FY 01 est \$124,175,254,000.

***Range and Average of Financial Assistance:*** (Fiscal year 1999) \$1,785,000 to \$14,286,733,000; 1,968,079,000. (Fiscal year 2000) \$1,930,000 to \$15,900,897,000; \$2,046,254,000.

#### **PROGAM ACCOMPLISHMENTS:**

The number of Medicaid enrollees in fiscal year 1999 was 32,900,000. It is estimated that there will be 33,400,000 Medicaid enrollees in fiscal year 2000 and an estimated 33,900,000 Medicaid enrollees in fiscal year 2001.

**REGULATIONS, GUIDELINES, AND LITERATURE:**

42 CFR, Subchapter C.

**INFORMATION CONTACTS:**

***Regional or Local Office:*** Contact the Associate Regional Administrator, Division of Medicaid, Health Care Financing Administration.

***Headquarters Office:*** Tim Westmoreland, Director, Center for Medicaid and State Operations, Health Care Financing Administration, Room C4-25-02, 7500 Security Boulevard, Baltimore, MD 21244. Telephone: (410) 786-3870. Use the same number for FTS.

***Web Site Address:*** <http://www.hhs.gov>.

**Rural Housing Preservation Grants**

necessary assistance to repair or rehabilitate their dwellings. These objectives will be accomplished through the establishment of repair/rehabilitation, projects run by eligible applicants. This program is intended to make use of and leverage any other available housing programs which provide resources to very low and low-income rural residents to bring their dwellings up to development standards.

#### **TYPES OF ASSISTANCE:**

Project Grants.

#### **USES AND USE RESTRICTIONS:**

Organizations may use less than 20 percent of the Housing Preservation Grant funds for program administration purposes, such as to hire the personnel to carry out a project of housing rehabilitation to meet the needs of very low and low-income persons in rural areas; to pay necessary and reasonable office and administrative expenses; and to pay reasonable fees for training of organization personnel. Eighty percent or more of funds must be used for loans, grants or other assistance on individual homes, homeowners, rental properties or co-ops to pay any part of the cost for repair or rehabilitation of structures; funds may not be used to hire personnel to perform construction or to pay any debts, expenses or costs other than previously outlined and approved in the project application.

#### **ELIGIBILITY REQUIREMENTS:**

***Applicant Eligibility:*** Must be a State or political subdivision, public nonprofit corporation, Indian tribal corporations, authorized to receive and administer housing preservation grants, private nonprofit corporation, or a consortium of such eligible entities. Applicants must provide assistance under this program to persons residing in open country and communities with a population of 10,000 that are rural in character and places with a population of up to 25,000 under certain conditions. Applicants in towns with population of 10,000 to 25,000 should check with local Rural Development office to determine if the Agency can serve them. Assistance is authorized for eligible applicants in the United States, Puerto Rico, Virgin Islands, and the territories and possessions of the United States.

***Beneficiary Eligibility:*** Very low and low-income rural individuals and families who are homeowners and need resources to bring their housing up to code standards, rental property owners, or co-ops.

***Credentials/Documentation:*** Applicants must have the financial, legal, administrative, and operational capacity to carry out the objectives of the program by having experience in rural housing rehabilitation. Costs will be determined in accordance with OMB

Circular No. A-87 for State and local governments.

#### **APPLICATION AND AWARD PROCESS:**

***Preapplication Coordination:*** The standard application forms as furnished by the Federal agency and required by 7 CFR parts 3015 or 3016 must be used for this program. Preapplications on SF 424.1 "Application for Federal Assistance (for non-construction)," must be submitted to Rural Development. Applicants are encouraged to consult with the Rural Development District or State office prior to submission of a Preapplication and to receive assistance in the preparation of their preapplication. An environmental impact assessment is required for this program. This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review.

***Application Procedure:*** Applicants must file a preapplication form. The standard application forms as furnished by the Agency and required by 7 CFR parts 3015 or 3016 must be used for this program. Upon notification by Form AD-622, "Notice of Preapplication Review Action," that the applicant has been tentatively selected for funding under the preapplication project selection criteria, the applicant may submit an application on SF 424.1, "Application For Federal Assistance (for non- construction)" to the Rural Development District office. This program is subject to the provisions of 7 CFR parts 3015 or 3016.

***Award Procedure:*** Award is made by the Rural Development State Director.

***Deadlines:*** Dates governing the acceptance, review, and selection of project preapplication will be published annually in the Federal Register. Applicants may also contact the Rural Development State Office for preapplication deadlines.

***Range of Approval/Disapproval Time:*** Notice of action taken on preapplications will be generally within 90 days of final date of acceptance of preapplication.

***Appeals:*** Applicants may request reconsideration on the basis of pertinent facts concerning their application within 30 days of notification of action taken on the preapplication or application.

***Renewals:*** Applicants may apply for an additional HPG grant when they have achieved or nearly achieved the goals established for the previous or existing grant. The grantee must file a preapplication for the current fiscal year which will be processed and compared under the project selection criteria to others submitted at that time.



## **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** See 7 CFR 1940-L, "Methodology and Formulas for Allocation of Loan and Grant Funds." This program has a statutory formula consisting of the following factors and weights: State's percentage of national rural population, 33 1/3 percent; State's percentage of national number of rural occupied substandard units, 33 1/3 percent; and State's percentage of national rural families with incomes below the poverty level, 33 1/3 percent. Data source for each factor is based on the latest census data available. The percentage for each factor is multiplied by the weight assigned and summed to arrive at a State factor. The State factor is multiplied by the total amount available for allocation nationally, minus the national office reserve (approximately 5 percent). This program has no cost-sharing arrangement or matching requirements although priorities under the project selection criteria include extent of leveraging of funds to complement the housing preservation grant.

**Length and Time Phasing of Assistance:** Grants are made for a 12 to 24 month period.

## **POST ASSISTANCE REQUIREMENTS:**

**Reports:** Quarterly financial and project performance reports are to be made to the Rural Development office receiving the grant.

**Audits:** Periodic audits should be made as part of the recipient's system of financial management and internal control to meet terms and conditions of grants and other agreements. In accordance with the provisions of 7 CFR Part 3052, "Audits of States, Local Governments, and Non-Profit Organizations," which implement OMB Circular A-133 (Revised, June 24, 1997), "Audits of States, Local Governments, and Non-Profit Organizations," nonfederal entities that receive financial assistance of \$300,000 or more in Federal awards will have a single or a program- specific audit conducted for that year. Nonfederal entities that expend less than \$300,000 a year in Federal awards are exempt from Federal audit requirements for that year, except as noted in 7 CFR 3052.

**Records:** Grantees shall maintain adequate records and accounts to assure that grant funds are used for authorized purposes.

## **FINANCIAL INFORMATION:**

**Account Identification:** 12-2070-0-1-604.

**Obligations:** (Grants) FY 99 \$7,168,000; FY 00 est \$5,515,000; and FY 01 est \$8,000,000.

**Range and Average of Financial Assistance:** For fiscal year 1999, approximately 120 grants were obligated providing assistance for 1,770 units.

#### **PROGAM ACCOMPLISHMENTS:**

Collectively, the purpose is to provide assistance to approximately 5,000 homeowners for the rehabilitation of their homes. For fiscal year 1999 preapplications were funded to assist 1,770 units.

#### **REGULATIONS, GUIDELINES, AND LITERATURE:**

7 CFR 1944-N, Section 1944.651 through 1944.700, RD Instruction 1944-N. Regulations are available from Rural Development State offices.

#### **INFORMATION CONTACTS:**

**Regional or Local Office:** Contact the appropriate Rural Development State office Or on the internet at [http://www.rurdev.usda.gov/recd\\_map.html](http://www.rurdev.usda.gov/recd_map.html).

**Headquarters Office:** Multiple Family Housing Processing Division, Rural Housing Service, Department of Agriculture, Washington DC 20250. Telephone: (202) 720-1660. Use the same number for FTS.

**Web Site Address:** <http://www.rurdev.usda.gov>.

#### **EXAMPLES OF FUNDED PROJECTS:**

Funded projects generally provide financial assistance to very low-income persons for bringing their dwellings up to local code standards through an HPG grant combined with other Federal funding, such as HUD's community development block grants or HHS's weatherization program. Other variations funded includes using HPG funds to establish a revolving loan fund that provides homeowners a long term, interest subsidized loan; "lending homeowners the money and "forgiving" 20 percent per year until the loan becomes a grant after five years; using the grantee's own employees to perform the rehabilitation work to reduce the costs; and, in a few instances, leveraging State resources for repair loans or grants. In most cases, grantees that are currently active in home repair and rehabilitation were selected and were able to leverage

their existing programs with the new HPG funds.

**CRITERIA FOR SELECTING PROPOSALS:**

Projects must provide a feasible repair rehabilitation program and serve areas with a concentration of substandard housing and very low and low-income persons. In addition, the following criteria will be considered in the selection of grant recipients. Each preapplication and its accompanying statement of activities will be evaluated on: (1) The percentage of very low-income persons assisted; (2) the percentage of use of HPG funds to total cost of housing preservation; (3) the applicant's administrative capacity and experience in (i) housing rehabilitation or weatherization, (ii) assisting very low and low-income persons attain housing assistance and (iii) prior programs no outstanding audits findings; (4) the proposed program will be undertaken in non-Metropolitan Statistical Areas identified by RHS as having populations below 10,000 or in remote parts of other rural areas, (i.e., rural areas contained in Metropolitan Statistical Areas with less than 5,000 population); (5) the program will minimize the use of grant funds for administrative purposes, i.e., less than 20 percent of grant funds; (6) the program will alleviate overcrowding in rural residences inhabited by very low and low-income families; and (7) if an existing grantee has met the objectives of its current grant.

**Twenty-First Century Community Learning Centers**

**TYPES OF ASSISTANCE:**

Project Grants.

**USES AND USE RESTRICTIONS:**

Projects funded under this program must be for the purpose of meeting the needs of the residents of rural and inner city communities, through the creation or expansion of community learning centers. Centers must include not less than four of the activities listed in Section 10905 of Elementary and Secondary Education Act of 1965 (ESEA). Priority will be given to those applications that provide expanded learning opportunities for children and youth in a safe and drug-free environmental and engage the support of citizens in those efforts.

**ELIGIBILITY REQUIREMENTS:**

***Applicant Eligibility:*** Rural and inner city public elementary and secondary schools or consortia of such schools.

***Beneficiary Eligibility:*** Residents of all ages within the communities served by the learning centers will benefit.

***Credentials/Documentation:*** None.

**APPLICATION AND AWARD PROCESS:**

***Preapplication Coordination:*** This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or the official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review.

***Application Procedure:*** Procedures are described in an application notice published in the Federal Register if awards are to be made during that fiscal year. Contact the headquarters office listed below for application packages containing the announcement, application, and other forms.

***Award Procedure:*** Applications are reviewed and evaluated by outside experts and program staff annually, in accordance with the procedures set out in the Education Department General Administrative Regulations (EDGAR) 34 CFR 74, 75.

***Deadlines:*** Deadlines will be announced in application notices published in the Federal Register. Contact the headquarters office

listed below for application deadlines.

**Range of Approval/Disapproval Time:** The approval time is approximately 2 to 4 months.

**Appeals:** None.

**Renewals:** None.

#### **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** None.

**Length and Time Phasing of Assistance:** Awards are made annually. Following the initial, competitively selected award of up to 12 months, two additional 1-year, non-competing continuation awards may be made, for a total maximum term of 3 years.

#### **POST ASSISTANCE REQUIREMENTS:**

**Reports:** Annual progress and financial reports as required by EDGAR 34 CFR 75, unless otherwise required in the award document, are necessary.

**Audits:** In accordance with the EDGAR, Appendix to 34 CFR 80, State and local governments that receive financial assistance of \$100,000 or more within the State's fiscal year shall have an audit made for that year. State and local governments that receive between \$25,000 and \$100,000 within the State's fiscal year shall have an audit made in accordance with the Appendix to Part 80, or in accordance with Federal laws and regulations governing the programs in which they participate.

**Records:** As required by the provisions in EDGAR for direct grant programs. Records related to grant funds, compliance, and performance must be maintained for a period of 5 years after completion, subject to the exceptions listed in EDGAR 34 CFR 74.

#### **FINANCIAL INFORMATION:**

**Account Identification:** 91-1100-2-1-503.

**Obligations:** (Grants) FY 99 \$200,000,000; FY 00 est \$453,377,000; and FY 00 est \$1,000,000,000.

**Range and Average of Financial Assistance:** Not applicable.

**PROGAM ACCOMPLISHMENTS:**

In fiscal year 1999, 458 awards were made to districts; 1,601 centers were funded and approximately 400,000 students were served.

**REGULATIONS, GUIDELINES, AND LITERATURE:**

The regulations applicable to this program are in the Education Department General Administrative Regulations, 34 CFR 74, 75, 77, 79, 80, 81, 82, 85, and 86.

**INFORMATION CONTACTS:**

**Headquarters Office:** Department of Education, Office of Elementary and Secondary Education, 400 Maryland Ave., SW., Washington, DC 20208-5524. Contact: Bob Stonehill. Telephone: (202) 260-9737.

**Web Site Address:** <http://www.ed.gov>.

**EXAMPLES OF FUNDED PROJECTS:**

In Denver, CO an after-school, weekend and summer program for students, families and community members at three northwest Denver middle schools that serve largely Latino students and community members; Memphis City Schools in Tennessee established eight community learning centers servicing approximately 1,326 urban students to promote authentic problem solving, cooperative learning, and social development; Camp SUCCESS (Community Agencies, Mentors, Parents, and Students using Consortium Centers to Enjoy School Success) is an after-school and summer enrichment program in Huntsville, Alabama designed to provide services for families living in the Lakewood, Perry Heights, West Huntsville, Lincoln and Davis Hills school zones. Project Sano y Salvo (Safe and sound) in Tucson, Arizona serves approximately 1000 students in grades 6-8 who participate in 1) integrated drug and violence prevention activities; 2) academic tutoring; 3) enrichment programs in math, science, reading, writing and technology; 4) recreational activities; 5) summer school; 6) club activities; and 7) homework assistance. Watauga County Schools in Boone, NC's LEADERS program offers experiential entrepreneurial leadership development daily after school to meet the needs of 130 rural low-income Appalachian sixth-eighth graders who are at risk for academic failure. Community School District Five in Harlem, NY, has established Literacy Plus Centers at Adam Clayton Powell, Jr.

Academy and Henry Highland Garnet Intermediate School are developing a joint project to study Harlem neighborhood in the past, present, and future that will result in an artistic construction of Harlem and a film. The center provides much needed support services for approximately 500 African American and Latino students at-risk of educational failure. Students participate with their parents and teachers in: literacy and technology- based programs; integrated health, social services, and cultural programs; service learning and leadership development; parenting services and parent education. "Connections for Youth: A 21st Century Community Learning Centers Program" provides after-school and Saturday programs for 650 students in grades 4-8 who reside in the St. Louis Enterprise Community, the most impoverished region in the metropolitan area. The after-school programs offer academic acceleration, enrichment and recreation activities; and the Saturday academy focuses on science, math, and technology. La Familiar Community Learning Center is an after- school program designed to meet the academic, developmental, cultural and recreational needs of students of the Oakland Charter Academy in the heart of the San Antonio-Fruitvale neighborhoods of East Oakland, CA. The Center, which services 200 primarily Latino students, operates each weekday from 2:45 through 5:45 p.m. throughout the school year and offers two 6-week programs in the summer. The Lighthouse Project serves Bayfield, WI, a remote district with a geographic area of 250 square miles which encompass the Red Cliff Indian Reservation. A high percentage of the students have experienced low academic skills, absenteeism, conduct infractions, cultural and personal isolation, alcohol/drug use and are members of single parent families. One objective of the program is to connect skill competencies developed through education to vocations and the world of productive work.

#### **CRITERIA FOR SELECTING PROPOSALS:**

The criteria for selecting proposals under this program include the extent of need for the project, quality of project design, management plan, project and evaluation plan, and adequacy of the resources. (See 34 CFR 75.210 for details.)

#### **Public Safety Partnership and Community Policing Grants**

**AUTHORIZATION:**

Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C. 3796, as amended; Violent Crime Control and Law Enforcement Act of 1994, Title I, Part Q, Public Law 103-322.

**OBJECTIVES:**

Grants are to be made to increase police presence, to improve cooperative efforts between law enforcement agencies and members of the community, to expand community policing efforts through the use of technology and other innovative strategies, to address crime and disorder problems, and to otherwise enhance public safety.

**TYPES OF ASSISTANCE:**

Project Grants.

**USES AND USE RESTRICTIONS:**

At least 85 percent of grant funds may be used to hire or rehire career law enforcement officers; procure equipment, technology or support systems (if such expenditures can be shown to result in an increase of officers deployed in community-oriented policing equal to or greater than the increase resulting from a grant for direct hiring or rehiring of officers); up to 15 percent of grant funds may support programs or projects to (a) increase the number of officers involved in activities focused on interaction with members of the community on proactive crime control and prevention, (b) provide specialized training to officers to enhance conflict resolution, mediation, problem solving, service and other skills needed to work in partnership with members of the community, (c) increase police participation in multidisciplinary early intervention teams, (d) develop new technologies to assist State and local law enforcement agencies in reorienting the emphasis of their activities from reacting to crime to preventing crime, (e) develop and implement innovative programs to permit members of the community to assist law enforcement agencies in the prevention of crime, including programs to increase the level of access to the criminal justice system utilized by victims, witnesses and ordinary citizens, (f) establish innovative programs to minimize the time that officers must be away from the community while awaiting court appearances, (g) establish innovative programs to increase proactive crime control and prevention programs involving officers and young persons, (h) establish new administrative and managerial systems to facilitate the adoption of community-oriented policing as an organization-wide philosophy, (i) establish and coordinate crime prevention and control programs (involving law enforcement officers working with community members) with other Federal programs that serve the community and its members to better address their comprehensive needs, and



(j) support the purchase by a law enforcement agency of no more than one service weapon per officer newly deployed in community-oriented policing. Three percent of program funds may be used to provide technical assistance, training, research or other studies in support of program objectives.

#### **ELIGIBILITY REQUIREMENTS:**

***Applicant Eligibility:*** States, units of local government, Indian tribal governments, other public and private entities, and multi-jurisdictional or regional consortia thereof.

***Beneficiary Eligibility:*** States, units of local government, Indian tribal governments, other public and private entities, and multi-jurisdictional or regional consortia thereof.

***Credentials/Documentation:*** None.

#### **APPLICATION AND AWARD PROCESS:**

***Preapplication Coordination:*** This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review.

***Application Procedure:*** Unless eligible for participation in a streamlined application procedure (applicable in some cases to previously funded grantees under the police hiring grants), applicant submits forms prescribed by the grantor agency and approved by OMB, as well as other required documentation (including required assurances, certifications regarding drug-free workplace, retention information, lobbying, etc.) outlined in the Application Kit. Application Kits are available from the grantor agency, offices of Members of Congress and Offices of the United States Attorney. At the time of submission, an original and two copies are required with original signatures of both the Law Enforcement and Government Executive. Applicants eligible to use the streamlined application procedure should obtain the necessary application materials from the grantor agency.

***Award Procedure:*** Upon approval by the Director, Office of Community Oriented Policing Services, award notification letters will be sent to grantees. The grant award must be signed by a duly authorized representative and returned to the designated office within 90 days of the award mail date.

***Deadlines:*** Application deadlines vary among grant programs. Contact the Headquarters for specific application deadlines.

***Range of Approval/Disapproval Time:*** Normally between 140 to

200 days after receipt of application. This time frame may vary in length depending on the grant program.

**Appeals:** See 28 C.F.R. Part 18.

**Renewals:** Hiring and rehire awards are made for three years. Redeployment awards, and awards for other purposes, are made for one year. Renewals and/or extensions may be available under some grant programs and will be considered on a case-by-case basis. If available, they should be requested not sooner than 90 days prior to expiration of original project period.

#### **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** Hiring and rehire grants under the COPS Universal Hiring Program are made for an amount up to 75 percent of salary and benefits per officer, up to a maximum of \$75,000 per officer. In the case of the COPS in Schools Grant Program, awards will be made for an amount up to a maximum of \$125,000 per officer, with no local percentage match required. Other awards generally are made for 75 percent of allowable project costs. Innovative grant programs may cover 100 percent of the total project cost, up to a maximum amount as specified in the application, with no local match required. Unless the requirement of a nonfederal share is waived, nonfederal funds must pay the difference. The nonfederal share of hiring/rehire grants must increase year-to-year over the grant period. This program has MOE (Match of Excess) requirements; see funding agency for further details.

**Length and Time Phasing of Assistance:** Hiring and rehire grants are awarded for a three-year period. The period of other grants is generally one year. Assistance is released on a reimbursement or limited advance basis.

#### **POST ASSISTANCE REQUIREMENTS:**

**Reports:** Quarterly and final financial status reports as well as additional programmatic progress reports will be required as stipulated in the effective edition of the relevant Grant Owner's Manual distributed by the grantor agency. Other reporting requirements, such as a final programmatic progress report, may be imposed on a case-by-case basis.

**Audits:** In accordance with the provisions of OMB Circular No. A-133, as amended, all grantees that expend Federal financial assistance of \$300,000 or more during the fiscal year shall have an audit made for the year. Grantees receiving less than \$300,000 a year in Federal awards are exempt from Federal audit requirements, but records must be retained and available for review by appropriate

officials of the Federal grantor agency.

**Records:** Financial records, supporting documents, and all other records pertinent to a grant shall be retained for a period of three years following the conclusion of Federal assistance.

#### **FINANCIAL INFORMATION:**

**Account Identification:** 15-0404-0-1-754.

**Obligations:** (Grants) FY 99 \$1,302,000,000; FY 00 est \$656,900,000; and FY 01 est \$693,000,000.

**Range and Average of Financial Assistance:** FY 99 awards ranged from less than \$1,000 to more than \$28,000,000. Average award approximately \$216,121.

#### **PROGAM ACCOMPLISHMENTS:**

In fiscal year 1999, COPS received 4,884 applications. A total of 5,486 grants were awarded, since the agency also made some awards based upon applications received during fiscal year 1998 that were carried over into fiscal year 1999. These awards fund the hiring, rehiring or redeployment of over 100,000 additional career law enforcement officers, practicing community policing, throughout the nation. Other community policing initiatives include Domestic Violence, Methamphetamine Initiatives, School Based Partnerships, and the Tribal Resource Grant Program.

#### **REGULATIONS, GUIDELINES, AND LITERATURE:**

Application Kits and current edition of M7100.1, which are available from Headquarters.

#### **INFORMATION CONTACTS:**

**Headquarters Office:** Office of Community Oriented Policing Services, 1100 Vermont Avenue, NW, Washington, DC 20530. Telephone: U.S. Department of Justice Response Center: 1-800-421-6770, or (202) 307-1480. Direct applications to: COPS Office, 1100 Vermont Avenue, NW., Washington, DC 20530.

**Web Site Address:** <http://usdoj.gov>.

## **EXAMPLES OF FUNDED PROJECTS:**

Previously funded projects include the hiring or rehiring of additional officers to engage in community policing under the COPS Phase I, COPS FAST, COPS AHEAD, COPS in Schools and the Universal Hiring programs. Grants per agency supported the addition of 1 to 3,500 new officers. Under the COPS MORE programs, 4,584 grants were made for the acquisition of communications and computer equipment, the hiring of civilian support resources, and, in the case of MORE '95 alone, for the payment of overtime, to redeploy, in a cost-effective manner, sworn officers to community policing activities. Other funded projects included 117 agencies under the Advancing Community Policing grant program, 15 jurisdictions under an anti-gang initiative, 10 innovative strategies to combat firearms violence, 443 grants for problem solving and partnership development 275 grants for school based partnerships, 366 jurisdictions funded to address domestic violence through community policing strategies, 19 sites funded for domestic violence testing, research and evaluation, 25 sites funded for domestic violence training, and an additional 16 sites for a specially sanctioned project in Washington State. Eighteen sites were funded under the Distressed Neighborhoods Pilot Project and 23 sites were funded under the Methamphetamine Initiative. 774 jurisdictions received assistance under the Small Community Grant Program. The Tribal Resource Grant Program provided an estimated 189 grants to Federally recognized Indian tribes that offered broad based funding to enhance personnel and other resources.

## **CRITERIA FOR SELECTING PROPOSALS:**

General criteria for selecting proposals are set forth in the Violent Crime Control and Law Enforcement Act of 1994, Public Law 103-322. Additional criteria may be developed by the Office of Community Oriented Policing Services and will be published in the Federal Register and COPS application materials.

## **Interest Reduction Payments\_Rental and Cooperative Housing for Lower Income Families**

National Housing Act, as amended, Section 236, Public Law 90-448, 12 U.S.C. 1715.

**OBJECTIVES:**

To provide good quality rental and cooperative housing for persons of low-and moderate-income by providing interest reduction payments in order to lower their housing costs.

**TYPES OF ASSISTANCE:**

Direct Payments for Specified Use; Guaranteed/Insured Loans.

**USES AND USE RESTRICTIONS:**

Use was limited to Section 236 insured and non-insured mortgages financed by State or Local Housing Finance Agencies. PROGRAM IS NOW INACTIVE, i.e., NO NEW PROJECTS ARE BEING APPROVED.

**ELIGIBILITY REQUIREMENTS:**

**Applicant Eligibility:** Eligible mortgagors included nonprofit, cooperative, builder-seller, investor-sponsor, and limited-distribution sponsors. Public bodies did not qualify as mortgagors under this program.

**Beneficiary Eligibility:** Families and individuals, including the elderly and handicapped or those displaced by government action or natural disaster, eligible to receive the benefits of the subsidies must at the time of admission fall within certain locally determined income limits. Families with higher incomes may occupy apartments, but may not benefit from subsidy payments.

**Credentials/Documentation:** Documentation regarding the characteristics of the property and qualifications of the mortgagor was submitted with the application. This program is excluded from coverage under OMB Circular No. A-87.

**APPLICATION AND AWARD PROCESS:**

**Preapplication Coordination:** Documentation regarding property characteristics and mortgagor qualifications was assembled by the mortgage and submitted with the application. The sponsor held a preapplication conference with the local HUD field office with multifamily processing. This program is excluded from coverage under OMB Circular No. A-102. This program is excluded from

coverage under E.O. 12372. An environmental assessment was required for this program. No applications for new projects are being accepted.

**Application Procedure:** No applications for new projects are being accepted. Sponsors submitted FHA Form No. 2013, application and other documentation for FHA Review of Proposed Development, to local HUD field office with multifamily processing or equivalent documentation to a State or local Housing Finance Agency approved by HUD for participation in the program. This program is excluded from coverage under OMB Circular No. A-110.

**Award Procedure:** The local HUD office or State or local Housing Finance Agency reviewed the application to determine site appraisal and market analysis. Market need, correct zoning, environmental assessment and value of site fully improved were considered. The local office granted feasible proposals a tentative reservation of contract authority, and the sponsor was invited to apply for mortgage commitment, at which stage(s) further technical processing was completed. No new applications for project mortgage insurance are being accepted.

#### **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** Assistance payments are made monthly by HUD to the mortgage, and may bring the effective interest rate paid by the mortgagor down to as low as one percent. Benefits received in this way are passed on to those families qualifying for assistance in the form of reduced rents. Assisted families are required to pay for rent at least 30 percent of their adjusted income (income after certain allowable deductions), but not in excess of the fair market rent. This program has maintenance of effort (MOE) requirements; see funding agency for further details.

**Length and Time Phasing of Assistance:** The mortgage term normally extends for 40 years. Interest reduction payments may extend for the full term of the mortgage. For individual families, assistance ceases when their income rises to the point where they can afford the full market rent without the benefit of assistance.

#### **POST ASSISTANCE REQUIREMENTS:**

**Reports:** Any change of the mortgagor during the period of mortgage insurance must be approved by HUD. Defaults in meeting the mortgage terms must be reported. All mortgagors of insured projects are required to submit an annual financial statement to HUD. Approved mortgages, upon request by HUD, must furnish a copy of their latest financial statement.

**Audits:** The Department of Housing and Urban Development reserves the right to audit the accounts of either the mortgage or mortgagor in order to determine their compliance and conformance

with FHA regulations and standards.

**Records:** Tenant certifications for assistance payments and annual recertification must be forwarded to the HUD Field or Area Office by the sponsor. Regular financial reports are also required. Mortgages must service and maintain records in accordance with acceptable mortgage practices and HUD regulations.

#### **FINANCIAL INFORMATION:**

**Account Identification:** 86-0148-0-1-604; 86-4077-0-3-371.

**Obligations:** (Outlays) FY 99 not separately identifiable; FY 00 est not separately identifiable; and FY 01 est not separately identifiable.

**Range and Average of Financial Assistance:** See USES AND USE RESTRICTIONS.

#### **PROGAM ACCOMPLISHMENTS:**

Reservations for additional projects are not being made under the program. No additional mortgages have been insured since 1992. Cumulative totals through September 30, 1992, were 377,680 units insured with a value of \$6,480,013,120.

#### **REGULATIONS, GUIDELINES, AND LITERATURE:**

Fact Sheet: Rental and Co-op Housing for Lower Income Families. No charge; 24 CFR 236 et seq.

#### **INFORMATION CONTACTS:**

**Regional or Local Office:** Contact the appropriate local HUD Office.

**Headquarters Office:** For Management Information: Director, Office of Multifamily Housing Management, Department of Housing and Urban Development, Washington, DC 20410. Telephone: (202) 708-3730.

**Web Site Address:** <http://www.hud.gov/multfaml.html>.

## Higher Education Challenge Grants



## **APPLICATION AND AWARD PROCESS:**

**Preapplication Coordination:** All proposals/solicitations are published in the Federal Register. This program is excluded from coverage under E.O. 12372.

**Application Procedure:** Formal proposals should be submitted to the Office of Extramural Programs, CSREES, as outlined in the solicitation of applications. Application procedures are contained in the program regulations and required forms are contained in the Grant Application Kit. This program is subject to the regulatory provisions of USDA, 7 CFR Part 3015, et seq., and all successor regulations.

**Award Procedure:** Proposals are reviewed and evaluated by CSREES staff members with the assistance and advice of peer panels of qualified educators, administrators, industrialists, and other appropriate persons who are specialists in the fields covered by the proposals. Proposals are supported in order of merit to the extent permitted by available funds. Grant payments may be made by the electronic transfer system, advance by Treasury check, or reimbursement by Treasury check.

**Deadlines:** All deadlines are announced in the Federal Register. The deadline for submission of fiscal year 2000 proposals is February 14, 2000.

**Range of Approval/Disapproval Time:** From 90 to 180 days.

**Appeals:** None.

**Renewals:** None.

## **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** Dollar-for-dollar matching funds from non-Federal sources is required.

**Length and Time Phasing of Assistance:** Grants are awarded for a 1 to 3-year period and may receive no-cost extensions as appropriate up to a maximum of 5 years.

## **POST ASSISTANCE REQUIREMENTS:**

**Reports:** Annual progress reports. Quarterly financial reports. Final progress and financial reports are due within 90 days after project

expiration.

**Audits:** Audits will be conducted in accordance with guidelines established in the revised OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations," and implemented in 7 CFR Part 3052.

**Records:** Grantees are expected to maintain separate records for each grant to ensure that funds are expended for authorized purposes. Grant related records must be retained at least 3 years; records must be retained beyond the 3-year period if litigation is pending or audit findings have not been resolved.

#### **FINANCIAL INFORMATION:**

**Account Identification:** 12-1500-0-1-352.

**Obligations:** (Grants) FY 99 \$4,176,000; FY 00 est \$4,176,000; and FY 01 est \$5,760,000.

**Range and Average of Financial Assistance:** \$47,936 to \$152,000; \$89,479.

#### **PROGAM ACCOMPLISHMENTS:**

An example of program accomplishments: One university developed a course entitled, "Insects and Human Society" presented in two formats: As a traditional on-campus lecture class for undergraduates and as an innovative distance education course. The course reaches out to future journalists, lawyers, legislators, teachers, and others so that they appreciate the impact insects have on human society.

#### **REGULATIONS, GUIDELINES, AND LITERATURE:**

7 CFR Part 3015, USDA Uniform Federal Assistance Regulations (implementing the provisions of OMB Circular Nos. A-21 and A-110); 7 CFR Part 3017, Government wide Debarment and Suspension (Nonprocurement) and Government wide Requirements for Drug-Free Workplace (Grants); 7 CFR Part 3018, Restrictions on Lobbying; 7 CFR part 3019, Uniform Administrative: Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations; 7 CFR Part 3405, Higher Education Challenge Grants, Administrative Provisions, and Grant Application Kit.

**INFORMATION CONTACTS:**

**Headquarters Office:** Grant Programs Manager, Higher Education Programs, Cooperative State Research, Education and Extension Service, U.S. Department of Agriculture, Room 3912, South Building, Washington, DC 20250-2251. Telephone: (202) 720-7854.

**Web Site Address:** <http://www.reeusda.gov>.

**EXAMPLES OF FUNDED PROJECTS:**

Graduate Discovery Program for Minorities in Agriculture; Food Processing Management Computer Simulation; A Systems Approach for Internationalizing Undergraduate Agricultural Curricula; and Valuing Diversity; Faculty and Student Activities to Enhance Education.

**CRITERIA FOR SELECTING PROPOSALS:**

Proposals are evaluated using the following criteria: Intrinsic merit, overall approach and cooperative linkages, originality, personnel, institutional commitment and resources; and overall quality of proposal.

**Advanced Technology Program**

## **TYPES OF ASSISTANCE:**

Project Grants.

## **USES AND USE RESTRICTIONS:**

Single for-profit company recipients can receive ATP funds for R&D activities for up to 3 years, with ATP funding not to exceed \$2 million for direct costs. ATP funds may only be used to pay for direct costs for single company recipients. Single company recipients are responsible for funding all of their overhead/ indirect costs. Small and medium sized companies applying as single company proposers are not required to provide cost-sharing of direct costs. Large companies applying as single company proposers, however, must cost-share at least 60 percent of the total project costs (direct plus indirect costs). A large company is defined as any business, including any parent company plus related subsidiaries, having annual revenues in excess of \$2.896 billion. (Note that this number will likely change for future competitions and, if so, will be noted in future annual announcements of availability of funds and ATP Proposal Preparation Kits.) Joint ventures can receive ATP funds for R&D activities for up to 5 years, with ATP funding a minority share of the total project costs. Joint ventures must cost-share (matching funds) more than 50 percent of the total project costs (direct plus indirect costs). Joint ventures must consist of at least two separately-owned for-profit companies, both of which are substantially involved in the R&D and both contributing towards the matching fund requirement. The joint venture may include additional companies, independent research organizations, universities, and/or governmental laboratories (other than NIST) which may or may not contribute funds (other than Federal funds) to the project and perform research and development activities. The joint venture need not be a legally constituted entity but can consist of companies who simply agree to collaborate on the R&D and divide tasks. ATP funding may not be used to fund product development or be used to fund existing or planned research programs that would otherwise be conducted in the same period.

## **ELIGIBILITY REQUIREMENTS:**

***Applicant Eligibility:*** U.S. businesses and U.S. joint research and development ventures. Foreign-owned businesses are eligible for funding, provided they meet the requirements of Public Law 102-245, Sec. 201(c)(6-7). A university, governmental entity, or non-profit independent research organization can participate as a member of a joint venture that includes at least two separately owned for-profit companies, both of which are substantially involved in the R&D and both contributing towards the matching-fund requirement.

***Beneficiary Eligibility:*** U.S. businesses and U.S. joint research

and development ventures; and foreign-owned businesses that meet requirements of Public Law 102-245, Sec. 201(c)(6-7).

**Credentials/Documentation:** Proposals with statement of work and budget. Costs will be determined in accordance with applicable cost principles found in OMB Circular Nos. A-21 for educational institutions, A-122 for nonprofit organizations, 48 CFR 31 for commercial organizations, and 45 CFR 74, Appendix E for hospitals.

#### **APPLICATION AND AWARD PROCESS:**

**Preapplication Coordination:** None. This program is excluded from coverage under E.O. 12372.

**Application Procedure:** Proposals should be submitted only in response to formal competition announcements and requests for proposals periodically published in the Commerce Business Daily. This program is subject to the provisions of 15 CFR 14.

**Award Procedure:** Competitive award process.

**Deadlines:** Deadlines for proposal submissions are contained in the formal competition announcements and requests for proposals published in the Commerce Business Daily.

**Range of Approval/Disapproval Time:** 120 to 180 days.

**Appeals:** None.

**Renewals:** ATP awards may be renewed within the statutory time limitation based on satisfactory performance and availability of funds from Congress.

#### **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** ATP funds may only be used to pay for direct costs for single company recipients. Single company recipients are responsible for funding all of their overhead/indirect costs. Small and medium sized companies applying as single company proposers are not required to provide cost-sharing of direct costs. Large companies applying as single company proposers, however, must cost-share at least 60 percent of the total project costs (direct plus indirect costs). A large company is defined as any business, including any parent company plus related subsidiaries, having annual revenues in excess of \$2.896 billion. (Note that this number will likely change for future competitions and, if so, will be noted in future annual announcements of availability of funds and ATP Proposal Preparation Kits.) Joint ventures must cost-share (matching funds) more than 50 percent of the total project costs (direct plus indirect costs).

***Length and Time Phasing of Assistance:*** Funding for joint research and development ventures may be provided for no more than five years. Funds for single company awards may not exceed three years. The funds are released on a monthly advance payment basis. Continued funding is contingent on satisfactory performance and availability of appropriated funding from Congress.

#### **POST ASSISTANCE REQUIREMENTS:**

***Reports:*** Quarterly and annual technical progress and business reports are required.

***Audits:*** Audits of all recipients shall be conducted in accordance with Government Auditing Standards (GAS), issued by the Comptroller General of the United States (the Yellow Book). Other requirements are as follows: 1) For single companies, the NIST Program-Specific Audit Guidelines for Advanced Technology Program (ATP) Cooperative Agreements with Single Companies, issued by the DoC/OIG; 2) for joint venture recipients, the NIST Program-Specific Audit Guidelines for Advanced Technology Program (ATP) Cooperative Agreements with Joint Ventures, issued by the DoC/OIG; and 3) ATP recipients covered under OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations," should have an audit performed in accordance with the requirements of the OMB Circular. The program-specific audit guidelines may be useful in identifying the allowability of specific cost elements and other programmatic compliance.

***Records:*** Documents, papers, and financial records are required to remain available to the Federal government for 3 years from the date of submission of the final financial status report. All financial and programmatic records, supporting documents, statistical reports, and other records of recipients are required to be maintained in accordance with the terms of the agreement.

#### **FINANCIAL INFORMATION:**

***Account Identification:*** 13-0500-0-1-376; 13-0525-0-1-376.

***Obligations:*** (Cooperative Agreements) FY 99 \$149,834,000; FY 00 est \$169,792,000; and FY 01 est \$156,346,000.

***Range and Average of Financial Assistance:*** Range: \$441,000 to \$31,478,000; Average \$3,185,229.

## PROGRAM ACCOMPLISHMENTS:

The ATP has made 468 awards since its first competition in 1990 - 157 to joint ventures and 311 to single companies. In fiscal year 1999, the ATP held a single competition open to all technology areas. In fiscal year 2000, the ATP is holding a single competition open to all technology areas. Approximately ten percent of the proposals received are selected for funding. ATP funds are being used to develop a wide range of technologies in areas such as x-ray lithography, data storage, machine tool control, electro-optics, superconductivity, printed wiring boards, flat panel displays, handwriting recognition, semiconductors, biotechnology, ceramics, composites, computer-aided design and manufacturing, and DNA diagnostics.

## REGULATIONS, GUIDELINES, AND LITERATURE:

Implementing regulations are published at 15 CFR Part 295. The ATP Proposal Preparation Kit may be obtained by contacting the ATP toll-free "hotline" number 1-800-ATP-FUND or 1-800-287-3863. The Kit is also available on the Internet through the World Wide Web under the heading Publications on the ATP home page: [www.atp.nist.gov](http://www.atp.nist.gov).

## INFORMATION CONTACTS:

**Regional or Local Office:** Advanced Technology Program, National Institute of Standards and Technology, 100 Bureau Drive Stop 4701 Gaithersburg, MD 20899-4701. Telephone: 1-800-ATP-FUND. FAX: (301) 926- 9524. E-mail: [atp@nist.gov](mailto:atp@nist.gov).

**Headquarters Office:** Cita Furlani, Director, Advanced Technology Program, National Institute of Standards and Technology, 100 Bureau Drive Stop 4700, Gaithersburg, MD 20899-4700. Telephone: (301) 975-5187. Use the same number for FTS. FAX: (301) 869-1150. E-mail: [cita.furlani@nist.gov](mailto:cita.furlani@nist.gov). To receive application kits, contact ATP customer service staff, at 1-800-ATP-FUND.

**Web Site Address:** <http://www.nist.gov>.

## EXAMPLES OF FUNDED PROJECTS:

Printed wiring board manufacturing technology, flat panel display manufacturing, handwriting recognition, magnetoresistive random access memories, deep ultraviolet lasers, high temperature superconducting material processes, superconducting motors, stem cell expansion, viral inactivation, scalable high-density electronics, polymeric switches, nanocrystalline ceramics, polymer compatibilization, net-shaped ceramic processing, neural network controls, thermoplastic liquid composite molding, autonomous

robots, digital image compression, software for managing complex healthcare data, and biochips for DNA diagnostics.

**CRITERIA FOR SELECTING PROPOSALS:**

(1) Scientific and Technological Merit and (2) Potential for Broad-Based Economic Benefits.

**Cora Brown Fund**



sources.

**ELIGIBILITY REQUIREMENTS:**

**Applicant Eligibility:** Individuals, families, and groups in need of (1) disaster-related home repair and rebuilding; (2) disaster-related unmet needs; and (3) other services which alleviate human suffering and promote the well being of disaster victims.

**Beneficiary Eligibility:** Individuals, families, and groups in need.

**Credentials/Documentation:** Recommendation from Regional Director or his/her designee.

**APPLICATION AND AWARD PROCESS:**

**Preapplication Coordination:** None. This program is excluded from coverage under E.O. 12372.

**Application Procedure:** Disaster victims do not apply for assistance from the fund, instead, they are identified and recommended by the Regional Director or his/her representatives, with assistance from other governmental agencies and voluntary disaster agencies.

**ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** Not applicable.

**Length and Time Phasing of Assistance:** Not applicable.

**FINANCIAL INFORMATION:**

**Account Identification:** 11-8244-0-7-453.

**Obligations:** (Direct Payments): FY 99 \$17,242; FY 00 est \$0; and FY 01 est \$0.

**Range and Average of Financial Assistance:** Not applicable.

**PROGAM ACCOMPLISHMENTS:**

None.

**REGULATIONS, GUIDELINES, AND LITERATURE:**

Federal Disaster Assistance Regulations, 44 CFR 206.181; DOM Chapter 17; Cora Brown Fund Program.

**INFORMATION CONTACTS:**

**Headquarters Office:** Laurence Zensinger, Director, Human Services Division, Response and Recovery Directorate, Federal Emergency Management Agency, Washington, DC 20472.  
Telephone: (202) 646-3642.

**Web Site Address:** <http://FEMA.gov>.

**Historic Preservation Fund Grants-In-Aid**

Formula Grants; Project Grants.

#### **USES AND USE RESTRICTIONS:**

Matching grants can directly finance State staff salaries, equipment, and materials, and travel necessary to accomplish program purposes. States may transfer funds to third parties to carry out historic preservation activities such as surveys, preservation plans, National Register nominations, architectural plans and specifications, historic structures reports, and engineering studies necessary to restore properties listed on the National Register of Historic Places, and for acquisition or repair of these properties. Development projects must comprise one or more of the 4 allowable treatments defined in the "Secretary of the Interior's Standards for the Treatment of Historic Properties" (36 CFR 78). These treatments are preservation, restoration, rehabilitation, and reconstruction. Major reconstruction is not eligible. Other activities must meet the applicable Secretary of the Interior's Standards for Archeology and Historic Preservation. In 2000, the amount appropriated from the Historic Preservation Fund for financial assistance to the States, Territories, and the Freely Associated States of Micronesia, was \$31.598 million, with an additional \$2.572 million for grants to Indian tribes, and \$10.623 million for project grants to Historically Black Colleges and Universities. In accordance with Section 102(a)(5) of the National Historic Preservation Act, as amended, grantees must agree to assume, after completion of the restoration project, the total cost of the continued maintenance, repair, and administration of the property in a manner satisfactory to the Secretary.

#### **ELIGIBILITY REQUIREMENTS:**

***Applicant Eligibility:*** Eligible applicants States and Territories as defined in the National Historic Preservation Act, as amended, operating programs administered by a State Historic Preservation Officer appointed by the Governor or according to State law, and which are otherwise in compliance with the requirements of the Act. Eligible applicants for the Tribal Grant Program are Federally recognized Indian Tribes and Alaska Native Corporations.

***Beneficiary Eligibility:*** Subrecipients eligible are State and local governments, public and private nonprofit organizations, and individuals. According to their own priorities and plans, States select their own projects and may subgrant to public and private parties, including local governments, federally recognized Indian tribal governments, nonprofit and for-profit organizations, and/or individuals to accomplish program objectives. At least ten percent of each year's appropriation must be subgranted to local governments certified as eligible to carry out preservation functions according to 36 CFR 61.

***Credentials/Documentation:*** Each State must have a qualified Review Board, employ professionally qualified staff, and maintain an

approved statewide historic preservation plan in accordance with 36 CFR 61. OMB Circular No. A-87, "Cost Principles for State and Local Governments" applies for State grantees and Indian tribes.

#### **APPLICATION AND AWARD PROCESS:**

***Preapplication Coordination:*** The Annual Application from the State uses the standard application forms furnished by 43 CFR Part 12, Subpart C, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments." Environmental impact assessment is required. E.O. 12372, "Intergovernmental Review of Federal Programs," applies. An applicant should consult the office or official designated as the Single Point of Contact in the State for information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review.

***Application Procedure:*** Application is made by the States for an annual grant in the form of planned activities and projects. 43 CFR Part 12, Subpart C, "Uniform Administrative Requirements For Grants and Cooperative Agreements to State and Local Governments," applies to awards to States. Applicants for financial aid for subgrants and contracts must contact the State Historic Preservation Office for application information. Applicants for HPF Tribal Grant projects may contact the National Park Service at (202) 343-9572.

***Award Procedure:*** The Annual appropriation is allocated by the Secretary of the Interior among States and Territories.

***Deadlines:*** Set dependent upon the date of enactment of appropriations for the fiscal year for which assistance is requested. States set subgrant deadlines.

***Range of Approval/Disapproval Time:*** Up to 1 month for Federal grants; subgrant time depends on State procedures.

***Appeals:*** Not applicable.

***Renewals:*** Not applicable. Grants to States are for 2 years, subject to "Use or Lose" procedures established by the Federal agency.

#### **ASSISTANCE CONSIDERATIONS:**

***Formula and Matching Requirements:*** Sixty percent Federal; 40 percent State (public and/or private funds and/or allowable in-kind donations). American Samoa, Guam, Commonwealth of Northern Mariana Islands, Federated States of Micronesia, Republic of Palau, Republic of Marshall Islands and Virgin Islands are exempt from matching share per Public Law 96-205.

***Length and Time Phasing of Assistance:*** Fiscal year in which funds are appropriated and one succeeding fiscal year.

**POST ASSISTANCE REQUIREMENTS:**

***Reports:*** An annual performance report is required comparing planned accomplishments with actual results. Summary completion reports must be maintained for subgrant expenditures. Expenditure reports as specified in OMB 43 CFR Part 12, Subpart C, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments" or in OMB Circular No. A-110 are required.

***Audits:*** In accordance with the provisions of OMB Circular No. A-133 (Revised, June 24, 1997), "Audits of States, Local Governments, and Non-Profit Organizations," nonfederal entities that receive financial assistance of \$300,000 or more in Federal awards will have a single or a program-specific audit conducted for that year. Nonfederal entities that expend less than \$300,000 a year in Federal awards are exempt from Federal audit requirements for that year, except as noted in Circular No. A-133.

***Records:*** Full fiscal and project records to be maintained by grantees in accordance with OMB Circular Nos. A-87, and 43 CFR Part 12 for States and Tribes; OMB Circular Nos. A-122 and A-110 as required.

**FINANCIAL INFORMATION:**

***Account Identification:*** 14-5140-0-2-303.

***Obligations:*** (Grants) FY 99 \$72,412,000; FY 00 est \$74,793,000; and FY 01 est \$72,071,000.

***Range and Average of Financial Assistance:*** \$160,847 to \$934,281; \$535,559.

**PROGAM ACCOMPLISHMENTS:**

See 15.914, National Register of Historic Places for the number of historic districts, individual properties, and National Historic Landmarks nominated because of the Historic Preservation Fund Grants-in-Aid Program. Since 1968, over \$922 million has been awarded to 59 States and Territories, the National Trust, and Tribes. Over 800 subgrants were awarded by 59 State and Territorial

grantees in Fiscal Year 1999. These categorical matching grants administered by the National Park Service provide partial funding support to State Historic Preservation Offices (SHPOs) in carrying out statutory responsibilities under the National Historic Preservation Act, as amended, for the following types of activities: (1) conducting a comprehensive survey of historic properties (13.4 million acres and 158,000 properties assessed) and maintaining inventories of information gained from such survey; (2) nominating properties to the National Register of Historic Places (1,600 nominations); (3) assisting and advising Federal and State agencies and local governments in carrying out their historic preservation responsibilities (e.g., 89,000 Federal projects reviewed); (5) cooperating with local governments in developing local historic preservation programs (total of 1,188 Certified Local Governments (CLGs); and (6) advising and assisting in the evaluation of proposals for rehabilitation projects that may qualify for Federal tax incentives (e.g., 2,900 Federal Tax Credit applications reviewed). Some of the indicators of program success or outcome include: historic resources saved, customers satisfied, timely responses to requests, and increases in grant products such as those noted above.

#### **REGULATIONS, GUIDELINES, AND LITERATURE:**

A brochure describing the grant and related programs are available upon request from the Department of the Interior, National Park Service, 1849 C Street, N.W., NC 350 Washington, DC 20240. See the "Catalog of Historic Preservation Publications." Important examples include: "The National Register of Historic Places," 1966-1994 issue, a softbound volume describing National Register properties published in conjunction with the National Trust for Historic Preservation Press and the National Conference for State Historic Preservation Officers, (John Wiley and Sons, Preservation Press, 1 Wiley Drive, Somerset, New Jersey 08875, \$98.00), the Historic Buildings Preservation Briefs series; the Preservation Planning series; the Preservation Tech Note Series; and, the National Register Bulletin series. Program regulations are specified in Volume 36 of the Code of Federal Regulations. Program standards are found in "The Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation."

#### **INFORMATION CONTACTS:**

***Regional or Local Office:*** For financial aid information concerning projects funded through State programs, applicants should refer to State Historic Preservation Offices, and contact the appropriate State agency for subgrant eligibility information. This list is also available on the National Park Services ParkNet, Links to the Past, World Wide Web site (<http://www.cr.nps.gov>). Corrections and additions should be directed to Tawana Jackson, Preservation Heritage Services Division, National Park Service, 1849 C Street, NW., NC 200, Washington, DC 20240 or E-mail [Tawana\\_Jackson@nps.gov](mailto:Tawana_Jackson@nps.gov).

**Headquarters Office:** Associate Director, Cultural Resource Stewardship and Partnerships, National Park Service, Department of the Interior, Washington, DC 20240. Telephone: (202) 343-9564.

**Web Site Address:** <http://www.family.info.gov.cfda.index.htm>.

#### **EXAMPLES OF FUNDED PROJECTS:**

(1) the archeological excavation of the Russian American Site at the Baranof Castle State Historic Site in Sitka--Tlingit elders worked with the field crew on the excavation of significant archeological deposits from the early 1800s, (2) the documentation of sites related to the Titan II missile wing in Arkansas, which included surveys of 11 silo sites and 20 buildings at Little Rock Air Force base and nomination of five silo sites to the National Register of Historic Places, (3) the thematic study of movie theater buildings and of drive-in movie theaters in Idaho. Both documents formed the basis for the nomination of groups of historic theaters to the National Register of Historic Places, (4) the exterior rehabilitation of the 1878 Ladoga Normal Hall in Indiana, including the repair of rotted and broken roof trusses, the rehabilitation of the bell tower, and the repointing of masonry, (5) the repair and transformation of the 1925 Goffstown High School in Goffstown, New Hampshire into 38 apartments for low-income senior citizens, using a creative combination of the federal historic Preservation Tax Incentives, low income tax credits, and Community Development Block Grants, (6) a countywide survey of Bowman County, a sparsely populated county in extreme southwest North Dakota; by documenting several small towns and individual farmsteads, the study illustrated population growth and building trends, (7) a subgrant to Tulsa, Oklahoma, a Certified Local Government, to revise and publish the city's historic preservation plan, (8) the survey and documentation of 38 Lustron Houses in 15 South Dakota communities (Lustron houses are prefabricated, enameled all-steel ranch-style houses manufacturing during the post-World War II housing boom); a group of these houses was nominated for listing in the National Register of Historic Places, and (9) a \$7,000 subgrant to support the restoration and repair of the 1893 Charles and Anna Drain House in Douglas County, Oregon--the Queen Anne-style house serves as the administrative offices for the local school district.

#### **CRITERIA FOR SELECTING PROPOSALS:**

Each State selects subgrant proposals for funding in accordance with its own priorities.

**Section 8 Housing Assistance Payments Program\_Special  
Allocations**



contract.

#### **APPLICATION AND AWARD PROCESS:**

**Preapplication Coordination:** This program is excluded from coverage under E.O. 12372.

**Application Procedure:** Project owner must notify HUD within 180 days of contract expiration that it wishes to renew the Section 8 contract.

**Award Procedure:** Contract is renewed upon expiration.

**Deadlines:** Owner must notify HUD within 180 days of contract expiration that it intends to renew contract.

**Range of Approval/Disapproval Time:** Approval given by date of contract expiration.

**Appeals:** Not applicable.

**Renewals:** Subject to appropriations and owner's interest in renewing contract.

#### **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** Not applicable.

**Length and Time Phasing of Assistance:** One year.

#### **POST ASSISTANCE REQUIREMENTS:**

**Reports:** The owner must submit to HUD within 60 days after the end of each fiscal year of the project, financial statements for the project audited by an Independent Public Accountant and other statements as to project operation, financial conditions and occupancy.

**Audits:** The owner must permit HUD to review and audit the management and maintenance of the project at any time to assure the owner is meeting its obligation to maintain the units and related facilities in decent, safe, and sanitary condition.

**Records:** The owner must reexamine the income and composition of all families at least once each year and prepare and furnish other information required under the Section 8 contract.

**FINANCIAL INFORMATION:**

**Account Identification:** 86-0319-0-1-604; 86-0164-0-1-604; 86-0311-0-1-604; 86-0316-0-1-604.

**Obligations:** FY 99 \$7,552,062,000; FY 00 est \$7,813,032,000; and FY 01 est \$7,919,305,000.

**Range and Average of Financial Assistance:** Eligible tenants pay no more than 30 percent of their monthly adjusted income for rent.

**PROGAM ACCOMPLISHMENTS:**

There were approximately 1.5 million families assisted in fiscal year 1999.

**REGULATIONS, GUIDELINES, AND LITERATURE:**

HUD Notice H98-34, "Contract Non-Renewal Notice"; CFR Part 886 - Section 8 Housing Assistance Payments Program\_Special Allocations.

**INFORMATION CONTACTS:**

**Regional or Local Office:** Persons may contact local field offices.

**Headquarters Office:** Department of Housing and Urban Development, Office of Multifamily Asset Management and Disposition, Program Management Division, 451 7th Street, SW., Washington, DC 20410. Telephone: (202) 708-3730.

**Web Site Address:** <http://www.hud.gov/progdesc/multindx.html>.

**EXAMPLES OF FUNDED PROJECTS:**

Projects with HUD-insured mortgages; projects with HUD-held mortgages; projects with non-insured mortgages; projects with Section 202 Direct Loans.

## **Christopher Columbus Fellowship Program**

process, product or other achievement that has made a significant impact on our society. DISCOVERIES AT WORK - The Present program is achieved through a partnership with DISCOVER Magazine. The Columbus Foundation is the exclusive sponsor of the 1998- 2000 DISCOVER Magazine's Awards for Technological Innovation ceremony. The Discover Awards is an annual competition that honors technological innovation developed within the competition year. The Columbus Foundation awards the \$100,000 Columbus Foundation Award to a participant who demonstrates a program of ongoing work with specific outcome suggesting that an important discovery will result. The program is operated by DISCOVER Magazine, 114 Fifth Avenue, New York, New York 10011, Attn: Darlene Cavalier. DISCOVER THE FUTURE - The Future program is accomplished through three separate programs. Bayer/NSF Award for Community Innovation - The Bayer/NSF Award for Community Innovation is a national competition which asks sixth through eighth grade students to identify problems in their communities and solve them using the scientific process. The program is designed to foster curiosity, creativity and critical thinking skills in youth with diverse backgrounds, interests and abilities. The kids work in teams of four. There are ten regional pilot cities around the country Region 1 - Spokane, WA, Region 2 - San Francisco, CA; Region 3 - Kansas City, MO; Region 4 - Minneapolis, MN; Region 5 - Elkhart, IN; Region 6 - Houston, TX, Region 7 - Atlanta, GA; Region 8 - Charleston, SC, Region 9 - Pittsburgh, PA, Region 10 - New York, NY. The teams' entries are reviewed by a regional panel of judges who select three semi-finalist teams from each region. The finalist judging selects the ten finalist teams, one from each region, to compete in the national finals. The national judging is held at Epcot at Walt Disney World Resorts, Orlando, Florida. In addition, the finalists attend the Christopher Columbus Academy, a custom-designed program that takes the kids through a one-of-a-kind educational experience. Also, one of the teams will win the \$25,000 Columbus Foundation Community Grant to take back to their community to make their idea a reality. This program is sponsored by the Bayer Corporation, the National Science Foundation, the Christopher Columbus Fellowship Foundation and DISCOVER Magazine. The program is operated by Media Management Services, Inc., 105 Terry Drive, Newtown, PA 18940, Attn: Stacey Gall. This program is excluded from coverage under E.O. 12372. National Gallery for America's Young Inventors - The Columbus Foundation is in partnership with the Partnership for America's Future, Inc. which sponsors the National Gallery for America's Young inventors. The purpose of the National Gallery is to "celebrate the learning, insight, creativity and workmanship of America's student inventors by recognizing and preserving their accomplishments for the inspiration of future generations." The National Gallery inducts up to six student inventors annually to honor their creative innovation. In order to be considered for induction, each entrant must be a winner of a national invention competition, a patent holder or have a product on the national market. All entrants must be American citizens between the ages of 6 to 19. Entries are judged by a national Student Board of Directors. The program is operated by the Partnership for America's Future, Inc., 80 West Bowery Street, Akron, Ohio 44308, Attn: Nicholas Frankovits. \$5000 Freida J. Riley

Teacher Award - The Freida J. Riley Teacher Award is another program sponsored by the Foundation through the Partnership for America's Future. The purpose of the Riley Award is to "identify and reward an American teacher who overcame tremendous adversity, or made an enormous sacrifice, in order to positively impact students." The award is limited to any certified classroom teacher who is presently teaching, or has previously taught full-time (grades K-12), in an accredited U.S. public, private, or charter school. The award will be presented to "a teacher working with a physical disability; or a teacher dealing with an especially challenging educational environment." The award will not be given posthumously. The deadline for entries is March 31, 2001. The program is managed by the Partnership for America's Future, Inc., 80 West Bowery Street, Akron, Ohio 44308.

**Application Procedure:** DISCOVERIES OF THE PAST - The Frank Annunzio Award - The winner of the Frank Annunzio Award must be a living American whose creative thinking has led to creative work, process, product, or other achievement that has made a significant impact on our society. Nomination forms are submitted to the Columbus Foundation, 110 Genesee Street, Suite 390, Auburn, NY 13021. The deadline is June 30, 2001. DISCOVERIES AT WORK - DISCOVER Awards for Technological Innovation - Entries are submitted in several categories. Nomination are received online. The deadline for the 2001 competition is January 31, 2001. The winner of the \$100,000 Columbus Foundation Award must demonstrate a program of ongoing work with specific outcome suggesting that an import discovery will result. DISCOVER THE FUTURE -Bayer/NSF Award for Community Innovation - Entries will be accepted from all 50 States, territories and possessions. All team entries must consist of a Bayer/NSF Award Entry form (signed by the team members and the coach), a team-written section and the visual component. To enter, mail an original and two copies of the team's community solution to: Bayer/NSF Award for Community Innovation, 105 Terry Drive, Suite 120, Newtown, PA 18940. The deadline for the 2001 competition is January 31, 2001. National Gallery for America's Young Inventors - An entrant must be a winner of a national invention competition, a patent holder or have a product on the national market. All entrants must be American citizens between the ages of 6 to 19. Entries may be submitted to Partnership for America's Future, Inc., 80 West Bowery Street, Suite 305, Akron, OH 44308. The deadline for the 2001 competition is January 31, 2001. \$5000 Freida J. Riley Teacher Award - The Freida J. Riley Teacher Award is limited to any certified classroom teacher who is presently teaching, or has previously taught full-time (grades K-12), in an accredited U.S. public, private, or charter school. The award will be presented to "a teacher working with a physical disability; or a teacher dealing with an especially challenging educational environment." The award will not be given posthumously. The deadline for entries is March 31, 2001. Send applications to Partnership for America's Future, Inc., 80 West Bowery Street, Akron, Ohio 44308.

**Award Procedure:** DISCOVERIES OF THE PAST - Frank Annunzio Award - All entries are screened by the Board of Trustees

of the Columbus Foundation and a national Evaluation Committee. The Award will be presented in October 2000. DISCOVERIES AT WORK - DISCOVER Awards for Technological Innovation - All entries for the Columbus Foundation Award are screened by the Board of Trustees of the Columbus Foundation and an expert panel of evaluators. The 2000 Discover Awards was held June 24, 2000. DISCOVER THE FUTURE - The Bayer/NSF Award for Community Innovation has three judging phases. The finals and the Christopher Columbus Academy were held at Epcot in the Walt Disney World Resort, Orlando, Florida from June 19-26, 2000. National Gallery for Young Inventors - Inductees will be honored at a banquet on September 9, 2000 in Akron, OH. Freida J. Riley Teacher Award - Applications are evaluated by a panel of national judges. The award was presented on May 4, 2000, in conjunction with Space Day 2000 at the Air and Space Museum in Washington, D.C.

**Deadlines:** Contact the Christopher Columbus Fellowship Foundation for deadlines.

#### **FINANCIAL INFORMATION:**

**Account Identification:** 76-8187-0-7-502.

**Obligations:** (Grants) FY 99 \$807,500; FY 00 est \$926,000; and FY 01 est \$1,000,000.

**Range and Average of Financial Assistance:** \$50,000 to \$350,000.

#### **PROGAM ACCOMPLISHMENTS:**

In 1998, the Columbus Foundation awarded the first \$100,000 Frank Annunzio Award. The award is designated to honor a living American whose innovative thinking has led to creative work, process, product or other achievement that has made a significant impact on society. The first award went to John J. Wild, M.D., Ph.D., Director, Medico-Technological Research Institute of Minneapolis, MN. Dr. Wild pioneered a new field of medicine: diagnostic medical ultrasound, upon which current applications of ultrasonic imaging and diagnosis are based. In 1999, the Frank Annunzio Award went to Charles H. Townes, Ph.D., inventor of the laser. Beginning in 1996, the Foundation awarded the first \$100,000 Columbus Foundation Award in conjunction with the annual Discover Awards for Technological Innovation which honor the visionary men and women who create our newest technologies. The Columbus Foundation Award recognizes an individual American who has improved or is attempting to improve the world through ingenuity and innovation and provides incentive for continuing research. In 2000, the Foundation awarded the \$100,000 Columbus Foundation Award to Dr. Anthony Atala, Associate Professor of Surgery, Children's Hospital and Harvard Medical School, Boston, MA, for his research on creating new organs in the laboratory. In 1997, the Foundation

sponsored 40 kids through the first Christopher Columbus Academy in conjunction with the Bayer/NSF Award for Community Innovation. The Foundation also awards the \$25,000 Columbus Foundation Community Grant to one of the teams as seed money for their project. In 2000, the \$25,000 Columbus Foundation grant went to a team from Houston, TX for their innovative approach to science education proposed by Science Squad. Science Squad is designed to address low scores on standardized tests taken by local fifth graders and help them prepare for the challenges of middle school science. In 1998, the Columbus Foundation awarded the first Young Inventors Award to the six inductees in the National Gallery for America's Young Inventors. The inductees must have been awarded in a national invention competition, hold a patent or have a product on the national market. The 2000 inductees are: Edward T. Gemin, Heat Energy Recovery System using peltier junction modules; Ryan W. Kingsbury, thermoelectric-based liquid-cooled personal computer; Ann Lai, micro-sensors for monitoring sulfur dioxide emissions; Joseph E. & William H. Pechter, hybrid text to speech 2000; Naveen Neil Sinha, multi-purpose non-invasive sensor for monitoring contents inside closed containers; Spencer Rocco Whale, KidKare hospital equipment and supplies.

#### **INFORMATION CONTACTS:**

**Headquarters Office:** Judith M. Shellenberger, Executive Director, 110 Genesee Street, Suite 390, Auburn, New York 13021. Telephone: (315) 258-0090. Fax: (315) 258-0093.

**Web Site Address:** <http://www.columbusfdn.org>.

#### **Employment Service**

seeking qualified individuals to fill job openings.

**TYPES OF ASSISTANCE:**

Formula Grants; Provision of Specialized Services; Advisory Services and Counseling.

**USES AND USE RESTRICTIONS:**

The Wagner-Peyser Act of 1933 established a nationwide system of public employment offices, and was amended in 1998 to be part of the One-Stop delivery system. The United States Employment Service, through grant agreements with the States, supports the system to serve persons seeking or needing employment and employers seeking workers. This Public Employment Service system, focuses on providing job finding, workshops, referral and placement services to job seekers, re-employment services to unemployment insurance claimants, and recruitment services to employers with job vacancies. Under the Wagner-Peyser Act, funds are allocated to each State to plan and administer a labor exchange program that most effectively responds to the needs of the State's employers and job seekers. The Federal Government, through the U.S. Department of Labor's Employment and Training Administration, provides general direction, funding, and oversight as well as assisting States with programs of test development, occupational analysis, and development of the Occupational Information Network (O\*NET) as the replacement of the Dictionary of Occupational Titles (DOT). Veterans receive priority referral to jobs as well as special employment services and assistance. Handicapped workers are also entitled to special employment services. Also available may be job search training or assistance, job counseling and testing services to seekers, as planned by each State. The services offered to employers, in addition to referral of applicants to job openings, include matching job requirements with worker skills and assistance in job modification to help fill hard-to-fill openings. The Employment Service system may provide specialized services such as the following: 1) Services to special applicant groups such as veterans, migrant and seasonal farm-workers, ex-offenders, job seekers with disabilities, disadvantaged job seekers, youth, minorities and older workers. This may include special emphasis on job counseling and referral of such workers to services which help overcome barriers to employment which are unrevealed to job performance; 2) a nationwide computerized interstate job listing of hard-to-fill employer openings distributed to all Employment Service local offices; 3) the development and distribution of State and local labor market information which allows job seekers, employers, and providers and planners of job training and economic development to obtain information pertaining to job opportunities, labor supply, labor market trends, and the market situation in particular industries.



## **ELIGIBILITY REQUIREMENTS:**

***Applicant Eligibility:*** States, including Washington, District of Columbia, the Virgin Islands, Puerto Rico, and Guam.

***Beneficiary Eligibility:*** All employers seeking workers, persons seeking employment, and associated groups. Priority in service is given to veterans, with disabled veterans receiving preferential treatment over other veterans.

***Credentials/Documentation:*** Cost will be determined in accordance with OMB Circular No. A- 87 as codified in 41 CFR 1-15.7 for State and local governments.

## **APPLICATION AND AWARD PROCESS:**

***Preapplication Coordination:*** This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs, " and the Wagner-Peyser Act. Any State desiring to receive benefits of the Wagner-Peyser Act shall submit to the Secretary of Labor, through the appropriate Regional Office of the Employment and Training Administration, detailed plans for carrying out the provisions of this Act within such State. States are provided preliminary planning estimates in January of each year preceding the program year for which funds are allotted. Final planning estimates are issued annually by late March. The standard application forms as furnished by the Federal agency and required by OMB Circular No. A-102 must be used for this program.

***Application Procedure:*** Each State prepares a Statewide Plan. The State Plan is developed as provided under Section 8 of the Wagner-Peyser Act, as amended and in accordance with the regulations. This program is excluded from coverage under OMB Circular No. A-110.

***Award Procedure:*** Review of State Plan occurs at Employment and Training Administration regional offices. Final award is provided the grantee agencies before July 1, the start of the program year.

***Deadlines:*** Established each year (contact Federal agency for deadline for application submission).

***Range of Approval/Disapproval Time:*** As provided in regulations.

## **ASSISTANCE CONSIDERATIONS:**

***Formula and Matching Requirements:*** The Wagner-Peyser Act requires that at least 97 percent of the funds appropriated for allotment to States be distributed by the formula provisions of Section 6 of the Act. An amount not to exceed 3 percent of the sums available for allotment shall be reserved by the Secretary for distribution to States in accordance with Section 6(b)(4) of the Act. The amount of funds available for allotment to States is distributed by the beginning of the program year. There is not matching

requirements.

**Length and Time Phasing of Assistance:** Length, funded annually. Financing is accomplished through Letter of Credit draw-downs needed to meet immediate cash requirements.

#### **MOST ASSISTANCE REQUIREMENTS:**

**Reports:** As provided for in regulations.

**Audits:** Audits are conducted by the Administrator, Office of Financial and Administrative Management (Program Review and Audit), other authorized Government agencies, or independent public accountants selected by DOL. Nonprofit organizations are audited in accordance with OMB Circular No. A-133, "Audits of Institutions of Higher Education and Other Nonprofit Institutions".

**Records:** Standard records for audits are required.

#### **FINANCIAL INFORMATION:**

**Account Identification:** 16-0179-0-1-504; 20-8042-0-7-999.

**Obligations:** (Grants) FY 99 \$761,735,000; FY 00 \$761,735,000; FY 01 est \$761,735,000.

**Range and Average of Financial Assistance:** Determined by legislative formula.

#### **PROGAM ACCOMPLISHMENTS:**

Data unavailable.

#### **REGULATIONS, GUIDELINES, AND LITERATURE:**

"State and Local Area Labor Market Newsletters" are available from State Employment Security Agencies. Available from Superintendent of Documents, U.S. Government Printing Office, Washington, DC 202402, are: "Area Trends in Employment and Unemployment"; "Tips For Finding The Right Job"; "Dictionary of Occupational Titles, revised Fourth Edition (1991)"; "Guide for Occupational Exploration," (1979); Revised Handbook for Analyzing Jobs (1991); "Job Search Guide: Strategies for Professional," (1993).

**INFORMATION CONTACTS:**

***Regional or Local Office:*** Contact the nearest office of the State Employment Security Agency or the appropriate Employment and Training Administration regional office.

***Headquarters Office:*** Administrator, Office of Workforce Security, United States Employment Service, Employment and Training Administration, Department of Labor, Washington, DC 20210. Telephone: (202) 219-7831. Contact: Grace Kilbane.

***Web Site Address:*** <http://www.dol.gov>.

**EXAMPLES OF FUNDED PROJECTS:**

All State Employment Security Agencies provide the types of services described in the Uses and Use Restrictions section to the general public.

**Social Services Block Grant**

to prevent neglect, abuse, or exploitation of children and adults; (4) to prevent or reduce inappropriate institutional care; and (5) to secure admission or referral for institutional care when other forms of care are not appropriate. In addition, special funding was provided to some states in fiscal year 1995 and 1996 for supplemental SSBG grants in support comprehensive community revitalization projects in 104 federally designated Empowerment Zones (EZs) and Enterprise Communities (ECs). The supplemental funding is called "EZ/EC SSBG." The States, through the designated localities, may use the EZ/EC SSBG funds for activities included in each locality's strategic plan for comprehensive revitalization and directed toward goals 1, 2 or 3 listed above. These funds will remain available until December 21, 2004. Information about this component of the SSBG is included below as appropriate.

#### **TYPES OF ASSISTANCE:**

Formula Grants.

#### **USES AND USE RESTRICTIONS:**

Federal funds may be used by States for the proper and efficient operation of social service programs. Except for items (1) and (4) below, for which a waiver from the Secretary may be requested, Federal funds cannot be used for the following: (1) The purchase or improvement of land, or the purchase, construction, or permanent improvement of any building or other facility; (2) the provision of cash payments for costs of subsistence or the provision of room and board (other than costs of subsistence during rehabilitation, room and board provided for a short term as an integral but subordinate part of a social service, or temporary shelter provided as a protective service); (3) the payment of wages to any individual as a social service (other than payment of wages to welfare recipients employed in the provision of child day care services); (4) the provision of medical care (other than family planning services, rehabilitation services or initial detoxification of an alcoholic or drug dependent individual) unless it is an integral but subordinate part of a social service for which grants may be used; (5) social services (except services to an alcoholic or drug dependent individual or rehabilitation services) provided in and by employees of any hospital, skilled nursing facility, intermediate care facility, or prison, to any individual living in such institution; (6) the provision of any educational service which the State makes generally available to its residents without cost and without regard to their income; (7) any child day care service unless such service meets applicable standards of State and local law; (8) the provision of cash payments as a service; or (9) for payment for any item or service (other than an emergency item or service) furnished by an individual or entity during the period when such individual or entity is excluded pursuant to Section 1128 or Section 1128(A) of the Social Security Act from participation in this program; or at the medical direction or on the prescription of a physician during the period when the physician is excluded based on

Section 1128 or 1128(A) from participation in the program and when the person furnishing such item or service knew or had reason to know of the exclusion (after a reasonable time period after reasonable notice has been furnished to the person). A State may transfer up to 10 percent of its allotment for any fiscal year to the preventive health and health services, alcohol and drug abuse, mental health services, maternal and child health services, and low-income home energy assistance block grants. (EZ/EC SSBG: States must allow the designated EZs and ECs to use the funds for projects included in their strategic plans. To the extent that a designated locality uses the funds for a project in support of a "Program Option" described in Section 2007 of the Social Security Act, the above listed prohibitions do not apply.)

#### **ELIGIBILITY REQUIREMENTS:**

***Applicant Eligibility:*** The 50 States, the District of Columbia, Puerto Rico, Guam, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, and American Samoa. (EZ/EC SSBG: DHHS allocated the EZ/EC SSBG funds to States that include areas designated in FY 1995 as federal EZs and ECs.)

***Beneficiary Eligibility:*** Under Title XX, each eligible jurisdiction determines the services that will be provided and the individuals that will be eligible to receive services. (EZ/EC SSBG: The designated localities, in partnership with their States, developed strategic plans for comprehensive revitalization. Those plans guide the use of EZ/EC SSBG funds.)

***Credentials/Documentation:*** Prior to expenditure of funds, the State must report on the intended use of the payments the State is to receive, including information on the types of activities to be supported and the categories or characteristics of individuals to be served. (EZ/EC SSBG: The designated localities, in partnership with their States, developed strategic plans for comprehensive revitalization. Those plans guide the use of EZ/EC SSBG funds.)

#### **APPLICATION AND AWARD PROCESS:**

***Preapplication Coordination:*** None. This program is excluded from coverage under E.O. 12372.

***Application Procedure:*** Submission of a pre-expenditure report application is required. (EZ/EC SSBG: None. There are no new funds available at this time.)

***Award Procedure:*** States are awarded funds quarterly. (EZ/EC SSBG: The federal government designated the EZs and ECs in fiscal year 1995. DHHS allocated the special EZ/EC SSBG funds in fiscal year 1995 and fiscal year 1996 in accordance with those designations. There are no new funds available at this time.)

**Deadlines:** None.

**Range of Approval/Disapproval Time:** Not applicable.

**Appeals:** See 45 CFR, Part 16, Procedures of the Departmental Appeals Board.

**Renewals:** Not applicable.

**ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** Section 2003 of Title XX of the Social Security Act specifies how the allotments for each State and jurisdiction will be determined. Each State is entitled to payments in an amount equal to its allotment for that fiscal year. There is no matching requirement. Allotments for Title XX are subject to a limitation of \$2,800,000,000 (estimate). The allotment for the jurisdictions of Puerto Rico, Guam, the Virgin Islands, and the Northern Mariana Islands shall be an amount which bears the same ratio to the amount authorized for Title XX as the fiscal year 1981 allocation bore to \$2,900,000,000. The allotment for American Samoa shall be an amount which bears the same ratio to the amount allotted to the Northern Mariana Islands for that fiscal year as the population of American Samoa bears to the population of the Northern Mariana Islands. Each State's and the District of Columbia's allotment are proportional to its portion of the national population of the amount authorized for Title XX minus the amount authorized to the other jurisdictions. The statistical factors used for fund allocation are the State population and total U.S. population (ratio of population of all States and the District of Columbia to total population); source, "Current Population Reports," P- 25, Bureau of the Census. (EZ/EC SSBG: Section 2007 of Title XX of the Social Security Act specifies the formula DHHS used to allocate the special EZ/EC SSBG funds to States for projects and programs in the EZs and ECs.)

**Length and Time Phasing of Assistance:** Grants are awarded quarterly on a fiscal year basis. The Electronic Transfer System will be used based on quarterly grant awards for monthly cash draws from Federal Reserve Banks. (EZ/EC SSBG: DHHS awarded the EZ/EC SSBG funds to States in FY 1995 and FY 1996. The States were required to obligate or otherwise make the funds available to the designated EZ or EC localities or local "lead entities" within two years of the date DHHS awarded them to the States. The funds will remain available for projects and programs in the designated localities until December 21, 2004.)

**POST ASSISTANCE REQUIREMENTS:**

**Reports:** An annual report is required. The report shall be in such form and contain such information as the State finds necessary to provide an accurate description of such activities, to secure a complete record of the purposes for which funds were spent, and to determine the extent to which funds were spent in a manner consistent with the pre-expenditure reports required under Section 2004 of the Act. The report must include the services provided in whole or in part with block grant funds; the number of children and the number of adults receiving each service; expenditure data for both children and adults for each service; the criteria applied in determining eligibility for each service, including fees; and the method(s) by which each service was provided. States must provide DHHS with an annual report (Standard Form 269). For EZ/EC SSBG, States are also required to provide a final report at the end of the grant period. The grant period ends for EZ/EC SSBG on December 21, 2004.

**Audits:** Audits are conducted in accordance with the regulations in 45 CFR 74 and 92.

**Records:** States are required to maintain records documenting the purposes for which expenditures were made.

#### **FINANCIAL INFORMATION:**

**Account Identification:** 75-1534-0-1-506.

**Obligations:** (Grants) FY 99 \$1,909,000,000; FY 00 est \$1,775,000,000; and FY 01 est \$1,775,000,000.

**Range and Average of Financial Assistance:** The range is from \$57,962 to \$212,812,810. (EZ/EC SSBG: Specific States received the following amounts of EZ/EC SSBG funds in fiscal year 1995 and 1996 the later available data): States containing one or more urban EZ received \$100,000,000 for each. States containing one or more rural EZ received \$40,000,000 for each. States containing one or more urban or rural EC received \$2,947,368 for each. Where an individual EZ or EC includes areas in more than one State, each of those States received an amount in proportion to its percentage of residents in that EZ or EC.)

#### **PROGAM ACCOMPLISHMENTS:**

Fifty-seven grants were awarded in fiscal year 1999. It is estimated that 57 grants will be awarded in fiscal years 2000 and 2001.

## **REGULATIONS, GUIDELINES, AND LITERATURE:**

45 CFR 96. (EZ/EC SSBG: The following ten specific subsections of 45 CFR 96 apply: subsections .11, .12, .15, .30, .31, .32, .33, .50, .51, and .52. Also, 7 CFR Part 25 for rural EZs and ECs, and 24 CFR Part 597 for urban EZs and ECs.)

## **INFORMATION CONTACTS:**

**Regional or Local Office:** Local Office: Not applicable. Regional Office: Office of Community Services Regional Liaisons in the Office of the Regional Administrator.)

**Headquarters Office:** Director, Office of Community Services, Division of State Assistance, 370 L'Enfant Promenade, SW., Washington, DC 20447. Telephone: (202) 401-2333. Contact: Margaret Washnitzer. FTS is not available.

**Web Site Address:** <http://www.acf.dhhs.gov/programs/ocs>.

## **EXAMPLES OF FUNDED PROJECTS:**

States and other eligible jurisdictions determine their own social services programs. Examples of funded services include child day care, protective and emergency services for children and adults, homemaker and chore services, information and referral, adoption, foster care, counseling, and transportation.

## **CRITERIA FOR SELECTING PROPOSALS:**

All States, the District of Columbia, and the five other jurisdictions will receive their share of funds if they submit a pre-expenditure report that meets the requirements. (EZ/EC SSBG: The federal government designated the EZs and ECs in fiscal year 1995. DHHS allocated the special EZ/EC SSBG funds to States in fiscal year 1995 and fiscal year 1996 in accordance with those designations.)

## **Local Law Enforcement Block Grants Program**



**AUTHORIZATION:**

Local Law Enforcement Block Grants Act of 1996, H.R. 728; Omnibus Fiscal Year 1997 Appropriations Act, Public Law 104- 208; Appropriations Act of 1998, Public Law 105-119; Appropriations Act of 1999, Public Law 105-119; Appropriations Act of 2000, Public Law 106- 113.

**OBJECTIVES:**

To provide funds to units of local government for the purposes of reducing crime and improving public safety. Funds may be used for one or more of seven program purpose areas (See Uses and Use Restrictions). Funds or a portion of funds allocated under this title may also be used to contract with private, nonprofit entities or community-based organizations to carry out the purposes of this Block Grants Program. BJA will also make awards to States based on the allocation formula specified in the legislation.

**TYPES OF ASSISTANCE:**

Formula Grants.

**USES AND USE RESTRICTIONS:**

Funds may be used for one or more of the following purpose areas: (1) Law enforcement support for hiring, training, and employing on a continuing basis new, additional law enforcement officers and necessary support personnel; paying overtime to presently employed law enforcement officers and necessary support personnel; and procuring equipment, technology, and other material directly related to basic law enforcement functions; (2) Enhancing security measures in and around schools, and in and around any other facility or location that the unit of local government considers a special risk for incidents of crime; (3) Establishing or supporting drug courts; (4) Enhancing the adjudication of cases involving violent offenders, including cases involving violent juvenile offenders. For the purposes of this program, violent offender means a person charged with committing a Part I violent crime under the Uniform Crime Reports; (5) Establishing a multijurisdictional task force, particularly in rural areas, composed of law enforcement officials representing units of local government; this task force will work with Federal law enforcement officials to prevent and control crime; (6) Establishing crime prevention programs involving cooperation between community residents and law enforcement personnel to control, detect, or investigate crime or the prosecution of criminals; and (7) Defraying the cost of indemnification insurance for law enforcement officers. Units of local government may not expend funds provided

under the Block Grants Program to purchase, lease, rent, or acquire any of the following: tanks or armored vehicles; fixed-wing aircraft; limousines; real estate; yachts; consultants; and vehicles not primarily used for law enforcement. In addition, Federal funds cannot be used to supplant State or local funds, but instead to increase the amount of funds that would be available otherwise from State and local sources.

## **ELIGIBILITY REQUIREMENTS:**

***Applicant Eligibility:*** Funding under this program is available to units of local government within a State. A unit of local government is a town or township, village, city, or county or recognized governing body of an Indian tribe or Alaskan Native village that carries out substantial governmental duties and powers. Each unit of local government must report Uniform Crime Report (UCR) data so as to determine amounts of allocation. These data must reflect Part I violent crimes, which are murder, aggravated assault, rape, and robbery, that have been committed in each eligible jurisdiction. Data reported and vetted by the FBI for the three previous years will be averaged and used to compute allocations. The amount of the award is proportionate to each local jurisdiction's average annual amount of Part I violent crimes compared to that for all other local jurisdictions in the State. Further, for the purposes of this Block Grants Program the Commonwealth of Puerto Rico shall be considered a unit of local government as well as a State. In addition, each State will receive a minimum award of 0.25 percent of the total amount available for formula distribution under the Block Grants Program.

***Beneficiary Eligibility:*** States, units of local government, and U.S. Territories.

***Credentials/Documentation:*** Applications for funding under the Block Grants Program must also be submitted to the State Administrative Agency and the State Single Point of Contact for review and comment at the time of application submission to BJA. Each State and unit of local government applicant, by completing the grant application, and by accepting a Block Grants award, agrees to certify: (1) that a trust fund to deposit all Federal payments received under the Block Grants Program has been established; (2) that prior to the obligation of any funds received under the Block Grants Program, an advisory board that includes representatives of groups with recognized interest in criminal justice and crime or substance abuse prevention and treatment has been formed. The advisory board must review the application for funding under the Block Grants Program and it must be authorized to make non-binding recommendations to the unit of local government for the use of funds received under this program; (3) that at least one public hearing has been held regarding the proposed use of Block Grants funds prior to the obligation of any funds received; (4) that the funds required to pay the nonfederal portion of the cost of each program will be made available for expenditure during the grant period. This certification is made by including the total match amount on the application form and providing a certification; (5) that Block Grant funds and any

interest deriving therefrom within 24 months of the date of the initial payment are obligated and expended. Any funds and interest that remain unobligated or unexpended at the end of the 24 months from the date of initial payment shall be returned to BJA within 27 months of the initial payment; (6) that they will comply with nondiscrimination requirements contained in various Federal laws. If funded, grantees must acknowledge that failure to submit an acceptable Equal Employment Opportunity Plan approved by the Office for Civil Rights is a violation of its certified assurances and may result in the suspension of funding obligation authority; (7) that persons employed by the recipient are eligible to work in the United States; (8) that funds awarded will not be used to supplant State and/or local funds that would otherwise be available for crime prevention and public safety; (9) that they will provide such accounting, auditing, monitoring and evaluation procedures as may be necessary, and keep such records as the Office of Justice Programs may prescribe, to assure fiscal control, proper management and efficient disbursement of Federal funds; (10) that priority will be given to members of the Armed Forces who were separated or retired involuntarily due to the reductions in the Department of Defense in the employment of persons as additional law enforcement officers or support personnel; (11) that they have a law in place which ensures that public safety officers who retire due to a disability sustained in the line of duty receive the same or better health insurance benefits as such officers received while on active duty. Failure to provide such health benefits will result in the jurisdiction forfeiting 10% of their award. (12) that they will submit financial and progress reports concerning the activities carried out with the Federal funds received and will maintain and report such data and information as required; (13) that they will adhere to the audit and financial management requirements set forth in the Single Audit Act of 1984 and OMB Circular A-128, "Audits of State and Local Governments"; (14) that the information in the application is correct and that they will comply with all applicable provisions of the Omnibus Fiscal Year 1996 Appropriations Act and other Federal laws, regulations, and circulars. Costs will be determined in accordance with OMB Circular No. A-87 for State and local governments; and, (15) that they will comply with requirements under 28 CFR Part 69, "New Restrictions on Lobbying," and 28 CFR Part 67, "Government-Wide Debarment and Suspension (Non-procurement) and Government-Wide Requirements for Drug-Free Workplace (Grants)."

#### **APPLICATION AND AWARD PROCESS:**

***Preapplication Coordination:*** None. This program is excluded from coverage under E.O. 12372.

***Application Procedure:*** Applications are submitted by the Chief Executive Officer of an eligible jurisdiction, or formal designee, via the Internet-based Office of Justice Programs (OJP) Grants Management System (GMS) at <http://www.ojp.usdoj.gov>. On-line submission of an application represents legal binding acceptance of the terms of the application. For further information about the LLEBG portion of the OJP GMS, call the OJP GMS Hotline at 1-888-549-

9901; or access the BJA home page at <http://www.ojp.usdoj.gov/BJA>. For general information about the LLEBG Program, contact the U.S. Department of Justice Response Center at 1-800- 421-6770.

**Award Procedure:** An award is granted by the Director of the Bureau of Justice Assistance, Office of Justice Programs via the Internet-based Grants Management System. The award must be accepted on-line by the CEO of the state or local applicant with assurance of compliance with standard and special conditions of the grant award. Once the grantee has completed the Request for Drawdown phase of the on-line system, BJA then deposits award funds into recipient trust funds for the purpose specified in the application.

**Deadlines:** The application period will be mid-April 2000 through May 31, 2000. BJA will process all awards submitted during the application time frame by September 30, 2000.

**Range of Approval/Disapproval Time:** Approximately 7 weeks.

**Appeals:** None.

**Renewals:** Awards are for 2 years from the date of initial payment. If additional funding for the Block Grants Program is allocated by Congress, applications can be submitted annually.

#### **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** The Federal funds provided under a grant for the Block Grants Program may not exceed 90 percent of the total costs of a program. The applicant's matching share must be in the form of cash. The amount of the required match can be computed by calculating one-ninth of the Federal portion of program costs. For example, if \$90,000 of Federal funds is requested, this amount multiplied by 1/9th requires a local entity to match it with \$10,000. The Federal amount (\$90,000) plus the match (\$10,000) should be combined to equal the total program proposal cost. The matching requirement is only applicable to the amount of the Federal award, not any interest or income derived therefrom. The applicant must certify as part of its application that the funds required to pay the nonfederal portion of the cost of each program will be made available for expenditure during the grant period. This certification is made by including the total match amount on the application form and signing the certified assurances document. Regardless of the source of match, it must be expended during the period of the Block Grant. All grantees must maintain records that clearly show the source, the amount, and the timing of all matching contributions. There is no waiver provision for the match. Allowable sources of the match include funds from the following: (1) States and local units of government; (2) Housing and Community Development Act of 1974; (3) Appalachian Regional

Development Act; (4) Equitable Sharing Program (Federal asset forfeiture distributions to State and local officials); and (5) private funds.

***Length and Time Phasing of Assistance:*** The unit of local government must obligate and expend Block Grants funds and any interest deriving therefrom within 24 months of the date of the initial payment. The funds are awarded as a lump sum. Any funds and interest that remain unobligated at the end of the 24 months from the date of initial payment shall be returned to BJA within 27 months of the initial payment.

#### **POST ASSISTANCE REQUIREMENTS:**

***Reports:*** Recipients of funding are required to submit semi-annual progress reports for the remainder of the grant period. A final report is due 90 days after the end date of the grant. All reports will be completed via the Internet. Required financial status reports (SF 269A) are due quarterly on the 45th day following the end of each calendar quarter. A report must be submitted for every quarter the award is active and will be submitted via the Internet.

***Audits:*** All organizations that expend financial assistance of \$300,000 or more in any fiscal year must have a single audit for that year in accordance with OMB Circular No. A-133, as amended, and as stated in award special conditions.

***Records:*** Financial records, supporting documents, statistical records, and all other records pertinent to a grant shall be retained for a period of at least three years after the grant has been closed or until an audit has been conducted that does not show any questionable costs.

#### **FINANCIAL INFORMATION:**

***Account Identification:*** 15-8586-0-1-754.

***Obligations:*** (Grants) FY 99 \$408,773,632; FY 00 est \$636,119,890; and FY 01 est \$0.

***Range and Average of Financial Assistance:*** \$406,500,000 in LLEBG program funds will be given for direct awards to units of local government and territories. Awards are based on Uniform Crime Report data for each jurisdiction. Direct award amounts range from a minimum of \$10,000 upward to over twenty-five million based on formula calculations.

**PROGAM ACCOMPLISHMENTS:**

As of February 15, 2000, 3,226 out of a total of 3,527 eligible jurisdictions have completed applications; 2,726 have approved award documents.

**REGULATIONS, GUIDELINES, AND LITERATURE:**

Office of Justice Programs Financial Guide, Local Law Enforcement Block Grants Guidance available on-screen at <http://www.ojp.usdoj.gov>.

**INFORMATION CONTACTS:**

**Headquarters Office:** Local Law Enforcement Block Grants Program, Office of Justice Programs, Bureau of Justice Assistance, Department of Justice, 810 Seventh Street, NW., Washington, DC 20531. Contact: Mary F. Santonastasso, Director. Telephone: (202) 305-2088.

**Web Site Address:** <http://www.usdoj.gov>.

**EXAMPLES OF FUNDED PROJECTS:**

Potential projects include, but are not limited to: (A) partnerships between community organizations and local law enforcement agencies to prevent crime in business districts, on school grounds, and around high-risk areas such as abortion clinics; (B) hiring of additional police officers and purchasing of necessary equipment to increase the effectiveness of police departments; partnerships between social agencies and local law enforcement to combat domestic violence and child abuse; and (D) development of computer systems that allow fingerprint identification, the maintenance of criminal history records, etc.

**CRITERIA FOR SELECTING PROPOSALS:**

The amounts awarded are proportionate to the State's average annual amount of Part I violent crimes, compared to that for all other States for the three most recent available calendar years of data from the Federal Bureau of Investigation. Awards to units of local government will be proportionate to each local jurisdiction's average annual amount of Part I violent crimes compared to all other local jurisdictions in the State for the three most recent available calendar years.

## **Fund for the Improvement of Education**

## APPLICATION AND AWARD PROCESS:

**Preapplication Coordination:** Preapplications are not required for this program. This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process that State requires to be followed in applying for assistance, if the State has selected the program for review.

**Application Procedure:** Described in application notices published annually in the Federal Register. Contact the headquarters office listed below for application packages containing the announcement, application, and assurance forms and for further information about the Fund for the Improvement of Education programs.

**Award Procedure:** Awards are competitively selected following review by nonfederal experts and by program staff in accordance with 34 CFR 700, Evaluation of Applications for Grants and Cooperative Agreements. The Assistant Secretary of the Office of Educational Research and Improvement approves the selection.

**Deadlines:** Announced in notices published in the Federal Register. Contact the headquarters office for further information about the Fund for the Improvement of Education programs.

**Range of Approval/Disapproval Time:** Approximately 120 days.

**Appeals:** None.

**Renewals:** As required by the Education Department General Administrative Regulations (EDGAR) for direct grant program (see 34 CFR 75.253). Generally, for multiple-year awards, continuation awards after the first budget period are made if: sufficient funds have been appropriated; the recipient has either made substantial progress in the meeting of the goals of the project or obtained approval for changes in the project; the recipient has submitted all required reports; and continuation is in the best interest of the government.

## ASSISTANCE CONSIDERATIONS:

**Formula and Matching Requirements:** None.

**Length and Time Phasing of Assistance:** Awards are made annually. Following an initial, competitively selected award, additional non- competing continuation awards may be made. The possible length of the project is announced in the application notice in the Federal Register. Renewals are subject to the availability of appropriations.



#### **POST ASSISTANCE REQUIREMENTS:**

**Reports:** As required by the Education Department General Administrative Regulations (EDGAR) for direct grant programs (34 CFR 75). Generally, annual performance and financial reports are required.

**Audits:** See 34 CFR 74.26. Institutions of higher education and nonprofit organizations are subject to the audit requirements of OMB Circular No. A-133. State and local governments are subject to the requirements in the Single Audit Act and the ED regulations implementing OMB Circular No. A-133.

**Records:** As required by EDGAR for direct grant programs (34 CFR part 75). Generally, records related to grant funds, compliance, and performance must be maintained for a period of 5 years after completion.

#### **FINANCIAL INFORMATION:**

**Account Identification:** 91-1100-2-1-503.

**Obligations:** FY 99 \$139,000,000; FY 00 est \$243,864,000; and FY 01 est \$137,150,000.

**Range and Average of Financial Assistance:** The anticipated range is between \$100,000 to \$250,000, depending on availability of funds.

#### **PROGAM ACCOMPLISHMENTS:**

In fiscal year 1999, new awards were made to four State education agencies for Character Education Pilot Projects, and eight projects initiated in fiscal years 1995 and 1996 were continued. Other awards were made to continue projects funded previously in support of Elementary School Counseling Partnerships and Middle-School-Workplace Community Partnerships, Assessment Development Projects, and other projects funded in previous years.

#### **REGULATIONS, GUIDELINES, AND LITERATURE:**

Education Department General Administrative Regulations, 34 CFR 74, 75, 77, 78, 79, 80, 81, 82, 85, and 86.

#### **INFORMATION CONTACTS:**

**Headquarters Office:** Office of Educational Research and Improvement, Department of Education, 555 New Jersey Avenue, NW., Washington, DC 20208-5645. Contact: Pat Knight. Telephone: (202) 219- 1768.

**Web Site Address:** <http://www.ed.gov>.

#### **EXAMPLES OF FUNDED PROJECTS:**

In fiscal year 1997, under the specific FIE authority for the Partnerships in Character Education Pilot Project, four new Character Education Projects were funded in four States: Kentucky, Missouri, New Jersey, and South Carolina. In South Carolina, the State Department of Education has formed a partnership with four school districts to serve as pilot sites for the statewide transformation of South Carolina's schools. These four represent urban, small rural, and large rural districts. The districts plan to provide extensive professional development opportunities for teachers, use published character education materials innovatively, and have technology play a major role in facilitating the exchange of information among the districts. In New Jersey, the State Department of Education is working with the Newark School District and the Newark Do Something Fund, a community development agency, to develop an urban pilot project in character education. The program intends to infuse character education into the curriculum renewal process in the 62 Newark schools that have any combination of grades K-8. The project also plans to establish the New Jersey Character Education Network that will provide public and private schools a range of character education strategies, procedures, and program designs.

#### **CRITERIA FOR SELECTING PROPOSALS:**

The criteria for selecting proposals under this program are contained in 34 CFR 700, Evaluation of Applications for Grants Cooperative Agreements. The specific criteria to be used for particular grant competition are selected from among those in 34 CFR 700, and announced in the application package or application notice in the Federal Register.

### **Barry M. Goldwater Scholarship Program**

**FEDERAL AGENCY:**

BARRY M. GOLDWATER SCHOLARSHIP AND EXCELLENCE IN  
EDUCATION FOUNDATION

**AUTHORIZATION:**

Public Law 99-661.

**OBJECTIVES:**

To honor former Senator Barry Goldwater through the operation of an education scholarship program, financed by a permanent trust fund endowment, designed to encourage outstanding students to pursue careers in mathematics, the natural sciences, and engineering.

**TYPES OF ASSISTANCE:**

Direct Payments for Specified Use.

**USES AND USE RESTRICTIONS:**

Assistance is intended solely for the use of scholars.

**ELIGIBILITY REQUIREMENTS:**

**Applicant Eligibility:** Undergraduate sophomore and junior level students at two and four year colleges and universities who are properly nominated by accredited institutions, recognized by the Department of Education may apply.

**Beneficiary Eligibility:** U.S. citizens or nationals, resident aliens (must provide additional documentation), college sophomores and juniors will benefit.

**Credentials/Documentation:** Applicants must be enrolled, matriculated in a degree program at an accredited U.S. college, pursuing a Bachelor's degree as a full-time student during the forthcoming academic year, maintaining a "B" average, ranked in the upper fourth of his or her class, be a U.S. citizen, national or resident alien (resident aliens must include a letter of the nominee's intent to become a U.S. citizen and a photocopy of the Alien Registration Card) and have selected a field of study that will permit admission to a graduate or professional program in preparation for a career in mathematics, the natural sciences, or engineering.

## **APPLICATION AND AWARD PROCESS:**

***Preapplication Coordination:*** Each August the chief executive officer from all 2 and 4-year colleges and universities is invited to appoint a Goldwater Scholarship Faculty Representative to manage the selection and nomination of up to four (two for two year schools) students for the forthcoming year's Goldwater Scholarship competition. In September, the standard nomination forms will be provided to the designated faculty representatives of all institutions whose President or Chancellor has advised the Foundation of their intent to participate in the competition. This program is excluded from coverage under E.O. 12372.

***Application Procedure:*** The faculty representative of an institution is the key person in the Goldwater selection process and serves as liaison between his or her institution and the Foundation. The faculty representative is responsible for publicizing the Goldwater Scholarship on campus, soliciting recommendations on outstanding students with proven capability and potential in the fields of mathematics, science and engineering from members of the faculty, and conducting a competition on campus in order to determine the best qualified nominees from the institution. The faculty representative assists the nominees in the preparation of the nomination package and ensures that they are accurate, complete, and forwarded to the Goldwater Scholarship Review Panel by the stated deadline for the competition. The following information must be included on the official nomination materials with each scholarship nomination: 1. An institution nomination form signed by the faculty representative stating that the nominee meets the qualifications for the scholarship. 2. Biographical data and educational background information regarding past and future academic plans and career goals must be submitted. 3. A 600 word essay by the nominee discussing a significant issue or problem in his or her field of study of interest must be submitted. 4. Three independent letters of evaluation from faculty members or others qualified to assess the nominee's performance and potential for a career in the nominee's chosen field of study must be submitted. 5. All transcripts from secondary schools and colleges attended must be submitted.

***Award Procedure:*** Each nominee will be evaluated by an independent review panel of academicians and college administrators from colleges and universities throughout the United States. In awarding scholarships, the Foundation Board of Trustees will consider the nominee's field of study and career objectives and the extent to which that individual has the commitment and potential to make a significant contribution to his or her chosen field of study. It is expected that students selected as scholars will pursue advanced degrees. Final selection of candidates is recommended by the independent review panel. The Board of Trustees will name up to 300 Goldwater Scholars.

***Deadlines:*** February 1 is the deadline for receipt of nomination

materials. All materials must be submitted by the student's faculty representative. Nominations from individuals other than the faculty representative will not be considered.

**Range of Approval/Disapproval Time:** February, of each year scholarship nominees are evaluated by Independent Review Panel and ranked by relative merit. March of each year a Review Panel's results are presented to Board of Trustees. On April 1 of each year, Goldwater Board of Trustees announces the winners of the Goldwater Scholarships for the forthcoming academic year.

**Appeals:** None.

**Renewals:** It is the intent of the Foundation to support junior- level scholarships for a maximum of 2 academic years and senior-level scholarships for a maximum of 1 academic year. Renewal for junior-level awards will be in accordance with the regulations established by the Foundation Board of Trustees and will be subject to an annual review by an authorized official of the institution. The scholar must be a full- time student and taking a course of study, training, or other educational activities to prepare for a career in mathematics, the natural sciences, or engineering. The scholar must not be engaged in gainful employment that interferes with the scholar's studies. The scholar must be in good academic standing. The scholar may seek postponement of his or her award because of ill health or other mitigating circumstances, upon application to the President.

#### **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** Not applicable.

**Length and Time Phasing of Assistance:** To be eligible to receive payments, a Goldwater Scholar must submit in writing: (1) An acceptance of the scholarship award, (2) an EFT form for payment by direct deposit and (3) at the beginning of each academic year one payment request form outlining the costs of tuition, fees, books, room and board, additional expenses and any other scholarships the student is receiving for that academic year. This form must be certified by a financial aid official and an academic official certifying that the student is in good academic standing. Two payments via treasury EFT will be made to the scholar's account during the academic year in an amount equal to half of the amount for which the scholar qualifies on the payment request, not to exceed \$7,500 per academic year.

#### **POST ASSISTANCE REQUIREMENTS:**

**Reports:** Each Goldwater Scholar is required to send a report each June for four years following graduation outlining his or her progress

toward his or her career goals. They must also provide a current address when changes occur.

**Audits:** Not required.

**Records:** Not required.

#### **FINANCIAL INFORMATION:**

**Account Identification:** 95-8281-0-7-502.

**Obligations:** (Grants) FY 99 \$2,855,633; FY 00 est \$2,720,813; and FY 01 est \$3,000,000.

**Range and Average of Financial Assistance:** Range is from \$0 to \$7,500 per annum; \$6,650 per annum.

#### **PROGAM ACCOMPLISHMENTS:**

Since the Foundation began operating on September 25, 1988, a total of 3,021 Goldwater Scholars have been selected. The vast majority are currently pursuing the Ph.D., while most of the members of the last two classes are still at the undergraduate level. As a matter of interest, 31 Goldwater Scholars have been selected as Rhodes Scholars in the last 8 years and 25 have been awarded Marshall Scholarships. Many Goldwater Scholars have received numerous other prestigious postgraduate fellowships including the Churchill, Fulbright, Hughes, Hertz, Truman, National Science Foundation Fellowships and many others.

#### **REGULATIONS, GUIDELINES, AND LITERATURE:**

45 CFR 2600.

#### **INFORMATION CONTACTS:**

**Headquarters Office:** Gerald J. Smith, President, 6225 Brandon Avenue, Suite 315, Springfield, VA 22150-2519. Telephone: (703) 756- 6012. E-Mail: goldh2o@erols.com.

**Web Site Address:** <http://www.act.org/goldwater>.

## **Job Training Partnership Act**

## **ELIGIBILITY REQUIREMENTS:**

**Applicant Eligibility:** States. Sections 202, 252 and 262 of JTPA identify the Governor as the recipient of basic Title II training program funds. Under Sections 101 and 105 of the Act, governors are responsible for designation of service delivery areas (SDAs) and approval of local job training plans.

**Beneficiary Eligibility:** Title II-A - Economically disadvantaged adults facing serious barriers to employment who are in special need of such training to obtain productive employment. Not less than 65 percent shall be in one or more of the following categories: basic skills deficient; school dropouts; recipients of cash welfare payments; offenders; individuals with disabilities; homeless; another category established by particular SDAs after a request to the Governor. Title II-B - Summer Jobs Program for economically disadvantaged youth ages 14- 21. Title II-C - In-School youth: economically disadvantaged, ages 16- 21 (or 14-21 if provided for in job training plan). Not less than 65 percent shall be in the following categories: basic skills deficient; educational attainment one or more years below grade level; pregnant or parenting; individuals with disabilities; homeless or run-away youth; offenders; in an SDA established category. Out-of-school youth: economically disadvantaged, 16-21. Not less than 65 percent in same categories as for in-school, with exception of grade attainment and addition of a school dropout category. Title II-C - Economically disadvantaged youth. Title II-B - Summer Jobs Programs--Youth age 14- 21.

**Credentials/Documentation:** In order to establish a continuing relationship under the Act, the Governor and the Secretary of Labor signed a Governor/Secretary Agreement, which consists of a statement assuring that the State shall comply with the Job Training Partnership Act and the applicable rules and regulations.

## **APPLICATION AND AWARD PROCESS:**

**Preapplication Coordination:** This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review.

**Application Procedure:** For Title II, the Governor submits a State Plan to the Employment and Training Administration, Administrator, Office of Job Training Programs, Department of Labor, Employment and Training Administration, 200 Constitution Avenue, NW., Room N-4459, Washington, DC 20210. This program is excluded from coverage under OMB Circular No. A-110.

**Award Procedure:** Funds are allotted by statutory formula to



States by the national office of the Employment and Training Administration.

**Deadlines:** Each State shall submit its plan on or before the date set by the Employment and Training Administration. Contact Headquarters Office listed below for grant application deadline date.

**Range of Approval/Disapproval Time:** Grant applications will be approved or more information will be requested before the beginning of the program year.

**Appeals:** Contact Headquarters Office listed below to obtain information on appeal procedures.

**Renewals:** None.

#### **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** Title II - Title II-A Funds are allotted to the States under the following formula: one-third on the basis of areas of substantial unemployment (areas with an average unemployment rate of at least 6.5 percent), one-third on the basis of excess unemployment (above 4.5 percent), and one-third on the basis of the relative number of economically disadvantaged persons. Of the total grant allotted to each State, the Governor allocated 77 percent to the service delivery areas for training services. The remaining 23 percent of the grant was available as follows: 8 percent for State education coordination and grants; 5 percent for incentive grants and technical assistance to service delivery areas; 5 percent for the Governor's training program for older workers; and 5 percent for other State training programs, State administrative and auditing costs, and funding of the State Job Training Coordinating Council. Matching is required for 100 percent of the 8 percent education grants. Title II-B: A summer youth employment and training program is authorized separately by Title II-B. Funds are allotted to the States on the same basis as in the Title II-A training program. The Governor will allocate 100 percent of the grant to service delivery areas on the same basis as in the Title II-A program. Title II-C: Funds are allotted to the States on the same basis as in the Title II-A training program. The Governor will allocate 82 percent of the grant to the service delivery areas for the training services on the same basis as in the Title II-A program. The remainder of the grant funds are available as follows: 5 percent for incentive grants to service delivery areas; 5 percent for overall administration, management, and auditing activities, other State training programs, and funding of the State Job Training Coordinating Council; and 8 percent for State education and coordination grants.

**Length and Time Phasing of Assistance:** Funds are allotted based on unemployment statistics available for the most recent 12 months.

**POST ASSISTANCE REQUIREMENTS:**

**Reports:** Reporting requirements as specified by the Secretary in accordance with 20 CFR 627.455.

**Audits:** Audits of the States and SDAs will be conducted in accordance with 20 CFR 627.480.

**Records:** States are required to maintain adequate records in accordance with 20 CFR 627.460.

**FINANCIAL INFORMATION:**

**Account Identification:** 16-0174-0-1-504.

**Obligations:** (Grants) Program operates on a Program Year (PY) beginning July 1 and ending June 30. For Title II-A: PY 99 \$955,000,000; PY 00 est \$955,000,000; and FY 01 est not available. For Title II-B: CY 99 \$871,000,000; CY 00 est \$871,000,000; and CY 01 est not available. For Title II-C: PY 99 \$129,965,000; PY 00 est \$129,965,000. (The JTPA program expires as of June 30, 2000, and employment and training funding will continue under the Workforce Investment Act (WIA)).

**Range and Average of Financial Assistance:** No established range; based on formula allocation.

**PROGAM ACCOMPLISHMENTS:**

Participants Served: For Title II-A: PY 99 \$334,971; and PY 00 est \$335,600. Title-II-C: PY 99 \$182,739; and PY 00 est \$142,000. Title II-B: PY 99 \$495,062; and PY 00 est \$495,000; Title-II-A: PY 00 est \$393,300. Title-II-B, Title-II-C: PY 01 est \$577,689, est \$1,000,965.

**REGULATIONS, GUIDELINES, AND LITERATURE:**

20 CFR 626-631, Federal Register of September 2, 1994. (Note: JTPA will be replace by the Workforce Investment Bill of 1998 (Public Law 105-220) as of July 1, 2000.

**INFORMATION CONTACTS:**

**Regional or Local Office:** Contact appropriate Regional Employment and Training Office.

**Headquarters Office:** Employment and Training Administration, Department of Labor, 200 Constitution Avenue, NW., Washington, DC 20210. Contact: Ronald Putz, Director, Office of Employment and Training Programs. Telephone: (202) 219-5303 x169.

**Web Site Address:** <http://www.dol.gov>.

## **Women's Educational Equity Act Program**

## ELIGIBILITY REQUIREMENTS:

**Applicant Eligibility:** Through a nationwide competition, public agencies, private nonprofit agencies, institutions, organizations, student groups, community groups, and individuals may apply.

**Beneficiary Eligibility:** Public agencies, private nonprofit agencies, institutions, organizations, student groups, community groups, and individuals will benefit.

**Credentials/Documentation:** Costs will be determined in accordance with OMB Circular No. A-87 for State and local governments and OMB Circular No. A-110 for nonprofits.

## APPLICATION AND AWARD PROCESS:

**Preapplication Coordination:** The standard application forms as furnished by the Federal agency and required by OMB Circular No. A-102 must be used for this program. This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State selected the program for review.

**Application Procedure:** The Department publishes grant application forms and instructions in the Federal Register. This program is subject to the provisions of OMB Circular No. A-110.

**Award Procedure:** Applications and proposals are reviewed by a panel of experts in women's programs that represent various geographical areas, racial and ethnic groups, and levels of education. Final decisions on grants are made by the Secretary on the basis of the selection criteria published in the regulations and statutory considerations, and to the extent feasible, on the basis of geographical distributions. The secretary may give special consideration to applications submitted by applicants that have not received assistance under this part.

**Deadlines:** Established for grants each year by notice published in the Federal Register. Established for contracts in solicitation announcements in the Commerce Business Daily.

**Range of Approval/Disapproval Time:** Approximately four months from receipt of applications.

**Appeals:** None.

**Renewals:** The project period for a WEEA award may not exceed four years. To receive continuation funding, grantees must demonstrate substantial progress toward meeting their goals and objectives. Renewals are subject to the availability of appropriations.

**ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** None.

**Length and Time Phasing of Assistance:** Up to four years, subject to the availability of funds.

**POST ASSISTANCE REQUIREMENTS:**

**Reports:** As part of the continuation funding process, grantees must submit annual performance reports. The program office will establish a due date. A final performance report must also be submitted.

**Audits:** In accordance with the provisions of OMB Circular No. A-133 (Revised, June 24, 1997), "Audits of States, Local Governments, and Non-Profit Organizations," nonfederal entities that receive financial assistance of \$300,000 or more in Federal awards will have a single or a program-specific audit conducted for that year. Nonfederal entities that expend less than \$300,000 a year in Federal awards are exempt from Federal audit requirements for that year, except as noted in Circular No. A-133.

**Records:** In accordance with Section 443 of the General Education Provisions Act, as amended by the Improving America's Schools Act, grantees must maintain records for 3 years.

**FINANCIAL INFORMATION:**

**Account Identification:** 91-1000-2-1-501.

**Obligations:** (Grants and Contracts) FY 99 \$3,000,000; FY 00 est \$3,000,000; and FY 01 est \$3,000,000.

**Range and Average of Financial Assistance:** For fiscal year 1999 implementation grants, the average is expected to be \$150,000 and \$850,000 for a contract; and \$82,000 for a research and development grant.

**PROGAM ACCOMPLISHMENTS:**

In fiscal year 1999, the Department expects to award one contract and make 15 implementation grants and one research and development grant.

**REGULATIONS, GUIDELINES, AND LITERATURE:**

Educational Department General Administrative Regulations (EDGAR) in 34 CFR 74, 75, 77, 79, 80, 81, 82, 85, and 86.

**INFORMATION CONTACTS:**

**Headquarters Office:** Equity and Educational Excellence Division, Office of Elementary and Secondary Education, Department of Education, 400 Maryland Avenue, SW., Washington, DC 20202-6246. Telephone: (202) 260-2502.

**Web Site Address:** <http://www.ed.gov>.

**EXAMPLES OF FUNDED PROJECTS:**

Projects are designed to increase educational opportunities for women and girls in academic areas such as math, science, and computer science courses.

**CRITERIA FOR SELECTING PROPOSALS:**

The selection criteria are outlined in the Education Department General Administrative Regulations. Contact the program office for more information.

**County and Municipal Agency Domestic Preparedness Equipment Support Program**

State, the Judiciary and Related Agencies Appropriations Act of 1999.

**OBJECTIVES:**

To equip and prepare municipal fire and emergency first responders for Weapons of Mass Destruction (WMD) domestic terrorist attacks including nuclear, biological, and chemical warfare and other explosive incidents.

**TYPES OF ASSISTANCE:**

Project Grants.

**USES AND USE RESTRICTIONS:**

The funds may be used to procure equipment to meet the basic defensive capabilities needs of emergency first responders. Funding may be used to purchase the following types of equipment: personal protective, chemical and biological detection, and communications. Grant funds must be used to equip municipal fire and emergency services in the preparation of WMD terrorist incidents.

**ELIGIBILITY REQUIREMENTS:**

***Applicant Eligibility:*** Eligible applicants include the Nation's largest metropolitan jurisdictions and cities that have been designated for training by the Department of Defense under the Nunn-Lugar-Domenici Domestic Preparedness Training Program that are situated within a large metropolitan jurisdiction as noted above.

***Beneficiary Eligibility:*** State and local governments.

***Credentials/Documentation:*** The applicant must complete a grant application package and adhere to its requirements. The application must include: 1) Standard Form 424 which must be signed by the CEO of the applicant jurisdiction (county or city); 2) program narrative containing a problem statement regarding general threat and capability needs of their jurisdiction to respond to incidents of terrorism; 3) a description of any previous support the jurisdiction may have received from the Office of Justice Programs (OJP), U.S. Department of Defense (DOD), or the U.S. Department of Health and Human Services (HHS); 4) specific goals and objectives it would like to achieve through the equipment procurement project; 5) an implementation and evaluation plan; 6) a program management structure that will be used to oversee the administration of grant funds; 7) Reporting Requirements; 8) fiscal year 1999 Equipment requests to meet the jurisdiction's basic defensive capability needs;

and 9) an Equipment Coordination Certification signed by the CEO. The CEO must certify that: a) the application has been coordinated and developed in consultation with representatives of the various fire and emergency medical services operating within this jurisdiction. Equipment acquired under this grant program will be used in conjunction with the mutual aid agreement of the jurisdiction. b) to the extent possible, they integrated their jurisdiction's equipment purchase plan(s) with the planning guidelines set forth in the State's Terrorism Consequence Management Plan for which the State may have received funding from FEMA in fiscal year 1999 to develop such a plan; and c) The applicant demonstrated coordination of planning for these equipment purchases with geographically contiguous jurisdictions, as well as with the response disciplines; e.g., fire and emergency medical services within the jurisdiction.

#### **APPLICATION AND AWARD PROCESS:**

***Preapplication Coordination:*** This program is eligible for coverage under E.O. 12372 "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in their respective States for more information on the process the State requires to apply for assistance.

***Application Procedure:*** Submit application in writing before the due date, as specified in the application package. Applications submitted to OJP will be reviewed to ensure they contain, at a minimum, the information described above.

***Award Procedure:*** Applicants will be notified by OJP in writing if they have received funding for equipment support.

***Deadlines:*** OJP will distribute application kits for eligible state agencies and local jurisdictions in August 1999. All applications must be received by September 30, 1999.

***Range of Approval/Disapproval Time:*** Approval/disapproval of applications for grants will take approximately 7 weeks.

***Appeals:*** None.

***Renewals:*** None.

#### **ASSISTANCE CONSIDERATIONS:**

***Formula and Matching Requirements:*** None.

***Length and Time Phasing of Assistance:*** Funding for the equipment grant program should be fully expended within 12 months from the date of the award.



## **POST ASSISTANCE REQUIREMENTS:**

**Reports:** Recipients of funding are required to submit an initial quarterly progress report for the full first calendar quarter, followed by semi-annual progress reports for the remainder of the grant period. A final report is due 90 days after the end date of the grant. Required financial status reports (SF 269A) are due quarterly on the 45th day following the end of each calendar quarter. A report must be submitted for every quarter the report is active. The Office of the Comptroller will provide a copy of the financial and progress report forms in the initial award package.

**Audits:** In accordance with the provisions of OMB Circular No. A-133 (Revised, June 24, 1998), "Audits of States, Local Governments, and Non-Profit Organizations," nonfederal entities that receive financial assistance of \$300,000 or more in Federal awards will have a single or a program-specific audit conducted for that year. Nonfederal entities that expend less than \$300,000 a year in Federal awards are exempt from Federal audit requirements for that year, except as noted in Circular No. A-133. These audits are due to the cognizant Federal agency not later than 9 months after the end of the grantee's fiscal year.

**Records:** Financial records, supporting documents, statistical records, and all other records pertinent to a grant shall be retained for a period of at least 3 years after the grant has been closed or until an audit has been conducted that does not show any questionable costs.

## **FINANCIAL INFORMATION:**

**Account Identification:** 15-0401-0-1-754.

**Obligations:** (Grants) FY 99 \$254,599; FY 00 est \$15,745,401; and FY 01 est \$0.

**Range and Average of Financial Assistance:** Three funding levels will be provided to 157 of the largest metropolitan jurisdictions: the top 50 jurisdictions will receive \$300,000; the middle 50 jurisdictions will receive \$200,000; and the remaining 57 jurisdictions will receive \$100,000.

## **PROGAM ACCOMPLISHMENTS:**

It is expected that funding will enable OJP to provide equipment to

targeted urban jurisdictions to enhance the capability of municipal fire and emergency service responders for incidents of domestic terrorism involving nuclear, biological, and chemical agents.

**REGULATIONS, GUIDELINES, AND LITERATURE:**

The Office of Justice Programs Financial Guide and The Fiscal Year 1999 County and Municipal Agency Domestic Preparedness Equipment Support Program Application Kit.

**INFORMATION CONTACTS:**

**Headquarters Office:** Office of Justice Programs, Department of Justice, 810 7th Street, NW., Washington, DC 20531. Telephone: (202) 305-9887.

**Web Site Address:** <http://www.usdoj.gov>.

**CRITERIA FOR SELECTING PROPOSALS:**

Grant applications will be rated and scored numerically to: 1) assess the completeness of each application, 2) evaluate their strengths and weaknesses, and 3) determine the relative value of the information provided by the applicants regarding such things as basic defensive capability needs, problem statements, goals and objectives, reporting requirements, etc. For a detailed explanation of the information that is required for the application narrative, see Application Contents section.

**Engineering Grants**

**OBJECTIVES:**

NSF's Directorate for Engineering (ENG) seeks to improve the quality of life and the economic strength of the Nation by fostering innovation, creativity, and excellence in engineering education and research. Specifically, ENG enables the Nation's long-term capacity to perform by: (1) Investing in the creation of new engineering knowledge and the development of human capital within disciplines and at their interfaces; (2) making critical investments to enable an intelligent, agile and adaptable physical infrastructure for engineering education and research; (3) improving the quality and effectiveness of engineering education and research through the integration of and systemic reform of these processes; and (4) enabling knowledge transfer connections among diverse constituencies and communities. Areas of research include: tissue engineering; metabolic pathway engineering; bioinformatics; protein drug processing, fluid flow; combustion; heat transfer; fuel cells; sensors; integrated modeling of the behavior of materials and structures; civil infrastructure; structures and mechanical systems; engineering in geologic materials; reducing risks of natural and technological hazards; enterprise-level integration technologies; innovative design strategies; manufacturing processes and materials; production systems; microelectronic, nanoelectronic, micromagnetic, photonic, and electromechanical devices and their integration into circuits and microsystems; design and analysis of systems and the convergence of control, communications and computation; Engineering Research Groups; Engineering Research Centers; Industry/University Cooperative Research Centers; Engineering Education; Human Resources Development; cross cutting activities and special studies and analyses. Support is also provided for undergraduate student research, graduate research fellowships, research equipment and instrumentation, Small Business Innovation Research (SBIR), Innovation and Organizational Change and Grant Opportunities for Academic Liaison with Industry (GOALI). ERG also provides support for Foundation-wide programs including the Faculty Early Career Development (CAREER) program and the Integrative Graduate Education and Research Training (IGERT) Program.

**TYPES OF ASSISTANCE:**

Project Grants.

**USES AND USE RESTRICTIONS:**

Funds may be used for paying costs to conduct research, such as salaries and wages, equipment and supplies, travel, publication costs, other direct costs, and indirect costs. This program does not provide support for inventions, product development, marketing, pilot plant efforts, technical assistance, or research requiring security classifications.

## **ELIGIBILITY REQUIREMENTS:**

***Applicant Eligibility:*** Public and private colleges and universities, nonprofit institutions, profit-making institutions including small businesses, Federal, State, and local government agencies.

***Beneficiary Eligibility:*** Public and private colleges and universities; nonprofit institutions; profit organizations, including small businesses; Federal, State, and local government agencies; and individuals.

***Credentials/Documentation:*** The proposal must be signed by an official authorized to commit the institution or organization in business and financial affairs, and by the Principal Investigator. Costs will be determined in accordance with OMB Circular Nos. A-21 for colleges and universities and A-122 for nonprofit organizations. This program is excluded from coverage under OMB Circular No. A-87.

## **APPLICATION AND AWARD PROCESS:**

***Preapplication Coordination:*** None required for unsolicited proposals, but preliminary discussions with relevant National Science Foundation program officer, by telephone or mail, is encouraged if specific program information is needed. Special proposal competitions may specify preapplication requirements. This program is excluded from coverage under OMB Circular No. A-102. This program is excluded from coverage under E.O. 12372.

***Application Procedure:*** Proposals being submitted electronically via FastLane to any of the Engineering Programs should follow the general instructions and guidelines in the NSF brochure "Grant Proposal Guide," NSF 01-2. Research proposals for support under the Small Business Innovation Research (SBIR) program must be submitted in response to an annual solicitation. All proposals are acknowledged. These programs are subject to the provisions of OMB Circular No. A-110.

***Award Procedure:*** NSF staff members review and evaluate all proposals with the assistance and advice of scientists and engineers who are specialists in the field covered by the proposal, of prospective users of research results when appropriate, and of specialists in other Federal agencies when appropriate.

***Deadlines:*** None for unsolicited research proposals. Some programs and special proposal competitions have target dates for receipt of proposals. Applicants should contact the program office listed under the Information Contacts section of this program for dates on specific programs.

***Range of Approval/Disapproval Time:*** Approximately 3 to 7 months.

**Appeals:** The Principal Investigator may request, in writing, that the Foundation reconsider its action in declining any proposal application, renewal application, or continuing application.

**Renewals:** NSF awards the following types of grants: 1) Standard Grants, in which NSF agrees to support a specified level of effort for a specified period of time, with no statement of NSF intent to provide additional future support. Proposals for renewal of a Standard Grant compete with all other pending proposals. 2) Continuing Grants, in which NSF agrees to support a specified level of effort for a specified period of time, with a statement of intent to provide additional support for the project, provided funds are available and the results achieved warrant further support. Funding is normally in one-year increments. Some awards are made as cooperative agreements when substantial NSF involvement is required during the project performance period. Renewals are not allowed for the Small Business Innovation Research (SBIR) program.

#### **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** This program has no statutory formula. Institutions are required to share in the cost of each research project resulting from an unsolicited proposal by a contribution to any cost element in the project, direct or indirect. Cost-sharing may not apply to solicited proposals, or to conferences and symposia, publication, travel, or logistic support. A minimum cost-sharing of one-third of total costs is required for equipment grants. Some cost-sharing is also expected for Engineering Research Centers and Industry/University Cooperative Research Centers. The Small Business Innovation Research (SBIR) program is a phased project program. Phase I is a feasibility study up to 6 months. Phase II is the principal research program for up to 24 months. The Grant Proposal Guide (GPG)(Chapter II) and the Grant Policy Manual (Sec. 330) provide additional information as to these requirements.

**Length and Time Phasing of Assistance:** Normally 6 months to 3 years, occasionally longer. Assistance is disbursed by letter of credit or as required.

#### **POST ASSISTANCE REQUIREMENTS:**

**Reports:** For multi-year grants, annual technical progress reports are required. Within 90 days after the expiration of a grant, the grantee is required to submit final expenditure information and a final project report. Quarterly Federal Cash Transaction Reports (SF 272) are required. Other reporting requirements may be imposed via the grant instrument.

**Audits:** In accordance with the provisions of OMB Circular No. A-

133 (Revised, June 24, 1997), "Audits of States, Local Governments, and Non-Profit Organizations," nonfederal entities that receive financial assistance of \$300,000 or more in Federal awards will have a single or a program-specific audit conducted for that year. Nonfederal entities that expend less than \$300,000 a year in Federal awards are exempt from Federal audit requirements for that year, except as noted in Circular No. A-133.

**Records:** Grantees are expected to maintain separate records for each grant to ensure that funds are used for the general purpose for which the award was made. Records are subject to inspection during the life of the award and for 3 years thereafter.

#### **FINANCIAL INFORMATION:**

**Account Identification:** 49-0100-0-1-251.

**Obligations:** (Grants and Contracts) FY 99 \$370,130,000; FY 00 est \$381,840,000; and FY 01 est \$456,500,000.

**Range and Average of Financial Assistance:** From \$5,000 to \$3,000,000; \$110,000.

#### **PROGAM ACCOMPLISHMENTS:**

In fiscal year 1999, 8,032 proposals were received and 2,981 awards were made. In fiscal year 2000, approximately 8,100 proposals will be received and about 3,050 awards will be made, and in fiscal year 2001 approximately 8,400 proposals will be received and about 3,150 awards will be made.

#### **REGULATIONS, GUIDELINES, AND LITERATURE:**

45 CFR Chapter VI; 48 CFR Chapter 25; "NSF Guide to Programs, Fiscal Year 2001," NSF 01-3 (<http://www.nsf.gov/cgi-bin/getpub?nsf013>); and "Grant Proposal Guide," NSF 01-2, (<http://www.nsf.gov/cgi-bin/getpub?nsf012>); "Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STIR) Programs Phase I Solicitation and Phase II Instruction Guide," NSF 99-57; "Faculty Early Career Development (CAREER)," NSF 99-110; "Grant Opportunities for Academic Liaison with Industry (GOALI)," NSF 98-142; "Major Research Instrumentation (MRI)," NSF 99-168. For descriptions of ENG program announcements, please check the following Electronic source: ENG Home Page on Internet World Wide Web (WWW). URL Address is: <http://www.eng.nsf.gov/>.

## INFORMATION CONTACTS:

**Headquarters Office:** For information and publications: Jo Culbertson, Staff Associate for Planning and Evaluation, Directorate for Engineering, National Science Foundation, 4201 Wilson Blvd., Arlington, VA 22230. Telephone: (703)292-4602. Fax: (703)292-9013 E-mail: jculbert@nsf.gov., NSF World Wide Web site, URL: <http://www.nsf.gov/>. For general inquiries: [enginfo@nsf.gov](mailto:enginfo@nsf.gov).

**Web Site Address:** <http://www.eng.nsf.gov/>.

## EXAMPLES OF FUNDED PROJECTS:

(1) Design and Evaluation of Artificial Retina Device to Benefit the Visually Impaired. (2) Scalable Enterprise Systems. (3) Solid Modeling and its Applications (4) Free- Radical Reactions in Supercritical Fluids. (5) Engine Heat Transfer and Combustion Studies. (6) Signal Processing for Acoustic Emission and Ultrasonic Testing. (7) Engineering Microsystems: "XYZ" on a Chip. (8) Committees on Earthquake Engineering. (9) Communication and Control of Integrated Manufacturing Systems. (10) SBIR Research: Thallium Bromide X-ray Photocathodes.

## CRITERIA FOR SELECTING PROPOSALS:

The National Science Board approved revised criteria for evaluating proposals submitted to NSF at its meeting on March 28, 1997 (NSB97-72). The revised criteria are designed to be useful and relevant across NSF's many different programs, however, NSF will continue to employ special criteria as required to highlight the specific objectives of certain programs and activities. The revised merit review criteria are listed below. Following each criterion are potential considerations that the reviewer may employ in the evaluation. These are suggestions and not all will apply to any given proposal. Each reviewer will address only those that are relevant to the proposal and for which he/she is qualified to make judgments.

Criterion 1: What is the intellectual merit of the proposed activity? How important is the proposed activity to advancing knowledge and understanding within its own field or across different fields? How well qualified is the proposer (individual or team) to conduct the project? (If appropriate, the reviewer will comment on the quality of prior work.) To what extent does the proposed activity suggest and explore creative and original concepts? How well conceived and organized is the proposed activity? Is there sufficient access to resources?

Criterion 2: What are the broader impacts of the proposed activity? How well does the activity advance discovery and understanding while Promoting teaching, training, and learning? How well does the proposed Activity broaden the participation of underrepresented groups (e.g., gender, ethnicity, disability, geographic, etc.)? To what extent will it enhance the infrastructure for research and education, such as facilities, instrumentation, networks, and partnerships? Will the results be disseminated broadly

to enhance scientific and technological understanding? What may be the benefits of the proposed activity to society? In addition, consideration will also be given to the following: (a) Integration of Research and Education: One of the principal strategies in support of NSF's goals is to foster integration of research and education through the programs, projects and activities it supports at academic and research institutions. These institutions provide abundant opportunities where individuals may concurrently assume responsibilities as researchers, educators, and students and where all can engage in joint efforts that infuse education with the excitement of discovery and enrich research through the diversity of learner perspectives. Principal Investigators should address this issue in their proposal to provide reviewers with the information necessary to respond fully to both NSF merit review criteria. NSF staff will give it careful consideration in making funding decisions. (b) Integrating Diversity into NSF Programs, Projects, and Activities: Broadening opportunities and enabling the participation of all citizens - women and men, underrepresented minorities, and persons with disabilities - are essential to the health and vitality of science and engineering. NSF is committed to this principle of diversity and deems it central to the programs, projects, and activities it considers and supports. Principal Investigators should address this issue in their proposal to provide reviewers with the information necessary to respond fully to both NSF merit review criteria. NSF staff will give it careful consideration in making funding decisions.

**Lower Income Housing Assistance Program\_Section 8 Moderate Rehabilitation**



Stat. 1614; Housing and Community Development Amendments of 1981, Public Law 97-35; Housing and Urban-Rural Recovery Act of 1983, Public Law 100-242; Housing and Community Development Act of 1987, Public Law 101-235; Department of Housing and Urban Development Reform Act of 1989; Housing Opportunity Program Extension Act of 1996, Public Law 104- 120; The Multifamily Assisted Housing Reform and Affordability Act of 1997, Public Law 105-65.

**OBJECTIVES:**

To aid very low income families in obtaining decent, safe and sanitary rental housing.

**TYPES OF ASSISTANCE:**

Direct Payments for Specified Use.

**USES AND USE RESTRICTIONS:**

Provides housing assistance payments to participating owners on behalf of eligible tenants to provide decent, safe and sanitary housing for very low income families at rents they can afford. Housing assistance payments are used to make up the difference between the approved rent due to the owner for the dwelling unit and the occupant family's required contribution towards rent. Assisted families must pay the highest of 30 percent of their monthly adjusted family income, 10 percent of gross family income, or the portion of welfare assistance designated for housing toward rent. THIS PROGRAM IS INACTIVE, i.e., NO NEW PROJECTS ARE BEING APPROVED.

**ELIGIBILITY REQUIREMENTS:**

**Applicant Eligibility:** An authorized Public Housing Agency (any State, county, municipality or other governmental entity or public body (or agency or instrumentality thereof).

**Beneficiary Eligibility:** Very low income families (whose income does not exceed 50 percent of the median income for the area as determined by the Secretary with adjustments for smaller and larger families) and, on an exception basis, lower income families (whose income does not exceed 80 percent of the median income for the area adjusted for small and large families). A very low income or, on an exception basis, lower income single person who is elderly, disabled or handicapped, displaced, or the remaining member of an eligible tenant family is also eligible.

**Credentials/Documentation:** This program is no longer funded for

new applications and awards.

#### **APPLICATION AND AWARD PROCESS:**

***Preapplication Coordination:*** The Chief Executive Officer of the unit of general local government in which the proposed housing was to be carried out had an opportunity to comment on the proposed housing, or provide information concerning the need for housing assistance and the availability of local facilities and public services to serve the proposed housing. The cover letter invited a response within 30 days. This program is excluded from coverage under Executive Order 12372. No applications for new projects are being accepted.

***Application Procedure:*** Submit an Application for Housing Assistance Payments Program (Form HUD-52515A), Moderate Rehabilitation. This program is excluded from coverage under OMB Circular No. A-110. No applications for new projects are being accepted.

***Award Procedure:*** The local Director of Public Housing made the final decision as to which Public Housing Agencies were funded.

***Deadlines:*** None.

***Range of Approval/Disapproval Time:*** Not applicable.

***Appeals:*** Not applicable.

***Renewals:*** Eligible owners may request a one year Housing Assistance Payments Contract renewal. Requests must be made at least 75 days prior to Contract expiration.

#### **ASSISTANCE CONSIDERATIONS:**

***Formula and Matching Requirements:*** There are no matching requirements. Assisted families must pay the highest of 30 percent of their monthly adjusted family income, 10 percent of gross family income, or the portion of welfare assistance designated for housing toward rent.

***Length and Time Phasing of Assistance:*** Under the Moderate Rehabilitation Program, payments may be made for 180 days. Assistance may be extended for 12 months at a time when an eligible owner requests a Housing Assistance Payments Contract renewal.

**POST ASSISTANCE REQUIREMENTS:**

**Reports:** Supporting Data for Annual Contributions Estimates, HUD Form 52672; Estimate of Total Required Annual Contributions, HUD Form 52673; and Requisition for Partial Payment of Annual Contributions, HUD Form 52663; Voucher for Payment of Annual Contributions and Operating Statement, HUD Form 52681; Balance Sheet for Section 8 and Public Housing, HUD Form 52595; Report on Program Utilization, HUD Form 52683; Family Report, HUD Form 50058.

**Audits:** Periodic fiscal, occupancy, general management and maintenance audits.

**Records:** Those necessary to indicate compliance with Annual Contributions Contract/Housing Assistance Payments Contract.

**FINANCIAL INFORMATION:**

**Account Identification:** 86-0164-0-1-604.

**Obligations:** (Outlays) FY 99 not separately identifiable; FY 00 est not separately identifiable; and FY 01 est not separately identifiable.

**Range and Average of Financial Assistance:** Amount necessary to lease units and cover related administration, management, maintenance and operating expenses including utilities.

**PROGAM ACCOMPLISHMENTS:**

At the end of fiscal year 1995, a total of 100,000 units were available for occupancy or receiving subsidies under this program.

**REGULATIONS, GUIDELINES, AND LITERATURE:**

24 CFR Part 882; Section 8 Housing Assistance Payments Program, Existing Housing and Moderate Rehabilitation Processing Handbook, 7420.3; PHA Administrative Practices Handbook for the Section 8 Existing Housing Program, 7420.7; Accounting Handbook 7420.6.

**INFORMATION CONTACTS:**

**Headquarters Office:** For program information: Office of the Deputy Assistant Secretary for Public and Assisted Housing Delivery, Real Estate and Housing Performance Division,

Department of Housing and Urban Development, Washington, DC  
20410. Telephone: (202) 708-0477. Use the same number for FTS.

**Web Site Address:** <http://www.hud.gov/progdesc/pihindx.html>.

## **Job Opportunities for Low-Income Individuals**

Projects must: 1) Create new employment and/or business opportunities for welfare recipients and other low-income individuals; (2) each nonprofit organization funded under this demonstration must enter into a cooperative relationship with the agency responsible for administering the Temporary Assistance for Needy Families (TANF) program in the area served by the project; (3) develop a comprehensive project design that describes the work program and strategy, the training design, support services and counseling, technical and financial assistance plan, access to business capital and follow up support services; and (4) include an independent, methodologically sound evaluation of the effectiveness of the activities in creating new jobs and/or business opportunities. Funds awarded under this demonstration program cannot be used for new construction or the purchase of real property.

#### **ELIGIBILITY REQUIREMENTS:**

***Applicant Eligibility:*** Grants are made to nonprofit organizations (including community development corporations) exempt from taxation under Section 501(c) 3 or 4 of the Internal Revenue Code, to develop demonstration projects as authorized.

***Beneficiary Eligibility:*** Temporary Assistance for Needy Families (TANF) recipients and any low-income individual, whose income does not exceed 100 percent of the official poverty guidelines.

***Credentials/Documentation:*** Project applicants must present with application written evidence of State TANF agency's willingness to enter a cooperative agreement. Applicants are encouraged to include with application written evidence of other organizations' and businesses' willingness to cooperate when the project involves the use of other agency resources, to include funds, facilities, services, etc. Nonprofit organizations (including community development corporations) exempt from taxation under Section 501(c) 3 or 4 of the Internal Revenue Code must submit proof of this nonprofit status. Grantee's applicable costs and administrative procedures will be determined in accordance with 45 CFR Part 74 and 92.

#### **APPLICATION AND AWARD PROCESS:**

***Preapplication Coordination:*** This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Program." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has

selected the program for review.

**Application Procedure:** All information and forms required to prepare a grant are published in the Federal Register. Copies of the program announcement are available from the Department of Health and Human Services, Administration for Children and Families, Office of Community Services 370 L'Enfant Promenade, SW., Washington, DC 20447. Telephone: (202) 401-5282. All information needed to submit an application for funding consideration is provided through a Request for Proposal published in the Federal Register.

**Award Procedure:** Official notice of approved grant applications is made through issuance of a Financial Assistance Award. Official notice of an accepted application proposal is made through award of a grant.

**Deadlines:** Established when grants are solicited. Deadlines for grants are announced in the Federal Register as part of the solicitation of applicants.

**Range of Approval/Disapproval Time:** From 60 to 365 days. Generally, solicited grants will be acted upon within 180 days.

**Appeals:** Appeals are processed in accordance with HHS regulations in 45 CFR Part 16.

**Renewals:** No-cost extensions are available if formally applied for and approved. If an application is recommended for approval for 1 or more years, the grantee must submit each year a formal request for an extension accompanied by a progress report which will be evaluated prior to a recommendation of continuation.

#### **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** There is no requirement for matching Federal funds, however grantees are encouraged to share in the cost of projects and to mobilize other resources for project implementation. Cooperative letters of resource commitment are given special consideration in the review of applications.

**Length and Time Phasing of Assistance:** Grant awards are approved for up to 3 year project periods and are funded for up to a maximum of \$500,000, for the full project period.

#### **POST ASSISTANCE REQUIREMENTS:**

**Reports:** Semi-annual programmatic and fiscal reporting are required, and final program report covering the total project operational period. All projects funded under this program must include an independent, methodologically sound evaluation of the effectiveness of the activities carried out under the grant. Interim project evaluation reports must be submitted annually and a final project evaluation report at the end of the project period.

**Audits:** Audits are required in accordance with requirements in 45 CFR 74 and 92.

**Records:** Financial and other records of the grant are to be kept 3 years after the termination of the grant or until audited, whichever comes first.

#### **FINANCIAL INFORMATION:**

**Account Identification:** 75-1536-0-1-506.

**Obligations:** (Grants) FY 99 \$5,500,000; FY 00 est \$5,500,000; and FY 01 est \$5,500,000.

**Range and Average of Financial Assistance:** The average is \$500,000.

#### **PROGAM ACCOMPLISHMENTS:**

Nine grants were awarded in fiscal year 1999. Projects funded under this program are designed to: (1) Create new jobs and business employment through microenterprise/self-employment opportunities, expansion of existing businesses through technical and financial assistance and new business ventures for TANF recipients and other low-income individuals that will move them toward economic self-sufficiency; (2) test new approaches to solving human services problems through research demonstration grants; (3) collect data for policy, management, and analytical purposes; (4) evaluate programs for efficiency and effectiveness; (5) replicate exemplary projects; and (6) develop commercially-viable products for the human arena through small business innovative research (SBIR). It is anticipated that 10 grants will be awarded in fiscal year 2000 and fiscal year 2001.

#### **REGULATIONS, GUIDELINES, AND LITERATURE:**

Guidelines and other information are published in the Federal

Register.

**INFORMATION CONTACTS:**

**Headquarters Office:** Nolan Lewis, Division of Community Discretionary Programs, Office of Community Services, Administration for Children and Families, Department of Health and Human Services, 370 L'Enfant Promenade, SW., Washington, DC 20447. Telephone: (202) 401-5282.

**Web Site Address:** <http://www.acf.dhhs.gov/programs/ocs>.

**EXAMPLES OF FUNDED PROJECTS:**

Microenterprise business development, self-employment business training, specialized job training related to new business ventures and/or a specific business expansion project that is designed to create permanent full-time jobs for eligible AFDC and low-income individuals to move toward economic self-sufficiency.

**CRITERIA FOR SELECTING PROPOSALS:**

Selecting factors include: (1) Organizational experience in program area and staff responsibilities; (2) analysis of need; (3) work program; (4) significant and beneficial impact; (5) third party evaluation; (6) public-private partnerships; and, (7) budget appropriateness and reasonableness.

**59.041 Certified Development Company Loans (504 Loans)**



## SMALL BUSINESS ADMINISTRATION

### **AUTHORIZATION:**

Small Business Investment Act of 1958, as amended, Title V, Section 504 and 505, Public Law 85-699, 15 U.S.C. 696; Public Law 100-590.

### **OBJECTIVES:**

To assist small business concerns by providing long-term, fixed-rate financing for fixed assets through the sale of debentures to private investors.

### **TYPES OF ASSISTANCE:**

Guaranteed/Insured Loans.

### **USES AND USE RESTRICTIONS:**

Loans are to assist small businesses in the acquisition of land and buildings; the construction, expansion, renovation or modernization of buildings; or the acquisition and/or installation of machinery and equipment. Loans may have either a 10 or 20-year term.

### **ELIGIBILITY REQUIREMENTS:**

**Applicant Eligibility:** Certified Development Companies (CDCs) package, close, and service these SBA-guaranteed loans to small businesses. A CDC must be incorporated under general State corporation statute, on a nonprofit basis, for the purpose of promoting economic growth in a particular area.

**Beneficiary Eligibility:** Small businesses must be independently owned and operated for profit. More specific criteria defining a small business are established by the Small Business Administration. Refer to 59.012 for general eligibility requirements. Size standards can be those of 59.012 or not-to-exceed \$6 million net worth and \$2 million net profit (averaged over 2 years).

**Credentials/Documentation:** To become a Certified Development Company (CDC), the applicant should include the following information: (1) Name and address of applicant; (2) type of CDC, State or local; (3) area of operation; (4) list of members or stockholders with address, occupation and telephone number; (5) list of officers and directors; (6) SBA Form 1081 on all officers, directors, and staff; (7) certified statement that no member or stockholder

controls more than 10 percent of the voting control; (8) resume' on each officer and director; (9) the name of each individual who provides the CDC with the professional staff capability; (10) if contracted out, a copy of the contract is required to be submitted to SBA; (11) proof of compliance of representatives from the following groups; local government, private sector lending institution, community organization and business concern; (12) an organization chart and operating plan; (13) a flow chart on the CDC (evaluating, packaging, processing, closing and servicing functions); (14) address and description of the place of business, telephone number and financial statement; (15) the CDC's charter and certified by-laws; (16) articles certified by the State; and (17) a resolution of the Board of Directors certified by a corporate officer in which a company resolves to become a CDC, naming the person who is authorized to execute all documents.

#### **APPLICATION AND AWARD PROCESS:**

***Preapplication Coordination:*** Approval by a Certified Development Company. This program is excluded from coverage under E.O. 12372.

***Application Procedure:*** Application must be made on SBA Form 1244 and requirements set forth thereon must be fully complied with by the Certified Development Company and the small business being assisted.

***Award Procedure:*** Applicant is notified in writing by the SBA Office.

***Deadlines:*** None.

***Range of Approval/Disapproval Time:*** Within 10 working days after formal acceptance of application.

***Appeals:*** Requests for reconsideration of a declined loan will be granted at any time within 6 months from the date of decline, providing that reasonable evidence is submitted to substantially overcome the stated reasons for decline.

***Renewals:*** Not applicable.

#### **ASSISTANCE CONSIDERATIONS:**

***Formula and Matching Requirements:*** Generally at least 10 percent of the project cost must be injected by the small business concern and 50 percent of the project cost must be provided by a private lender.

***Length and Time Phasing of Assistance:*** Not applicable.

#### **POST ASSISTANCE REQUIREMENTS:**

**Reports:** Annual financial, management and operating reports from the Certified Development Company.

**Audits:** Small Business Administration has the right to conduct an audit of the books of the Certified Development Company and the small business concern at its discretion.

**Records:** During the term of the loan, both the Certified Development Company and the small business concern assisted must maintain financial records and information adequately reflecting all transactions and results of operations.

#### **FINANCIAL INFORMATION:**

**Account Identification:** 73-1154-0-1-376.

**Obligations:** (Guaranteed Loans) FY 99 \$1,779,000,000; FY 00 est \$3,000,000,000; and FY 01 est \$3,500,000,000.

**Range and Average of Financial Assistance:** Up to \$1,000,000; \$350,000.

#### **PROGAM ACCOMPLISHMENTS:**

During fiscal year 1999, 4,847 loans were approved through the 504 Development Company Program for a total gross dollar amount of \$1.77 billion.

#### **REGULATIONS, GUIDELINES, AND LITERATURE:**

SBA Rules and Regulation, Section 120.800 and 120.900; Certified Development Company Program - Program Guide.

#### **INFORMATION CONTACTS:**

**Regional or Local Office:** See Appendix IV of the Catalog for a listing of the Small Business Administration offices.

**Headquarters Office:** Office of Financial Assistance, Small Business Administration, 409 3rd Street SW., Washington, DC

20416. Telephone: (202) 205-6490. Use the same number for FTS.

**Web Site Address:** <http://www.sba.gov>.

**RELATED PROGRAMS:**

None.

**EXAMPLES OF FUNDED PROJECTS:**

Not applicable.

**CRITERIA FOR SELECTING PROPOSALS:**

Not applicable.

**ITA Special Projects**

#### **USES AND USE RESTRICTIONS:**

Assistance is used to provide information, contracts, and research and development in shaping and implementing specific projects and programs that promote exports in various markets.

#### **ELIGIBILITY REQUIREMENTS:**

***Applicant Eligibility:*** Organizations or individuals specifically identified by Congress in agency appropriations legislation.

***Beneficiary Eligibility:*** Beneficiaries are the companies served by the organizations receiving awards, and the organizations or individuals specifically identified by Congress.

***Credentials/Documentation:*** None.

#### **APPLICATION AND AWARD PROCESS:**

***Preapplication Coordination:*** Not applicable. This program is excluded from coverage under E.O. 12372.

***Application Procedure:*** Submit all standard forms, project proposal and budget following the format specified by the Department of Commerce.

***Award Procedure:*** Applications are reviewed by the International Trade Administration, Trade Development, Office of Planning, Coordination and Resource Management, and awards are issued by the Office of the Executive Assistance Management.

***Deadlines:*** Not applicable.

***Range of Approval/Disapproval Time:*** Not applicable.

***Appeals:*** Not applicable.

***Renewals:*** Renewals are contingent upon future Congressional funding.

#### **ASSISTANCE CONSIDERATIONS:**

***Formula and Matching Requirements:*** This program has no statutory formula or matching requirements.

***Length and Time Phasing of Assistance:*** Not applicable.

**POST ASSISTANCE REQUIREMENTS:**

***Reports:*** Financial and progress reports are to be submitted in accordance with the terms and conditions of the award. Financial status reports (SF-269) are submitted on a quarterly basis. Federal cash transaction reports (SF-272) are submitted for each award where funds are advanced to recipients. Performance reports are submitted on a quarterly basis.

***Audits:*** "In accordance with the provisions of OMB Circular No. A- 133 (Revised, June 24, 1997), recipients that are States, Local Governments, Non-profit Organizations (to include Hospitals), and Institutions of Higher Learning shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 U.S.C. 7501-7507). Commercial organizations shall be subject to the audit requirements as stipulated in the award document."

***Records:*** All financial and programmatic records, supporting documents, statistical reports, and other records of recipients or sub- recipients must be maintained in accordance with the terms of the award. Generally, the recipient must retain records for 3 years from the date on which the final expenditure report is submitted.

**FINANCIAL INFORMATION:**

***Account Identification:*** 13-1250-0-1-376.

***Obligations:*** (Grants) FY 99 \$10,755,000; FY 00 est \$12,755,000; and FY 01 est \$0.

***Range and Average of Financial Assistance:*** From \$255,000 to \$7,500,000.

**PROGAM ACCOMPLISHMENTS:**

ITA grant recipients receiving continuation funding have developed new technologies and established new companies; a number of companies have reached the stage where they can attract new foreign and domestic investments. This has resulted in job creation and led to increased opportunities to

export the technologies developed.

#### **REGULATIONS, GUIDELINES, AND LITERATURE:**

Allowable costs will be determined in accordance with OMB Circular Nos. A-21 for institutions of higher education, A-87 for State and local governments, A-122 for nonprofit organizations; and 48 CFR Part 31 for-profit organizations. Grants management will be in accordance with the provisions of OMB Circular No. A-110 for institutions of higher education, other nonprofit organizations, for-profit organizations; and 15 CFR Part 24 for State and local governments.

#### **INFORMATION CONTACTS:**

**Headquarters Office:** Jerry Morse, Director, Resource Management and Planning Staff, Trade Development/OPCRM, Room 3209, HCHB, Department of Commerce, Washington, DC 20230. Telephone: (202) 482-3197. FTS is not available. FAX (202) 482-5828.

**Web Site Address:** <http://www.ita.doc.gov>.

#### **EXAMPLES OF FUNDED PROJECTS:**

The development of a series of programs to assist in the evaluation and commercialization of academically-based biotechnology research; assistance provided to small businesses in targeting new domestic and international markets; businesses created and the enhancement of existing businesses which produce industrial and environmental biotechnology products and processes that provide significant export opportunities for the United States; assistance to new high tech start-up companies by writing business plans, locating financing for export, and conducting market research for export; research and development in the textiles and apparel industry.

#### **CRITERIA FOR SELECTING PROPOSALS:**

The U.S. Congress designates those entities that receive funding in annual appropriations of the Department of Commerce.

## **American Business Center**

### **FEDERAL AGENCY:**

INTERNATIONAL TRADE ADMINISTRATION, DEPARTMENT OF  
COMMERCE

### **AUTHORIZATION:**

Freedom Support Act, Title III, Public Law 102- 511; Foreign  
Assistance Act of 1961, Section 632(a), as amended.

### **OBJECTIVES:**

To help U.S. firms identify opportunities to export to and invest in  
Russia. American Business Centers (ABCs) will provide significant  
benefits to Russian firms with business training and technical  
assistance to enhance the ability of Russian firms to become viable  
trade and investment partners for U.S. firms. All services are  
exclusively available to U.S. firms on a fee-for-service basis.

### **TYPES OF ASSISTANCE:**

Project Grants.

### **USES AND USE RESTRICTIONS:**

Each award will cover a 1-year period for a total amount of not more  
than \$200,000 in Federal funds.

### **ELIGIBILITY REQUIREMENTS:**

**Applicant Eligibility:** United States for-profit firms, nonprofit  
organizations, government agencies, industry and trade  
associations, and educational institutions are eligible to apply. An  
enterprise which includes or intends to include participation of host  
country citizens or entities will be considered an eligible applicant, so  
long as the applicant is and will remain throughout the award period,  
controlled by citizens or entities of the United States.

**Beneficiary Eligibility:** United States for-profit firms, nonprofit  
organizations, nonfederal government agencies, industry and trade  
associations, and educational institutions are eligible to apply. An  
enterprise which includes or intends to include participation of host  
country citizens or entities will be considered an eligible applicant, so



long as the applicant is and will remain throughout the award period, controlled by citizens or entities of the United States.

**Credentials/Documentation:** None.

#### **APPLICATION AND AWARD PROCESS:**

**Preapplication Coordination:** None. This program is excluded from coverage under E.O. 12372.

**Application Procedure:** Competitive Application Kit. Standard Forms SF-424, SF-424B, and the CD-511. Certifications Regarding Debarment, Suspension, and Other Responsibility Matters: Drug-Free Workplace Requirement and Lobbying must be completed. These forms are available, through written request, from the Russia/NIS Program Office, U.S. and Foreign Commercial Service, Department of Commerce, Room 1235, HCHB, Washington, DC 20230. Telephone: (202) 482-2902. Fax: (202) 482- 2456.

**Award Procedure:** Each application will be evaluated by a panel of at least three independent International Trade Administration (ITA) reviewers qualified to evaluate applications submitted under the program. Applications will be evaluated on a competitive basis in accordance with the evaluation criteria. Awards will be based on the highest total accumulated score and geographic location.

**Deadlines:** Proposals must be submitted to the Russia/NIS Program Office on or before 4:30 p.m. (E.S.T.) on the deadline date which is published in the applicable Federal Register notice which will be 30 days after the date of publication.

**Range of Approval/Disapproval Time:** Approximately 2 months.

**Appeals:** All award decisions are final. There is no appeal process.

**Renewals:** Grantee's receipt of future funding is contingent upon the availability of appropriated funds, and satisfactory performance, and will be at the sole discretion of ITA.

#### **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** Grantees must supply at least 50 percent of total project costs, with the Federal portion of total project costs to be no more than fifty percent. A minimum of one-half of the support supplied by the grantee must be in the form of cash. The remaining portion of the grantee's support may consist of cash or in-kind contributions (goods and services contributed by a third-party).

**Length and Time Phasing of Assistance:** Each award will cover a 1- year period.

## **POST ASSISTANCE REQUIREMENTS:**

**Reports:** Each ABC will submit a quarterly written report to ITA providing accurate information about the ABC's work during the previous calendar quarter.

**Audits:** The performance of each ABC will be evaluated annually by ITA personnel through quarterly written reports and commercial information reporting, ITA surveys of clients, and visits by ITA officials to the ABCs.

**Records:** Financial records, supporting documents, statistical records, and all other records pertinent to an award shall be retained for a period of 3 years from the date of submission of the final expenditure report, or for awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, as authorized by the Federal awarding agency.

## **FINANCIAL INFORMATION:**

**Account Identification:** 13-1250-0-1-376.

**Obligations:** (Cooperative Agreements) FY 99 \$700,000; FY 00 est \$0; and FY 01 est \$0.

**Range and Average of Financial Assistance:** \$650,000 to \$4,687,680; \$1,794,139.

## **PROGAM ACCOMPLISHMENTS:**

Currently the Commercial Service operates ABCs on-site at posts in St. Petersburg and Vladivostok, Russia; Kiev, Ukraine; Almaty, Kazakstan; and Tashkent, Uzbekistan. Private U.S. organizations operate ABCs in seven cities without CS representation: Chelyabinsk, Khabarovsk, Nizhny Novgorod, Samara, Volgograd, Yekaterinburg, and Yuzhno-Sakhalinsk, Russia. The ABCs developed influential contacts that provide essential access throughout Russia and NIS. This prestige and influence with regional administrations makes the ABCs indispensable on-the-ground facilitators of U.S. export actions. In less than 3 years, more than 2,000 U.S. companies used the ABC services to further their business interests in Russia and the New Independent States (NIS). With the help of the ABCs, U.S. companies reported over \$34 million in export sales to the Russia/NIS region, with an estimated \$56

million in potential future sales.

#### **REGULATIONS, GUIDELINES, AND LITERATURE:**

Application Kit may be obtained free of charge from the Russia/NIS Program Office, U.S. and Foreign Commercial Service, Department of Commerce, Room 1235, HCHB, Washington, DC 20230. Telephone: (202) 482-2902. Fax: (202) 482-2456.

#### **INFORMATION CONTACTS:**

**Regional or Local Office:** Russia/NIS Program Office, U.S. and Foreign Commercial Service, Department of Commerce, Room 1235, HCHB, Washington, DC 20230. Telephone: (202) 482-2902. Fax (202) 482-2456.

**Headquarters Office:** Russia/NIS Program Office, U.S. and Foreign Commercial Service, Department of Commerce, Room 125, HCHB, Washington, DC 20230.

**Web Site Address:** <http://www.ita.doc.gov>.

#### **EXAMPLES OF FUNDED PROJECTS:**

ABCs offer American companies a broad range of business development and facilitation services on a user-fee basis. Their emphasis is on helping small- and medium-sized U.S. firms including: Business counseling and market research; screening and assessing partners; trade mission and event planning; business appointment scheduling; office and conference room rental; international telephone, fax and e-mail; secretarial assistance; and interpretation and translation services. As an example: ABC St. Petersburg provided telecommunications and mail box services to a small-medium sized U.S. company that resulted in a \$400,000 per month contract with the largest distributor of picture frames in the Northwest Russia.

#### **CRITERIA FOR SELECTING PROPOSALS:**

Consideration for financial assistance under the program will be based on the following evaluation criteria: (1) Quality of Work Plan: Core commercial activities, marketing strategy, management/staffing, cooperation with ITA and outreach programs to NIS firms; (2) Qualifications of Applicant: Financial history personnel's experience in region and in delivering commercial products/services; (3) Market Knowledge of Locations: Applicant's demonstrated familiarity with the market conditions in the proposed city and/or region; (4) Project Timetable: Ability of applicant to complete major stages in the scope of work quickly, particularly

bringing an ABC into the fully-operational stage; (4) U.S. Small Business Utility: Accessibility of services to small firms and reasonableness of fees; and (6) Cost-Effectiveness: Reasonableness, allow ability and allocability of costs. For purpose of evaluation of the applications, the above criteria will be weighted as follows: Criterion (1) will be worth a maximum of 30 percent; criterion (2) will be worth a maximum of 30 percent; criterion (3) will be worth a maximum of 20 percent; criterion (4) will be worth a maximum of 10 percent; and criterions (5) and (6) will be worth a maximum of 5 percent each.

## **Sale of Federal Surplus Personal Property**

generates a substantial quantity of scrap paper (GSA/PBS sells scrap paper - telephone: (202) 501-3458) and metal which is made available for public sale. Normally, there are no use restrictions on property purchased from the Government.

**ELIGIBILITY REQUIREMENTS:**

**Applicant Eligibility:** Competitive bid sales are open to the general public.

**Beneficiary Eligibility:** General public.

**Credentials/Documentation:** None.

**APPLICATION AND AWARD PROCESS:**

**Preapplication Coordination:** None. This program is excluded from coverage under E.O. 12372.

**Application Procedure:** Interested individuals may participate in GSA sales of Federal personal property by writing "Personal Property Sales," Federal Supply Service, General Services Administration, (select the appropriate regional office from Appendix IV of the Catalog).

**Award Procedure:** Property is awarded to that responsible bidder whose bid, conforming to the invitation, is most advantageous to the Government, price and other factors considered.

**Deadlines:** None. Bids must be submitted by the time and date indicated in the sales offering.

**Range of Approval/Disapproval Time:** Not applicable.

**Appeals:** Not applicable.

**Renewals:** Not applicable.

**ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** Not applicable.

**Length and Time Phasing of Assistance:** Not applicable.

**FINANCIAL INFORMATION:**

**Account Identification:** 47-4530-0-4-804.

**Obligations:** (Salaries and expenses) FY 99 \$10,829,000; FY 00 est \$11,606,000; and FY 01 est \$11,835,000.

**Range and Average of Financial Assistance:** Not applicable.

**PROGAM ACCOMPLISHMENTS:**

Gross proceeds from sales were \$254.3 million in fiscal year 1999. In fiscal year 2000, sales proceeds are estimated to be \$117.6 million. In fiscal year 2001, sales proceeds are estimated to be \$54.3 million.

**REGULATIONS, GUIDELINES, AND LITERATURE:**

41 CFR 101-45, Sale, Abandonment, or Destruction of Personal Property. Pamphlet "How You Can Buy Used Federal Personal Property" is available from General Services Administration free of charge.

**INFORMATION CONTACTS:**

**Regional or Local Office:** Federal Supply Service Bureau, General Services Administration, or Defense Reutilization and Marketing Service (for Department of Defense surplus property), National Sales Office, 74 Washington Ave. North, Battle Creek, MI 49017-3092. Internet: <http://www.fss.gsa.gov/property.html>.

**Headquarters Office:** Director, Property Management Division, Office of Transportation and Property Management, Federal Supply Service. General Services Administration, Washington, DC 20406. Telephone: (703) 305-7240.

**Web Site Address:** <http://www.fss.gsa.gov>.

**Farm Ownership Loans**

Subtitle A, Sections 302, 310D, Public Laws 100-233, 87-128, 91-620, 95-334, 97-98, 7 U.S.C. 1922; Section 303, Public Laws 87-708, 90-488, 95-113, 96-438, 7 U.S.C. 1923; Section 305, Public Law 92-419, 7 U.S.C. 1925; Section 307, Public Law 97-35, 7 U.S.C. 1927; Section 308, Public Laws, 87-798, 89-240, 92-133, 7 U.S.C. 1928; 7 U.S.C. 1934.

#### **OBJECTIVES:**

To assist eligible farmers, ranchers, and aquaculture operators, including farming cooperatives, corporations, partnerships, and joint operations, through the extension of credit and supervisory assistance to: Become owner-operators of not larger than family farms; make efficient use of the land, labor, and other resources; carry on sound and successful farming operations; and enable farm families to have a reasonable standard of living.

#### **TYPES OF ASSISTANCE:**

Direct Loans; Guaranteed/Insured Loans.

#### **USES AND USE RESTRICTIONS:**

Loan funds may be used to: (1) Enlarge, improve, and buy family farms; (2) provide necessary water and water facilities; (3) provide basic soil treatment and land conservation measures; (4) construct, repair, and improve essential buildings needed in the operation of a family farm; (5) construct or repair farm dwellings; (6) provide facilities to produce fish under controlled conditions.

#### **ELIGIBILITY REQUIREMENTS:**

**Applicant Eligibility:** An applicant must: (1) Not have caused a loss to the Agency after April 4, 1996, or received debt forgiveness on more than 3 occasions prior to April 4, 1996 to receive a guaranteed loan; (2) be unable to obtain suitable credit from other sources at reasonable rates and terms; (3) be a U.S. citizen or permanent resident and possess the legal capacity to incur the obligations of the loan; (4) have the necessary education and/or experience, training, and managerial ability to operate a family farm; (5) realistically project the ability to repay the loan; (6) be the owner-operator of a not larger than family farm after the loan is closed; and (7) if an individual, the applicant must not have a combined farm ownership, soil and water, and recreation loan indebtedness to FSA of more than \$200,000, for direct loans; and \$717,000 for a guaranteed loan(s), or a combination of direct and guaranteed indebtedness; or a total indebtedness against the property securing the loan(s) of more than the market value of the security, whichever is the lesser amount. If a cooperative, corporation, joint operation or

partnership, the entity must be controlled by farmers or ranchers engaged primarily and directly in farming in the U.S., after the loan is made, and must consist of members, stockholders, partners, or joint operators (8) have a minimum of 3 years farming experience. Assistance is authorized for eligible applicants in the 50 States, the Commonwealth of Puerto Rico, the Virgin Islands of the United States, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and, to the extent the Secretary determines it to be feasible and appropriate, the Trust Territories of the Pacific Islands. Applicants must also comply with the highly erodible land and wetland conservation provisions of Public Law 99-198 of the Food Security Act of 1985 (FSA). To be eligible to obtain a direct loan, a borrower must abide by the Agency's borrower training requirements. Applicants/borrowers requesting guaranteed loan assistance must meet all lender requirements.

***Beneficiary Eligibility:*** Applicants/borrowers are the direct beneficiaries and must meet the applicant eligibility requirements. Families, individuals, and entities who are farmers, ranchers or aquaculture operators are the beneficiaries.

***Credentials/Documentation:*** Applicants must prove that credit is not available elsewhere for the requested purpose; and that they possess sufficient training or farm experience. This program is excluded from coverage under OMB Circular No. A-87.

## **APPLICATION AND AWARD PROCESS:**

***Preapplication Coordination:*** This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. This program is excluded from coverage under OMB Circular No. A-102.

***Application Procedure:*** Applicants file Form FMHA 410-1, Application for FSA Services, with supporting information, at the local county office of the Farm Service Agency for direct loans or Form FMHA 1980-25 with the prospective lender for loan guarantees. This program is excluded from coverage under OMB Circular No. A-110.

***Award Procedure:*** Certification as to eligibility is made the Agency credit officials and an approval determination is made by an FSA official based on loan feasibility and soundness, and adequate security.

***Deadlines:*** None.

***Range of Approval/Disapproval Time:*** The loan approval official must approve or disapprove a completed application within 30 days on a guaranteed loan application and 60 days on a direct loan application.



**Appeals:** Applicants for direct and guaranteed loans, may appeal adverse actions taken. The applicant is given an opportunity to appeal the decision to the National Appeals Staff. For guaranteed loans, both the lender and the applicant must request the appeal.

**Renewals:** Applicants may reapply at any time. Applicants denied assistance through the appeal process must establish that substantial change has occurred, since the denial decision.

#### **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** The selected criteria identify essential elements considered necessary to compare the needs of the various States, and to make the best use of available program funds. This program has no statutory formula or matching requirements.

**Length and Time Phasing of Assistance:** Loans justified may be scheduled over a period up to 40 years. The interest rate for guaranteed loans is negotiated between the lender and borrower.

#### **POST ASSISTANCE REQUIREMENTS:**

**Reports:** Not applicable.

**Audits:** Not applicable.

**Records:** Not applicable.

#### **FINANCIAL INFORMATION:**

**Account Identification:** 12-4140-0-3-351; 12-1140-0-1-351.

**Obligations:** (Direct Loans) FY 99 \$170,526,000; FY 00 est \$150,000,000; and FY 01 est \$150,000,000. (Guaranteed Loans) FY 99 \$774,170,000; FY 00 est \$1,000,000,000; and FY 01 est \$1,000,000,000.

**Range and Average of Financial Assistance:** Maximum direct \$200,000, maximum guaranteed \$717,000. Average direct \$102,355, guaranteed \$220,373.

**PROGAM ACCOMPLISHMENTS:**

Loans are used to purchase, enlarge, and improve family farms. In fiscal year 1999, 1,666 direct, and 3,513 guaranteed loans were made.

**REGULATIONS, GUIDELINES, AND LITERATURE:**

7 CFR, Part 1943, Subpart A and Part 762. Farm Service Agency Fact Sheets; FSA Handbook 2 FLP; Program Aids 1610, "Farm Service Agency Producer's Guide to Loan Programs"; and 1620, "Lender's Guide to FSA Loan Programs."

**INFORMATION CONTACTS:**

***Regional or Local Office:*** Contact the appropriate FSA State Office.

***Headquarters Office:*** Department of Agriculture, Farm Service Agency, Director, Loan Making Division, Ag Box 0522, Washington, DC 20250. Telephone: (202) 720-1632.

***Web Site Address:*** <http://www.fsa.usda.gov>.

**Americans With Disabilities Act Technical Assistance Program**

**TYPES OF ASSISTANCE:**

Project Grants; Advisory Services and Counseling; Dissemination of Technical Information; Training; Investigation of Complaints.

**USES AND USE RESTRICTIONS:**

Grants limited to the provision of technical assistance and educational activities that have a wide impact, including the development and dissemination of materials, the conduct of seminars, conferences, and training, and the provision of technical assistance on a state, regional or national basis depending on the funding priorities announced each year. Because the grant program is educational in nature, the Department does not fund projects to research or resolve issues that are outside the scope of the Department's current ADA regulations and court interpretations. The program is not intended to fund or support site-specific compliance implementation (e.g., funding to make specific facilities more accessible), or to fund or support inspections, reviews, or tests to determine whether an entity is meeting its compliance obligations.

**ELIGIBILITY REQUIREMENTS:**

***Applicant Eligibility:*** Nonprofit organizations, including trade and professional associations or their subsidiaries, organizations representing State and local governments or their employees, other organizations representing entities covered by the ADA, State and local governments agencies, national and State-based organizations representing persons with disabilities, and individuals.

***Beneficiary Eligibility:*** The target audiences of funded grants will include State and local governments, businesses and nonprofit organizations that operate public accommodations and commercial facilities, and individuals with disabilities.

***Credentials/Documentation:*** Not applicable.

**APPLICATION AND AWARD PROCESS:**

***Preapplication Coordination:*** None. This program is excluded from coverage under E.O. 12372.

***Application Procedure:*** Notice of solicitation of grant applications published in Federal Register. Applications are typically submitted in 45 to 60 days prior to award. Solicitation requires that the following forms be submitted with the application: SF 424 and 424A Application for Federal Assistance; Office of Justice Programs (OJP) Form 4000-3 (attached to SF 424); OJP Form 4061/6 (3-91); certifications regarding lobbying, debarment, suspension, and other responsibility matters; and Drug-Free Workplace Requirement; OJP

Form 7120/1 (1/85), Accounting System and Financial Capability Questionnaire.

**Award Procedure:** Final award decisions are made by the Assistant Attorney General, Civil Rights Division. Civil Rights Division Program personnel receive and review proposals and make recommendations to the Assistant Attorney General. All grants are made directly to applicants. No State Plan required.

**Deadlines:** Variable. Announced in the solicitation published in the Federal Register.

**Range of Approval/Disapproval Time:** The range is 60-120 days.

#### **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** Not applicable.

**Length and Time Phasing of Assistance:** Normally 12 months. Release by Letter of Credit and as required.

#### **POST ASSISTANCE REQUIREMENTS:**

**Reports:** Quarterly financial (SF 269A (Rev. 4/88)) and program (OJP 4587/1 (Rev. 2/90)) reports.

**Audits:** Grants may be audited by the Office of Justice Programs using standard audit procedure mandated by GAO.

**Records:** Organization financial audits for each calendar year in which grant was effective.

#### **FINANCIAL INFORMATION:**

**Account Identification:** 15-0128-0-1-752.

**Obligations:** (Grants) FY 99 \$240,885; FY 00 est \$133,139; and FY 01 est \$240,885. (Salaries and Expenses) FY 99 \$10,453,115; FY 00 est \$13,255,861; and FY 01 est \$16,315,115.

**Range and Average of Financial Assistance:** Not available.

#### **PROGAM ACCOMPLISHMENTS:**

The Section carries out a multi-faceted approach toward achieving compliance with the ADA through its technical assistance, enforcement, and certification activities. These activities affect six million businesses and non-profit agencies, 80,000 units of State and

local government, and 54 million people with disabilities. Technical Assistance: The toll-free ADA Information Line received 164,000 calls from the public seeking information and publications on the ADA. Over eight million publications and information pieces were disseminated in response to requests, outreach mailings, and dissemination through the ADA Home Page on the World Wide Web and a fax-on-demand service. The Section publishes an illustrated ADA Guide for Small Businesses, a Guide to Disability Rights Laws, ADA Technical Assistance Manuals, and publications on law enforcement, child care, service animals, HIV/AIDS, van-accessible parking spaces, stadiums, and other specific topics. The Section provides speakers for educational events around the country. Through the ADA technical assistance grant program, the Section works with organizations to carry out educational projects. One recent project is a joint initiative by the Department of Justice and the Small Business Administration (SBA) to increase the awareness of small businesses of their rights and responsibilities under the ADA. SBA offices throughout the country are disseminating ADA materials to the existing and new small businesses they serve. The first material disseminated by this initiative will be a jointly issued version of the ADA Guide for Small Businesses, which includes the toll-free number for the SBA information line for small businesses. The Department also issued a new technical assistance factsheet on ADA requirements for providing assistance at self-serve gas stations and has published three new documents designed to assist hotel owners, franchisers, architects, and contractors gain a better understanding of ADA requirements for newly constructed hotels. Enforcement: A number of recent cases join earlier cases as models for ADA compliance throughout the country. In *Olmstead v. L.C.*, the Supreme Court ruled that unjustified segregation is discrimination. The Court ruled that the ADAs "most integrated setting appropriate" mandate, requires States to avoid undue institutionalization of people with disabilities. In finding that unjustified isolation is a form of discrimination under the ADA, the Court pointed to the stigma of unworthiness, and the unequal access to family and social interaction, employment, education, and cultural enrichment that result from unnecessary institutionalization. According to the Court, an institutional placement is unjustified when the State's treatment professionals have determined that community placement is appropriate, the transfer is not opposed by the individual, and the placement can be accomplished without fundamentally altering the State's program. In *Cleveland v. Policy Management Systems Corp.*, the Supreme Court ruled that, in determining whether a plaintiff is a qualified individual with a disability in a title I employment suit, courts should not give any special weight to the fact that the individual has also applied for Social Security disability benefits. The ruling recognizes that because the qualification standards under Social Security and the ADA are different, application for or receipt of Social Security benefits is not by itself inconsistent with being a qualified individual with a disability. In *Amos v. Maryland Department of Public Safety*, the U.S. Court of Appeals for the Fourth Circuit, upheld the constitutionality of an ADA lawsuit against the Maryland State prison system. The court found the ADA to be a valid exercise of Congress authority to enforce the equal protection guarantees of the U.S. Constitution, because the ADA was based on a legislative record of

discrimination against persons with disabilities, and because the ADA's mandate for "reasonable accommodation" was a proportional response to the injuries Congress identified. And, in *Pallozzi v. Allstate Life Insurance Co.*, the U. S. Court of Appeals for the Second Circuit ruled that the ADA may prohibit disability-based discrimination in insurance underwriting practices. Consent decrees and settlement agreements are also important enforcement tools. In a citywide settlement, the City of Toledo, Ohio, agreed to make significant changes to its policies and facilities to provide greater access for persons with disabilities. Modifications will include providing accessible parking and accessible restroom facilities, installing ramps, widening doors, providing accessible public telephones, and lowering information counters; and taking steps to ensure that effective communication is available to persons with disabilities at city activities such as court proceedings and public meetings. In other significant settlements, Greyhound Lines Inc., agreed to improve the availability and quality of accessible bus service for persons with disabilities; the MGM Grand Hotel, Casino, and Theme Park will be made fully accessible to people with disabilities; the New York Yankees, and the City of New York will vastly increase the number of accessible wheelchair seating locations at Yankee Stadium. In addition: Days Inns, the world's largest hotel chain will undertake a nationwide initiative designed to make hundreds of its new hotels across the country more accessible to persons with disabilities; Avis Rent A Car, Inc., the nation's second largest rental car company agreed to provide accessible airport shuttle buses at all of its airport locations nationwide; and the owners and operators of Radio City Music Hall, a 6,000-seat historic theater dating from the 1930's, agreed to install 59 wheelchair and companion seating locations, to install 60 aisle seats with removable armrests, and to modify ticketing policies to reserve accessible seats for persons with disabilities until all other seats are sold. In addition, many people with disabilities have gained access to businesses and government agencies as a result of the Section's expanded program of alternative dispute resolution in which ADA complaints are referred to trained mediators. Certification: The Section granted ADA certification to the accessibility codes of the States of Maine, Florida, Washington, and Texas. The Section also provided extensive technical assistance to other States to assist them in making the State codes equivalent to the ADA requirements for new construction and alterations.

#### **REGULATIONS, GUIDELINES, AND LITERATURE:**

Notice of solicitation of grant applications, Federal Register 25980-25983, June 5, 1991. Notice of solicitation of grant applications, Federal Register 13797-13208, March 15, 1993, and Federal Register 15523, March 23, 1993. Notice of solicitation of grant applications, Federal Register 29160-29168, June 3, 1994. Notice of solicitation of grant applications, Federal Register 28484-28489, May 31, 1995. Notice of solicitation of grant applications, Federal Register 25744-25749, May 22, 1996.

**INFORMATION CONTACTS:**

**Headquarters Office:** Chief, Disability Rights Section, Civil Rights Division, P.O. Box 66738, Washington, DC 20035-6738. Telephone: (800) 514-0301 (Voice) (800) 514-0383 (TDD). Contact: Office of Public Affairs, Telephone: (Voice) (202) 514-2007; (TDD) (202) 514-1888. Website address: <http://www.usdoj.gov.crt/ada/adahom1.htm>.

**Web Site Address:** <http://www.usdoj.gov>.

**EXAMPLES OF FUNDED PROJECTS:**

The Police Executive Research Forum was awarded funding to create a set of materials on protecting the rights of persons with seizure disorders, speech and hearing impairments, mental retardation, and mental illness, to be integrated into police academy training and others for use in on-the-job roll-call training. The Chief Officers of State Library Agencies was awarded funding to place a collection of ADA material in 15,000 local libraries nationwide. The National Association of Towns and Township was awarded funding to produce ADA training materials to assist regional and State ADA technical assistance providers in educating officials from small towns across the country on how to comply with the ADA. The American Association of Retired Persons was awarded funding to create materials and conduct training sessions throughout the country to educate older persons with disabilities about their rights under the ADA. In 1995 and 1996, the Program funded state based grant projects to increase knowledge about the requirements of the ADA and awareness of resources available locally and at the State, regional, and national levels.

**CRITERIA FOR SELECTING PROPOSALS:**

Criteria for selection of projects published in the solicitation of application.

**Rural Self-Help Housing Technical Assistance**

**AUTHORIZATION:**

Housing Act of 1949, as amended, Section 523, Public Laws 89-117 and 89-754, 42 U.S.C. 1490c.

**OBJECTIVES:**

To provide financial support for programs of technical and supervisory assistance that will aid needy very low and low-income individuals and their families in carrying out mutual self-help housing efforts in rural areas.

**TYPES OF ASSISTANCE:**

Project Grants.

**USES AND USE RESTRICTIONS:**

Not-for-profit organizations may use technical assistance funds to hire the personnel to carry out a program of technical assistance for self-help housing in rural areas; to pay necessary and reasonable office and administrative expenses; to purchase or rent equipment such as power tools for use by families participating in self-help housing construction; and to pay fees for training self-help group members in construction techniques or for other professional services needed. Funds will not be used to hire personnel to perform any construction work, to buy real estate or building materials, or pay any debts, expenses or costs other than previously outlined for participating families in self-help projects.

**ELIGIBILITY REQUIREMENTS:**

**Applicant Eligibility:** Must be a State or political subdivision, public nonprofit corporation or a private nonprofit corporation. Assistance is authorized for eligible applicants in the United States, Puerto Rico, Virgin Islands, Guam, and the Northern Mariana's.

**Beneficiary Eligibility:** Very low and low-income rural family, usually in groups of 6 to 10 families.

**Credentials/Documentation:** Applicants must furnish evidence of the need for such services, have legal capacity to incur the obligation and operate the proposed project, and be unable to obtain the necessary funds from other sources. This program is excluded from coverage under OMB Circular No. A-87.



## APPLICATION AND AWARD PROCESS:

**Preapplication Coordination:** The standard application forms as furnished by the Federal agency and required by Departmental Regulations 3015 and 3016 must be used for this program. This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. This program is excluded from coverage under OMB Circular No. A-102.

**Application Procedure:** Form SF-424 is submitted to the District office of the Rural Development (RD) , including information attached to Part IV, fully documenting the applicant's experience, need for the grant and the proposed amount needed. Attachments relating to the size of the proposed project, estimated cost, budget and need are also required. This program is subject to provisions of Departmental Regulation 3015 and 3016.

**Award Procedure:** Award is made by the State Director.

**Deadlines:** None.

**Range of Approval/Disapproval Time:** From 60 to 190 days from the time discussion begins.

**Appeals:** Agency regulations providing customers with the rights for an informal review, mediation or alternative dispute resolution (ADR), or appeal to the National Appeals Division (NAD) are contained in 7 CFR Part 3550. NAD regulations are found at 7 CFR Part 11. Requests for an informal review, mediation and ADR must be received within 30 days from the date of the adverse decision. Requests for an appeal to NAD must be received within 30 days of receipt of the adverse decision.

**Renewals:** Applicants may reapply at any time, if need to help low-income families build homes in rural areas by the mutual self-help method is clearly evidenced.

## ASSISTANCE CONSIDERATIONS:

**Formula and Matching Requirements:** None.

**Length and Time Phasing of Assistance:** Grants are typically for a 2-year period, however, other time periods may be authorized if appropriate. Applications for assistance far exceed available funding. There is generally a waiting list for funding.

## **POST ASSISTANCE REQUIREMENTS:**

**Reports:** Quarterly progress reports are to be made to the RHS\RD District Office.

**Audits:** Annual audits should be made as part of the recipient's systems of financial management and internal control to meet terms and conditions of grants and other agreements.

**Records:** Adequate operating records must be maintained by Grantee.

## **FINANCIAL INFORMATION:**

**Account Identification:** 12-2006-0-1-604.

**Obligations:** (Grants and Contracts) FY 99 \$26,168,000; FY 00 est \$29,215,000; and FY 01 est \$40,000,000.

**Range and Average of Financial Assistance:** Fiscal year 1999 average of \$537,930.

## **PROGAM ACCOMPLISHMENTS:**

There were 102 grants made in fiscal year 1999.

## **REGULATIONS, GUIDELINES, AND LITERATURE:**

7 CFR Subpart I of Part 1944; Chapter XVIII; RD Instruction 1944-I, "Self-Help Technical Assistance Grants"; (PA 1254) (no charge).

## **INFORMATION CONTACTS:**

**Regional or Local Office:** Consult your local telephone directory for Rural Development District Office number. If no listing, contact the appropriate Rural Development State office or on the internet at [http://www.rurdev.usda/recd\\_map.html](http://www.rurdev.usda/recd_map.html).

**Headquarters Office:** Director, Single-Family Housing Processing Division, Rural Housing Service (RHS), Department of Agriculture, Washington, DC 20250. Telephone: (202) 720-1474. Use the same number for FTS.

**Web Site Address:** <http://www.rurdev.usda.gov>.

**EXAMPLES OF FUNDED PROJECTS:**

An example of a funded project is Self-Help Enterprises, Visalia, California and the City of Casa Grande, Casa Grande, and Arizona.

**CRITERIA FOR SELECTING PROPOSALS:**

The criteria for selecting proposals are the evidence of a clearly defined need in an area for mutual self-help housing and the families in the area cannot afford or obtain a modest house by customary methods, and the applicant possesses the expertise to provide the technical assistance (TA) required.

**Technology Opportunities**

## USES AND USE RESTRICTIONS:

Funding under the TOP will be awarded to: support projects that improve the quality of, and the public's access to, cultural, education, and training resources; reduce the cost, improve the quality, and/or increase the accessibility of health care and public health services; promote responsive public safety services; improve the effectiveness and efficiency of government services; and foster communication, resource-sharing, and economic development within communities, both rural and urban.

## ELIGIBILITY REQUIREMENTS:

**Applicant Eligibility:** State, local and tribal governments, universities and colleges; and nonprofit entities are eligible to apply.

**Beneficiary Eligibility:** General Public.

**Credentials/Documentation:** Applicants must certify that the organization is in compliance or will comply with the Department of Commerce assurances included in the standard application.

## APPLICATION AND AWARD PROCESS:

**Preapplication Coordination:** Program staff members are available to provide technical and other assistance in preparing application forms. This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review.

**Application Procedure:** The standard application forms as approved by OMB and provided by NTIA must be used for this program, including the Standard Form 424 (Rev 4-92) and the required certifications.

**Award Procedure:** Applications are reviewed on the basis of funding criteria as established in the Notice of Availability of Funds. The Administrator of NTIA may select an application for funding, in whole or in part, and will notify the applicant of final decisions.

**Deadlines:** The NTIA Administrator shall select and publish in the Federal Register the date by which new applications must be filed in order to be considered for funding in the referenced fiscal year. For fiscal year 2000 consideration, the deadline for filing applications was March 16, 2000.

**Range of Approval/Disapproval Time:** Awards for the fiscal year will generally be announced within 180 days from the filing of an application.

**Appeals:** All awards decisions are final. There is no administrative appeal process.

**Renewals:** Not applicable.

#### **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** 47 U.S.C. 392 (b) and (c). The Administrator will provide up to 50 percent of the total project costs, unless extraordinary circumstances warrant a grant of up to 75 percent. A project will not be considered grantable unless the applicant can document a capacity both to supply matching funds, and to sustain the project beyond the period of the award.

**Length and Time Phasing of Assistance:** Successful applicants will have between one and three years to complete the project as specified in the award document. The actual time will vary depending on the complexity of any particular project. Extensions may be requested in writing if circumstances require additional time, and extensions must be approved by the Grants Officer. Assistance is generally released as required.

#### **POST ASSISTANCE REQUIREMENTS:**

**Reports:** Financial and progress reports are to be submitted in accordance with the terms and conditions of the award, and are due on quarterly basis.

**Audits:** Audits will be conducted in accordance with the terms and conditions of the award and OMB Circular No. A-133, Audits of States, Local Governments, and Non-Profit Organizations.

**Records:** All financial and programmatic records, supporting documents, statistical reports, and other records of recipients or subrecipients must be maintained in accordance with the terms of the award. Generally, the recipient must retain records for 3 years from the date on which the final expenditure report is submitted.

#### **FINANCIAL INFORMATION:**

**Account Identification:** 13-0552-0-1-503.

**Obligations:** (Grants) FY 99 \$21,417,412; FY 00 est \$16,930,000; and FY 01 est \$45,119,000.

**Range and Average of Financial Assistance:** \$56,625 to \$600,000; \$409,400.

**PROGAM ACCOMPLISHMENTS:**

In fiscal year 1999, NTIA received over 700 applications requesting \$250 million, and the program awarded 43 grants totaling \$21.4 million. For fiscal year 2000, NTIA anticipates receiving the same level of requests.

**REGULATIONS, GUIDELINES, AND LITERATURE:**

Written requests to the Director, Technology Opportunities Program, will obtain application package containing the Notice of Availability of Funds, application forms and guidelines. Cost will be determined in accordance with OMB Circular Nos. A-21 for institutions of higher education, A-87 for State and local governments, and with A-122 for nonprofit organizations. Grants management will be in accordance with the provisions of OMB Circular No. A-110 for institutions of higher educations, other nonprofit organizations, and for-profit organizations; and 15 CFR Part 24 for State and local governments.

**INFORMATION CONTACTS:**

**Headquarters Office:** Mr. Stephen Downs, Director, Technology Opportunities Program, Office of Telecommunications and Information Applications/NTIA, Room 4092, Department of Commerce, 1401 Constitution Avenue, NW., Washington, DC 20230. Telephone: (202) 482-2048.

**Web Site Address:** <http://www.ntia.doc.gov>.

**EXAMPLES OF FUNDED PROJECTS:**

Second Harvest in Illinois will provide near real-time communication links between food banks and organizations that feed the hungry to help alleviate the nearly 60 million pounds of food that gets wasted each year in the U.S.; the Georgia-based Shepherd Center will place laptops with video-conferencing capability in the homes of victims of spinal cord and brain injuries. These victims, who face a lifetime of challenges, will have greater access to their care givers as well as to clinics and seminars that can help them in their recovery; the Cleveland Housing Network in Ohio will use Internet-based technology to let community based organizations share data resources and collaborate on solutions for community revitalization. The project addresses common national problems, such as access to affordable housing, and allows those closest to the problems to

have the tools to address them. Dance partners, a project of Ballet Arts Minnesota, will use interactive telecommunications technology to spread the reach of cultural dance to underserved communities, including the elderly and disabled. Whereas the 50 largest dance companies are concentrated in only ten of our largest cities, this project has the potential to bring increased exposure to dance in rural areas. The Southwest Navajo Nation Virtual Alliance will implement a wireless community network to link five local tribal government entities spread over a 5,000 square mile region in southwest Arizona that suffers severe economic, ecological, and health problems.

**CRITERIA FOR SELECTING PROPOSALS:**

In determining whether to approve an application, in whole or in part, and the amount of such grant, the Administrator will consider the project's conformance with the program purposes and funding criteria set forth in the appropriations legislation and the Notice of Availability of Funds.

**Economic Development and Supportive Services Program**

services to assist the elderly and persons with disabilities to live independently or prevent premature or unnecessary institutionalization.

**TYPES OF ASSISTANCE:**

Project Grants.

**USES AND USE RESTRICTIONS:**

Grant funds may be used for both economic development and supportive services activities, including the employment of services coordinators/case managers.

**ELIGIBILITY REQUIREMENTS:**

***Applicant Eligibility:*** Public Housing Agencies and Indian tribes or tribally-designated housing entities (TDHEs) are eligible applicants. The PHAs, tribes, or TDHEs must establish partnerships with nonprofit and for-profit corporations, and other appropriate entities.

***Beneficiary Eligibility:*** Families as well as elderly persons with disabilities who are residents of conventional public or Indian housing are eligible to receive benefits from the EDSS Program.

***Credentials/Documentation:*** Applicants must provide documentation of partnerships through Memoranda of Agreement (MOA)/Memoranda of Understanding (MOU) or letters of commitment.

**APPLICATION AND AWARD PROCESS:**

***Preapplication Coordination:*** This program is excluded from coverage under E.O. 12372.

***Application Procedure:*** An application package prescribing the specific information to be submitted will be made available through HUD Headquarters and its Field Offices. The application (and standard forms provided by HUD) must be used for this program.

***Award Procedure:*** HUD will review, rate and rank those applications in accordance with selection criteria in the Notice of Funding Availability (NOFA) published in the Federal Register. Awards will be made in rank order until all funds are expended.

***Deadlines:*** The NOFA will announce the deadline for application submission.

***Range of Approval/Disapproval Time:*** Processing of applications



and selection of successful applicants will be undertaken by HUD. HUD will make final selection and obligate funds.

**Appeals:** None.

**Renewals:** Not applicable.

#### **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** All applicants must present evidence of matching funds, as specified in the NOFA.

**Length and Time Phasing of Assistance:** HUD will provide assistance for a 3-year time period.

#### **POST ASSISTANCE REQUIREMENTS:**

**Reports:** Grantees must keep records and make available semi-annual reports as specified by HUD.

**Audits:** Grantees must adhere to the policies, guidelines and requirements of 24 CFR Part 85 and OMB Circular No. A-87; and OMB Circular Nos. A-110 and A-122 apply to the acceptance and use of assistance by private nonprofit agencies.

**Records:** Records will be retained in accordance with the HUD regulation, 24 CFR Part 85.

#### **FINANCIAL INFORMATION:**

**Account Identification:** 86-0162-0-1-451; 86-0304-0-1-604.

**Obligations:** (Grants) FY 99 \$55,000,000; FY 00 est \$5,000,000 (carryover from FY 1999); and FY 01 est \$0.

**Range and Average of Financial Assistance:** \$26,000 to \$1,000,000 in FY 1998. Please refer to the Notice of Funds Availability (NOFA) for current year funding.

#### **PROGAM ACCOMPLISHMENTS:**

Because this is a relatively new program, the Department is unable

to cite concrete accomplishments at the time of this report.

**REGULATIONS, GUIDELINES, AND LITERATURE:**

HUD appropriation statutes and the specific fiscal year NOFA published in the Federal Register provide program requirements and guidelines.

**INFORMATION CONTACTS:**

***Regional or Local Office:*** Designated persons in the Offices of Public Housing and Native American Programs.

***Headquarters Office:*** Office of Customer Services and Amenities, Office of Public and Assisted Housing Development, Public and Indian Housing, Department of Housing and Urban Development, Room 4224, 451 Seventh Street, SW, Washington, DC 20410. Telephone: (202) 708-4214. A telecommunications device (TDD) for hearing and speech impaired persons is available at (202) 708-0850. These are not toll-free numbers.

***Web Site Address:*** <http://www.hud.gov/progdesc/pihindx.html>.

**EXAMPLES OF FUNDED PROJECTS:**

Not applicable.

**CRITERIA FOR SELECTING PROPOSALS:**

The criteria for selecting proposals will be listed in the NOFA.

**Special Minority Initiatives**

99-158; 42 U.S.C. 241, 284, 285k, 288, and 288a.

**OBJECTIVES:**

To increase the number of underrepresented minority students trained to pursue careers in biomedical research through the use of National Research Service Awards, institutional education projects, and technical assistance workshops. National Research Service Award (NRSA) fellowships are available to underrepresented minorities at all institutions to prepare them for research careers in the biomedical sciences. Institutional Education Projects (Bridges Program) encourage the development of new and innovative programs and the expansion of existing programs to improve the academic competitiveness of underrepresented minority students and facilitate their transition into the next stage of preparation for careers in biomedical research, whether in a post-secondary or graduate school setting. Technical assistance workshops promote or enhance biomedical research conducted by minority students and investigators who receive support from the Division of Minority Opportunities in Research of the National Institute of General Medical Sciences.

**TYPES OF ASSISTANCE:**

Project Grants.

**USES AND USE RESTRICTIONS:**

NRSAs are made directly to individuals for research training leading to a Ph.D. or combined professional Ph.D degree in disciplines supporting biomedical research. Responsibilities of grantees and restrictions on use of funds are set forth in the Public Health Service Policy Statement on Grants for Research Projects, that are available upon request from the Office of Extramural Outreach and Information Resources, National Institutes of Health, Bethesda, MD 20892. The Bridges Program targets two different underrepresented minority student populations: those in colleges and universities offering only master of science degree programs in biomedically related sciences, and those in 2-year junior or community colleges. Grants are given for partnership programs involving: (1) Institutions awarding the master's degree and universities awarding the Ph.D. degree, or (2) 2-year colleges awarding the associate's degree and institutions awarding the baccalaureate degree. Details of allowable costs are available from the Headquarters Office.

**ELIGIBILITY REQUIREMENTS:**

***Applicant Eligibility:*** NRSA eligibility is limited to students who are U.S. citizens, noncitizen nationals, or permanent residents from

ethnic/racial groups that are underrepresented in research in the biomedical sciences in the United States. These groups include, but are not limited to, African Americans, Hispanic Americans, Native Americans, and natives of the U.S. Pacific Islands. Individual NRSA awardees must be nominated and sponsored by a public or nonprofit private institution having staff and facilities appropriate to the proposed research training program. Applications for the Bridges Program may be submitted by domestic, private or public educational institutions, and by State or local systems of higher education. Programs developed or modified under this initiative must be specifically designed to target underrepresented minorities. Applications must include a partnership between: (1) A 2- year institution that offers the associate degree as the only undergraduate degree in the sciences within the participating departments and that has a significant enrollment of underrepresented minorities, and a college or university offering the baccalaureate degree in areas relevant to the biomedical sciences; or (2) an institution that offers the master of science degree as the only postgraduate degree in the sciences within the participating departments and that has a significant enrollment of underrepresented minorities, and a research university providing Ph.D. degree programs in areas relevant to the biomedical sciences. Applications must involve a partnership of at least two colleges or universities. Technical assistance workshop applications may be submitted by public, private or nonprofit agencies or organizations including State and local government agencies, universities, colleges, and academic or research institutions.

**Beneficiary Eligibility:** Individuals and public, private, profit or nonprofit organizations.

**Credentials/Documentation:** For NRSA applicants, a copy of the results of either the Graduate Record Examination or the Medical College Admissions Test; the academic record; the applicant's graduate transcript, if applicable; a description of the graduate or combined- degree program in which the applicant is either enrolled or has been admitted to and agreed to enroll in, if applicable; documentation of receipt of a doctoral degree and acceptance by an appropriate sponsor, if applicable; at least three sealed reference letters; and a certificate of eligibility completed by the institution are required. Citizenship, institutional sponsorship, and the proposed area and plan of training must be included in the application. For the Bridges Program, each institution should develop a unified plan to facilitate the transfer of its students from one institution to the other. Each applicant institution should delineate appropriate agreements and consortium arrangements with other institutions consistent with its own unified institutional plan. In addition, letters acknowledging participation in the program are required from each participating institution. The nature and extent of underrepresented minority student participation must be thoroughly delineated. The applicant should describe a system by which it would monitor and track the students participating in this program, including their future careers. However, applications may involve a consortium of several institutions and may include several institutions within a single State system. One institution or a single system of higher education must

be designated as the grantee institution and must submit the application. Proposals must include formal collaborative agreements or subcontracts with all the participating institutions.

#### **APPLICATION AND AWARD PROCESS:**

***Preapplication Coordination:*** While there is no program requirement for preapplication, informed preapplication consultation to prospective applicants is available upon request from the information contacts listed below. This program is excluded from coverage under E.O. 12372.

***Application Procedure:*** Application form PHS 416-1 should be used for NRSA's. The research grant application form PHS 398 is to be used for Bridges Program and technical assistance workshop applications. These forms are available at most institutional business offices and from the Division of Extramural Outreach and Information Resources, National Institutes of Health, Bethesda, MD 20892. Completed applications should be submitted to the Center for Scientific Review, National Institutes of Health.

***Award Procedure:*** All accepted applications are reviewed for scientific/technical merit by an appropriate initial review group and by a national advisory council. (Individual NRSA applications and technical assistance workshop applications for less than \$50,000 direct costs are not reviewed by the council.) All approved applications compete for available funds on the basis of scientific merit and program priorities.

***Deadlines:*** The receipt dates for NRSA's are May 1 and November 15; one receipt date annually (January) for Bridges Program applications. Technical assistance workshop applications are accepted on February 1, June 1, and October 1. Special receipt dates may be announced in the NIH Guide for Grants and Contracts.

***Range of Approval/Disapproval Time:*** Six months for NRSA's and about 9-12 months for Bridges Program and technical assistance workshops.

***Appeals:*** An applicant may question the substantive or procedural aspects of the review of his/her application by communicating with the staff of NIGMS. A description of the NIH Peer Review Appeal procedures is available on the NIH home page <http://grants.nih.gov/grants/guide/1997/97.11.21/n2.html>.

***Renewals:*** None.

#### **ASSISTANCE CONSIDERATIONS:**

***Formula and Matching Requirements:*** This program has no

statutory formula or matching requirements.

**Length and Time Phasing of Assistance:** NRSA fellowships are for at least 1 year, with additional support (up to 4 more years) depending on the recommendations of the scientific review group, the length of time the fellow has been in the laboratory, successful annual performance, and availability of funds. New awards made under the Bridges Program may receive up to 2 years of support, and renewal applications may request 3 to 5 years of support. Technical assistance workshop awards will generally be made for 12 months, but may be made for shorter or longer periods depending on the nature of and need for the workshop.

#### **POST ASSISTANCE REQUIREMENTS:**

**Reports:** Annual progress reports are due 2 months prior to the start date of the budget period and financial status reports for continuing projects are due 90 days from the budget period end date. A final performance report and financial status report are due 90 days from the end of the project period.

**Audits:** In accordance with the provisions of OMB Circular No. A-128, "Audits of State and Local Governments," state and local governments that receive financial assistance of \$100,000 or more within the state's fiscal year shall have an audit made for that year. State and local governments that receive between \$25,000 and \$100,000 within the state's fiscal year shall have an audit made in accordance with Circular No. A-128, or in accordance with Federal laws and regulations governing the programs in which they participate. For nongovernmental grant recipients, audits are to be carried out in accordance with the provisions set forth in OMB Circular No. A-133. In addition, grants and cooperative agreements are subject to inspection and audits by DHHS and other Federal officials.

**Records:** Expenditures and other financial records must be retained for 3 years from the day on which the grantee submits the last financial status report for the report period.

#### **FINANCIAL INFORMATION:**

**Account Identification:** 75-0851-0-1-552.

**Obligations:** (Grants) FY 99 \$10,493,000; FY 00 est \$11,149,000; and FY 01 est \$11,372,000.

**Range and Average of Financial Assistance:** The range is from \$16,000 to \$360,000; \$34,608.

**PROGAM ACCOMPLISHMENTS:**

Funded projects include research grants, and the NRSA program, which supports graduate training in biomedical disciplines including cell and molecular biology, pharmacology, biomedical engineering, and some areas of behavioral science. Fifty-four research grants and individual predoctoral NRSA's were funded in fiscal year 1999. It is anticipated that 43 research grants will be funded during fiscal years 2000 and 2001. In fiscal year 1999, the eighth year of the Bridges Program, 31 awards were made using multi-year funding.

**REGULATIONS, GUIDELINES, AND LITERATURE:**

42 CFR 52 and 66; 45 CFR 74; 45 CFR 92; NIH extramural program brochures; miscellaneous program literature from Headquarters Office; and PHS Grants Policy Statement, DHHS Publication No. (OASH) 94-50,000, (Rev.) April 1, 1994.

**INFORMATION CONTACTS:**

**Headquarters Office:** Program Contacts: For Predoctoral NRSA awards, Dr. Adolphus P. Toliver, National Institute of General Medical Sciences, National Institutes of Health, 45 Center Drive MSC 6200, Bethesda, MD 20892-6200. Telephone: (301) 594-3900. For the Bridges Program, Dr. Irene Eckstrand, National Institute of General Medical Sciences, National Institutes of Health, 45 Center Drive MSC 6200, Bethesda, MD 20892-6200. Telephone: (301) 594-0943. For technical assistance workshop support, Dr. Anthony Rene, National Institute of General Medical Sciences, National Institutes of Health, 45 Center Drive MSC 6200, Bethesda, MD 20892-6200. Telephone: (301) 594-3833. Grants Management, Ms. Carol Tipperly, Chief Grants Management Officer, National Institute of General Medical Sciences, National Institutes of Health, 45 Center Drive MSC 6200, Bethesda, MD 20892-6200. Telephone: (301) 594-5135. Use the same numbers for FTS.

**Web Site Address:** <http://www.nih.gov>.

**EXAMPLES OF FUNDED PROJECTS:**

Individual predoctoral NRSA fellowships, institutional education projects, and technical assistance workshops.

**CRITERIA FOR SELECTING PROPOSALS:**

The major elements in evaluating NRSA proposals included assessments of: (1) the scientific merit and general significance of the proposed training and its objectives; (2) the competency of the proposed investigator and sponsor to successfully pursue the training objectives; (3) the adequacy of the available and proposed facilities and resources; (4) the necessity of the budget components required in relation to the proposed training objectives; and (5) the relevance and importance to announced program objectives. Award decisions for the Bridges Program will be based on the technical merit of the applications, the geographical distribution of the awardee institutions, and the diversity of underrepresented minority student participants. Criteria for technical merit review of technical assistance workshop proposals will include the following: (1) the potential regional and national significance of the workshop for promoting biomedical research conducted by minority students and investigators; (2) the clarity and justification of the overall objectives, aims, and goals of the workshop; (3) the plan for evaluation of the activity; (4) the manner in which the workshop is planned and organized, and the presence of an administrative and organizational structure that will facilitate attainment of the proposed objectives of the workshop; (5) the qualifications and experience of the project staff, program director, and key personnel; (6) the participation of appropriate speakers and presenters; (7) the adequacy of the proposed facilities and resources; and (8) the appropriateness of the budget, staffing plan, and time frame to complete the workshop.

## **Promoting Safe and Stable Families**



services: reunification and adoption services, preplacement/preventive services, follow-up services after return of a child from foster care, respite care, and services designed to improve parenting skills; to fund time-limited family reunification services to facilitate the reunification of the child safely and appropriately within a timely fashion; and to fund adoption promotion and support services designed to encourage more adoptions out of the foster care system, when adoptions promote the best interests of children.

#### **TYPES OF ASSISTANCE:**

Formula Grants.

#### **USES AND USE RESTRICTIONS:**

Grantees must limit administrative expenditures to 10 percent of their allotment; all remaining funds must be spent for family preservation, family support services, time-limited family reunification services and adoption promotion and support services.

#### **ELIGIBILITY REQUIREMENTS:**

***Applicant Eligibility:*** States, Territories and certain Indian Tribes are eligible applicants.

***Beneficiary Eligibility:*** Families and children who need services to assist them to stabilize their lives, strengthen family functioning, prevent out-of-home placement of children, enhance child development and increase competence in parenting abilities, facilitate timely reunification of the child, and promote appropriate adoptions.

***Credentials/Documentation:*** The State agency which administers the social services program under Title XX of the Social Security Act (Social Services Block Grant) must also be the agency which administers the Title IV-B Child and Family Services Subpart 1 and 2.

#### **APPLICATION AND AWARD PROCESS:**

***Preapplication Coordination:*** Not applicable. This program is excluded from coverage under E.O. 12372.

***Application Procedure:*** A State plan must be submitted. The plan must be jointly developed by the Secretary and the State or Indian Tribe and written after consultation by the State agency with appropriate public and non-profit private agencies and community-based organizations. The plan must coordinate the provision services under Title IV-B with services under other Federal or

federally-assisted programs serving the same populations.

**Award Procedure:** Funds will be approved after the State plan, or annual update is submitted and approved.

**Deadlines:** States, Territories and Indian Tribes are encouraged to submit applications in accordance with Departmental requirements. Contact Headquarters Office listed below for information.

**Range of Approval/Disapproval Time:** Not applicable.

**Appeals:** Appeals are processed in accordance with Departmental regulations at 45 CFR 16.

**Renewals:** None.

#### **ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** State allotments are computed based on the number of children receiving food stamps. Allotments to Indian Tribes are based on a one percent set aside of the total appropriation in each fiscal year and computed based on the number of children in the Tribe compared to the total number of children in eligible Indian tribes. However, grants will not be made to Indian Tribes whose allotment is less than \$10,000. Allotments to Territories are based on the formula in subpart 1 of Title IV-B. Match: FFP is 75 percent of expenditures for services; States must provide a 25 percent match.

**Length and Time Phasing of Assistance:** Grant awards will be made quarterly on a fiscal year basis through a letter of credit. The Electronic Transfer System will be used for monthly cash draws from Federal Reserve Banks.

#### **POST ASSISTANCE REQUIREMENTS:**

**Reports:** After the end of each of the first four fiscal years, the States, Territories, and Indian Tribes must submit an interim review of progress toward accomplishment of the goals in the State or Tribal plan. After the end of the fifth fiscal year, the States and Indian Tribes must perform a final review of progress toward accomplishment of the goals.

**Audits:** Audit are conducted in accordance with the requirement of 45 CFR 74.

**Records:** States must maintain records which permit review of expenditures in accordance with the provisions of the law.

**FINANCIAL INFORMATION:**

**Account Identification:** 75-1512-0-1-506.

**Obligations:** (Grants and Contracts) FY 99 \$274,956,000; FY 00 est \$295,000,000; and FY 01 est \$305,000,000.

**Range and Average of Financial Assistance:** No data is available.

**PROGAM ACCOMPLISHMENTS:**

In fiscal year 1999, 127 grants were awarded. It is anticipated that the same number of grants will be awarded for fiscal years 2000 and 2001.

**REGULATIONS, GUIDELINES, AND LITERATURE:**

45 CFR 1355 and 45 CFR 1357.

**INFORMATION CONTACTS:**

**Regional or Local Office:** Consult Regional Administrators, Administration for Children and Families.

**Headquarters Office:** Terry Lewis, Deputy Associate Commissioner, Children's Bureau, 330 C Street, SW., Washington, DC 20447. Telephone: (202) 205-8618. FTS is not available.

**Web Site Address:** <http://www.acf.dhhs.gov/programs/cb>

**Community-Based Family Resource and Support Grants**

**AUTHORIZATION:**

Child Abuse Prevention and Treatment Act, 42 U.S.C. 5116 et seq., as amended, Public Law 104-235.

**OBJECTIVES:**

To assist States to develop and implement, or expand and enhance, a comprehensive, statewide system of community-based family resource and support services.

**TYPES OF ASSISTANCE:**

Formula Grants.

**USES AND USE RESTRICTIONS:**

To receive funds, States must meet eligibility requirements stated in the authorizing statute and use funds to establish and expand statewide networks of community-based family resource support programs.

**ELIGIBILITY REQUIREMENTS:**

***Applicant Eligibility:*** States, the District of Columbia, Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Island.

***Beneficiary Eligibility:*** Beneficiaries include children and their families, and organizations dealing with community-based family resource programs.

***Credentials/Documentation:*** Applications require certification and/or documentation that the State meets the eligibility requirements described in the Act requiring that: (1) The CEO of the State has designated a lead entity to administer funds under this TITLE for the purposes identified under the authority of this Title; (2) the CEO of the State has provided assurances that the lead entity will provide, or be responsible for providing, a network of family resource and support programs composed of local, collaborative, public-private partnerships directed by interdisciplinary structures with balanced representation from private and public sector members; and (3) the CEO of the State has provided additional assurances that the lead entity has demonstrated certain capacities that ensure the State's ability to meet the purposes of this authority. Applicable costs and administrative procedures will be determined in accordance with 45 CFR 74 and 92.

## APPLICATION AND AWARD PROCESS:

**Preapplication Coordination:** Preapplication is not required. Advice and technical assistance are available from the Administration on Children, Youth and Families to State applicants. This program is excluded from coverage under E.O. 12372.

**Application Procedure:** No Federal forms are required for applications, but certain specific assurances and information described in the annual Program Instruction must be included.

**Award Procedure:** Applications are reviewed against all eligibility requirements at the Headquarters level. Approval/disapproval is decided by the Commissioner, ACYF.

**Deadlines:** Deadlines will be provided in the annual Program Instruction. Contact Headquarters Office listed below for future deadlines.

**Range of Approval/Disapproval Time:** From 2 to 3 months.

**Appeals:** Not applicable.

**Renewals:** Grants are made annually. A new application is required each year.

## ASSISTANCE CONSIDERATIONS:

**Formula and Matching Requirements:** States that meet all of the eligibility requirements will be awarded funds based on the following statutory formula: (a) 70 percent of the total amount appropriated is allotted among the States based on the number of children under the age of 18 in each such State, except that each State shall receive not less than \$175,000; and (b) the remaining 30 percent of the total amount appropriated is allotted in an amount that bears the same proportion to such amount appropriated as the amount leveraged by the State from private, State, or other nonfederal sources and directed through the State lead agency in the preceding fiscal year bears to the aggregate of the amount leveraged by all States from private, State, or other non-federal sources and directed through the lead agency of such States in the preceding fiscal year.

**Length and Time Phasing of Assistance:** Grants are awarded for a period of 3 years, and shall be provided by the Secretary to the State on an annual basis, as described by the formula information Section.

**POST ASSISTANCE REQUIREMENTS:**

**Reports:** Financial and program progress reporting requirements are described in Program Instructions.

**Audits:** Audits are conducted in accordance with the requirements in 45 CFR 74 and 92.

**Records:** Records are to be kept in accordance with 45 CFR, Parts 74 and 92.

**FINANCIAL INFORMATION:**

**Account Identification:** 75-1536-0-1-506.

**Obligations:** (Grants and Contracts) FY 99 \$32,821,547; FY 00 est \$32,829,769; and FY 01 est \$32,835,000.

**Range and Average of Financial Assistance:** Not applicable.

**PROGAM ACCOMPLISHMENTS:**

In fiscal year 1999, 57 grants were awarded. The territories of Guam, American Samoa, Virgin Island and Commonwealth of Northern Mariana Islands received \$175,000 each under their consolidated grant program. It is anticipated that 56 grants will be awarded in fiscal years 2000 and 2001, respectively.

**REGULATIONS, GUIDELINES, AND LITERATURE:**

All pertinent instructions are contained in the annual Program Instruction.

**INFORMATION CONTACTS:**

**Headquarters Office:** Ellie Wagoner, Office on Child Abuse and Neglect, 330 C Street, SW., Washington, DC 20447. Telephone: (202) 205-0749. FTS is not available.

**Web Site Address:** <http://www.acf.dhhs.gov/programs/cb>.

**CRITERIA FOR SELECTING PROPOSALS:**

States which meet all eligibility requirements will receive funds under

this program.

## **Adult Education\_National Leadership Activities**

accordance with OMB Circular No. A-87 for State and local governments. Costs will also be determined in accordance with OMB Circular No. A-21 for educational institutions and OMB Circular No. A-122 for nonprofit institutions.

#### **APPLICATION AND AWARD PROCESS:**

***Preapplication Coordination:*** The standard application forms as furnished by the Department of Education and required by OMB Circular No. A-102 must be used for this program. This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed when applying for a competitive grant.

***Application Procedure:*** Applications must be prepared and submitted to the Department of Education in accordance with program announcements and established deadlines which are published in the Federal Register. This program is subject to the provisions of OMB Circular No. A-110.

***Award Procedure:*** Proposals or applications are reviewed in accordance with regulations for the Adult Education Act. After negotiation, a notification for award is sent to the successful recipient.

***Deadlines:*** Requests for proposals for contract competitions are published in the Commerce Business Daily.

***Range of Approval/Disapproval Time:*** Approximately 90 to 120 days.

***Appeals:*** Not applicable for grant competitions.

***Renewals:*** None.

#### **ASSISTANCE CONSIDERATIONS:**

***Formula and Matching Requirements:*** This program has no statutory formula or matching requirements.

***Length and Time Phasing of Assistance:*** Funding will usually cover a twelve to eighteen month period.

#### **POST ASSISTANCE REQUIREMENTS:**



**Reports:** Financial status and performance reports required by the Education Department General Administrative Regulations, 34 CFR 75.720. Specific reporting requirements are contained in the award document.

**Audits:** In accordance with the provisions of OMB Circular No. A-133 (Revised, June 24, 1997), "Audits of States, Local Governments, and Non-Profit Organizations," nonfederal entities that receive financial assistance of \$300,000 or more in Federal awards will have a single or a program-specific audit conducted for that year. Nonfederal entities that expend less than \$300,000 a year in Federal awards are exempt from Federal audit requirements for that year, except as noted in Circular No. A-133. Nonprofit organizations shall have an audit made in accordance with OMB Circular No. A-110.

**Records:** In accordance with Section 443 of the General Education Provisions Act, as amended by The Improving America's Schools Act, grantees must maintain records for 3 years.

#### **FINANCIAL INFORMATION:**

**Account Identification:** 91-0400-0-1-501.

**Obligations:** (Contracts) FY 99 \$14,000,000; FY 00 est \$14,000,000; and FY 01 est \$89,000,000.

**Range and Average of Financial Assistance:** Varies considerably by project.

#### **PROGAM ACCOMPLISHMENTS:**

Projects supported by this program will generate reports of use to practitioners, researchers, and policy makers and will provide technical assistance to adult education programs. In fiscal year 1999, 40 grants were awarded.

#### **REGULATIONS, GUIDELINES, AND LITERATURE:**

Regulations are found in 34 CFR 460 and 34 CFR 75.730-75.734.

#### **INFORMATION CONTACTS:**

**Headquarters Office:** Division of Adult Education and Literacy, Office of Vocational and Adult Education, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC 20202-

7242. Contact: Ronald Pugsley. Telephone: (202) 205-8270.  
Internet: Ronald\_Pugsley @ed.gov.

**Web Site Address:** <http://www.ed.gov>.

#### **EXAMPLES OF FUNDED PROJECTS:**

Funds have been provided for: (1) Evaluations of "what works" for adult basic education and English as a second language programs; (2) conducting an evaluation of Section 353 State set-aside program; (3) conducting an evaluation of the set-aside for corrections education; and (4) an evaluation of a distance learning initiative, Crossroads Cafe.

#### **CRITERIA FOR SELECTING PROPOSALS:**

Applications should address each criterion: (1) Plan of operation; (2) quality of key personnel; (3) budget and cost-effectiveness; (4) evaluation plan; (5) adequacy of resources; (6) national need; and (7) adequacy of resources.

#### **Supplemental Security Income**

## **USES AND USE RESTRICTIONS:**

Supplemental security income payments are made to persons who have attained age 65 or who are blind or disabled. Generally, there are no restrictions on the use of benefits received by beneficiaries, although the right to future benefits is not transferable or assignable. The Federal government gives the States funds, in advance or by way of reimbursement, for necessary costs in making disability determinations under 20 CFR 404 subparts P and Q and part 416 subparts I and J. Necessary costs are direct as well as indirect costs as defined in 41 CFR 1-15, subpart 1-15.7 of the Federal Procurement Regulations System for costs incurred before April 1, 1984; and 48 CFR 31, subpart 31.6 of the Federal Acquisition Regulations System and Federal Management Circular No. A-74-4 as amended or superseded for costs incurred after March 31, 1984.

## **ELIGIBILITY REQUIREMENTS:**

***Applicant Eligibility:*** The eligibility of an individual who has attained age 65 or who is blind or disabled is determined on the basis of an assessment of the individual's monthly income and resources, citizenship or alien status, and U.S. residency. In determining a month's income, the first \$20 of Social Security or other income is not counted. An additional \$65 of earned income (\$85 if the person had no unearned income) received in a month plus one-half of the remainder above \$65 (or \$85) also is not counted. If, after these (and certain other) exclusions, an individual's countable income, effective January 2000, is less than \$512 per month (\$769 for a couple, both of whom are aged, blind or disabled) and countable resources are less than \$2,000 (\$3,000 for a couple), the individual is eligible for payments. The values of household goods, personal effects, an automobile, life insurance, and property needed for self support are, if within limits set out in regulations, excluded in determining value of resources. Burial spaces for an individual and immediate family and burial funds, up to \$1,500 each for an individual and spouse, are excluded from resources. The value of a home is also excluded in resource valuation.

***Beneficiary Eligibility:*** Individuals who have attained age 65 or are blind or disabled, who continue to meet the income and resources tests, citizenship/qualified alien status and U.S. residence requirements. Eligibility may continue for beneficiaries who engage in substantial gainful activity despite disabling physical or mental impairments.

***Credentials/Documentation:*** Proof of age, marital status, income and resources, establishment of blindness or disability, proof of residence in the U.S. and citizenship, or alien status is required.

## APPLICATION AND AWARD PROCESS:

**Preapplication Coordination:** None. This program is excluded from coverage under E.O. 12372.

**Application Procedure:** Telephone or visit the local Social Security Office.

**Award Procedure:** The individual (and representative payee, if any,) will be notified by mail of award or denial.

**Deadlines:** None. Benefits are not paid prior to the month following the month of application. However, an emergency advance payment may be available in the month of filing the application.

**Range of Approval/Disapproval Time:** Not applicable.

**Appeals:** Telephone or visit the local Social Security Office. The appeal process ranges from a district office conference review to a review by the Federal Courts. Appeals must be filed within 60 days of the date on which a written notice of unfavorable decision is received by the applicant.

**Renewals:** A redetermination of a person's benefit amount and continuing eligibility will be made on a scheduled basis at periodic intervals. Unscheduled redeterminations are made when changes in circumstances are reported. The length of time between scheduled redetermination varies depending on the likelihood that the beneficiary's situation may change in a way that affects payment amount or eligibility.

## ASSISTANCE CONSIDERATIONS:

**Formula and Matching Requirements:** This program has no statutory formula. Some mandatory State supplements are required by supplemental security income law to maintain former State recipients' December 1973 payment levels at pre-supplemental security income levels, increased by cost-of-living adjustments, where such payments were higher than the initial supplemental security income standards. States also have the option of paying supplements. The Social Security Administration will administer for a fee under agreements with States both mandatory and optional State supplements. States paying supplements are required by supplemental security income law to maintain either their State supplement expenditures or their payment levels when Federal standards are increased.

**Length and Time Phasing of Assistance:** Benefits are paid monthly. Accrued benefits are paid in a lump sum unless they exceed a specified amount in which case they are paid in up to three installments at 6 month intervals.

**POST ASSISTANCE REQUIREMENTS:**

**Reports:** Any change of address or any event affecting eligibility or benefit amount (such as an increase in resources or income or improvement of disabling condition) must be reported to the Social Security Administration when the event occurs.

**Audits:** None.

**Records:** None.

**FINANCIAL INFORMATION:**

**Account Identification:** 75-0406-0-1-609.

**Obligations:** (Benefit Payments) FY 99 \$28,117,000,000; FY 00 est \$29,189,000,000; and FY 01 est \$30,483,000,000.

**Range and Average of Financial Assistance:** Monthly Federal cash payments range from \$1 to \$512 for an aged, blind, or disabled individual who does not have an eligible spouse, and from \$1 to \$769 for an aged, blind, or disabled individual and an eligible spouse. These rates became effective January 2000. The estimated average Federal monthly benefit for fiscal year 1999 is \$368. The estimated average Federal monthly benefit for fiscal year 2000 is \$378.

**PROGAM ACCOMPLISHMENTS:**

In fiscal year 1999, an average of 6,604,200 persons per month were Federal Supplemental Security Income recipients. It is estimated that in fiscal year 2000, an average of 6,367,000 recipients will receive monthly cash benefits. During fiscal year 2001, the average number receiving payments is estimated to be 6,441,000 per month. Not included are those persons who receive only State supplementary payments, some of which are administered by the Social Security Administration for the States as part of the SSI program.

**REGULATIONS, GUIDELINES, AND LITERATURE:**

Code of Federal Regulations, Title 20, Parts 401, 416, and 422. "SSI for Aged, Blind, and Disabled People" and other publications are available from any Social Security Office without charge. The Social

Security internet address is [www.ssa.gov](http://www.ssa.gov) and it includes copies of all disability-related laws, regulations, rulings, and free publications, as well as other information about Social Security programs.

**INFORMATION CONTACTS:**

**Headquarters Office:** Office of Public Inquiries, Room 4100, Annex, Social Security Administration, Baltimore, MD 21235. Telephone: (410) 965-2736. Use the same number for FTS.

**Web Site Address:** <http://www.ssa.gov>.

# OTHER FEDERAL PROGRAMS

## ***JOB TRAINING ASSISTANCE***

### **MONEY TO STUDY FARMING, FLOWERS, CLOTHING AND FOOD**

(Special Emphasis Outreach Grants 10,140)

Don Green

Special Emphasis Outreach Programs

Civil Rights: Enforcement

US Dept of Agriculture

14<sup>th</sup> and Independence Ave., SW

Washington DC 20250 202-720.7002

The program objective is to provide rapid financial support to assist public, private State and or other colleges and universities whose activities relate to the 590 Merrill Act special emphasis areas. Overall goals of this program are to assist these institutions in their efforts to increase minority participation in agricultural and related field, and to improve higher educational programs and resources that prepare students to enter these fields. Money call be used to provide assistantships for minority students; assist in arranging work experiences for students with business, industry, and government agencies; help faculty members pursue postgraduate work in such fields as animal science, plant science, food and nutrition, clothing and textiles, computer science, and agricultural economics- Students must apply to those institutions that received the money. Contact the address listed above for a list of those institutions. Money available: \$35,000

### **FELLOWSHIP TO STUDY FOOD AND AGRICULTURAL SCIENCE**

(Food and Agricultural Science National Needs Graduate Fellowship Grants 10.210)

Grant Programs Manager

Office of Higher Education Programs, CSREES

US Dept of Agricultural

Administrative Building. Room 338A

14<sup>th</sup> and Independence Ave., SW

Washington DC 20250 202-720-7H54

The program awards grants to colleges and universities that have superior teaching and research competencies in the food and agricultural sciences. These grants are to be used to encourage outstanding students to pursue and complete a graduate degree at such institutions in an area of the food and agricultural sciences for which there is a national need for development of scientific expertise- Therefore, institutions that currently have excellent programs for graduate study and research in the food and agricultural sciences dealing with targeting national needs are particularly encouraged to apply. Money can he used to support a student completing a two-year masters program or a three-year doctoral program. Students must apply to hose institutions that received the money. Contact the address listed above for a list of these institutions. Money available: \$3,456,000.

### **HELP PREPARE FOR COLLEGE MATH AND SCIENCE**

(Youth Competency, Math and Science II 449)

Dr James L- Rasmussen

Environmental Research Laboratories  
1335 East-West HWY  
Silver Spring MD 20910 301 -713-2474 ext. 107

The program objective is to increase the number of minority students enrolling in college and majoring in ninth, science, and engineering from The St. Vrain and Boulder Valley School Districts. Another objective is to recruit scientists and engineer from the Boulder County area to serve as science/math tutors for primarily girls and minority students in the Boulder Valley and St Vrain school districts. Students living in Boulder Valley or St. Vrain school districts in Colorado can get free tutoring if they are women or minorities and want to study math, science or engineering in college. Help is also available for students to take field trips to colleges. Students must contact the office listed above for application information. Money available: \$10,000.

### **MONEY FROM THE DEPARTMENT OF DEFENSE TO STUDY MATHEMATICS**

(Mathematical Sciences Grants Program 12.901)

Dr. Charles F- Osgood  
National Security Agency  
ATTN: R5IA  
US Dept of Defense

Fort George G. Meade MD 2075S-6000 301-685-0400

The National Security Agency (NSA) is concerned over the steadily declining pool of American citizens making career in those areas of mathematics most strongly identified with cryptology. This alarming trend, along with lagging federal compensation could imperil NSA's carrying out its crypto logic mission- This grant program exists in order to make careers in these fields of mathematics seem more attractive to Americans and to 'make NSA known as a possible employer of such Mathematicians This grant program provides for summer salary, professional travel, graduate student support, postdoctoral support, and conference support. Contact the source office listed above for additional application information. NSA provides a free brochure describing how to apply for a grant. Money available: \$2600000.

### **MONEY TO STUDY COMMUNITY PLANNING AND DEVELOPMENT**

(Community Development Work Study Program) John Hartung

US Dept of Housing and Urban Development  
Community Planning and Development  
0111cc of University Partnerships  
451 7th Street SW, Room 8130  
Washington DC 20410 202-708-3061 ext. 261

The Community Development Work/Study Program makes grants to institutions of higher education to provide assistance to economically disadvantaged and minority students. Students take part in community development work-study programs while they are enrolled full time in graduate or undergraduate programs with that major. Grants are given to encourage minority and economically disadvantaged students to develop careers in community and economic development, community planning, and community management related fields include public administration, urban management, and urban planning. Student assistance is in the form of work stipends, tuition support and additional support to, cover books and travel related to conferences and seminars. Students must apply to those institutions that received the money. Money available: \$2,000,000. Each student is eligible to receive up to \$11,000 per year for undergraduate work and \$5,000 per year for graduate work.

### **MONEY TO STUDY HOUSING ISSUES**

(Doctoral Dissertation Research Grant Program)

Ann Weeks  
Division of Budget Contracts, and Program Control



Office of Policy Development and Research  
US Dept of Housing and Urban Development  
451 7<sup>th</sup> Street SW, Room 8230  
Washington DC 20410 202-708-0544

The program objective is to encourage doctoral candidates to engage in policy related housing and urban development research and to assist them in its timely completion. Money can be used to support PhD candidates while they complete work towards their degree. Students must have a fully developed and approved dissertation proposal that addresses the purpose of this program. Students can request an application package from the address listed above or by calling HUD USER at 800-245-2691. Each student is eligible for up to \$15,000 per year.

### **MONEY FOR MEMBERS OF INDIAN TRIBES TO GO TO COLLEGE**

(Indian Education — Higher Education Grant Program 15.114)

Terry L. Porta  
Bureau of Indian Affairs  
Office of Indian Education Programs  
Code 552. Room MS 351 2-MIB  
US Dept of Interior  
1849 C Street NW  
Washington DC 20240 202-2084871

The program objective is to provide financial aid to eligible Indian students to enable them to attend accredited institutions of higher education. Members of an Indian tribe may be eligible for these grants to supplement the total financial aid package prepared by the college Financial Aid officer. Once you have been accepted by a college and have completed their financial aid application, you may request a grant application form from your tribal group. Money available: \$29,280,000. The amount of assistance per student ranges from \$350 to \$7,450 per year.

### **MONEY FOR GRADUATE STUDENTS IN CRIMINAL JUSTICE**

(Criminal Justice Research and Development — Graduate Research Fellowships 16.562)

National Institute of Justice  
633 Indiana Ave., SW  
Washington DC 20531 202-307-2942

The program objective is to improve the quality and quantity of knowledge about crime and the criminal justice system. Additionally, the program seeks to increase the number of persons who are qualified to teach in collegiate criminal justice programs, to conduct research related to criminal justice issues and to perform more effectively within the criminal justice system. Students can receive a fellowship for a year, plus two to three months to visit the National Institute of Justice to work with staff as an intern. This competitive program provides fellowship stipends, major projects costs, and certain university fees, round trip travel expenses to the Institute and housing costs. Detailed information can be received by requesting the NH Research Plan from the National Criminal Justice Reference Service, Box 6000, Rockville MD 20850.800-851-3420. Money available: \$200,000.

### **MONEY FOR STUDENTS WHO WANT TO STUDY THE BREAK UP OF THE USSR**

(Russian, Eurasian, and East European Research and Training 19.300)

Program Officer  
Eurasian and East European Research and Training Program  
IN R/RE S  
US Dept of State  
Suite 404, Box 19  
1250 23<sup>rd</sup> Street NW  
Washington DC 20037 202-736-4386

The program objective is to sustain and strengthen American expertise on the Commonwealth of Independent States, Georgia, The Baltic Countries, and Countries of Eastern Europe by supporting graduate training; advanced research; public dissemination of research data, methods, and findings; contact and collaboration among government and private specialists; and first hand experience of the (former) Soviet Union and Eastern European countries by American specialists, including on site conduct of advanced training and research. Graduate students interested in conducting research on the Commonwealth of Independent States, Georgia, the Baltic Countries, and the countries of Eastern Europe can receive fellowships, which can support a student while conducting research or training. Funds are given to nonprofit organizations and institutions of higher learning who act as intermediaries for the federal funds by conducting their own competitions to make the awards. Grants in the past include grants for on site independent short term research; individual exchange fellowships for American graduate students to pursue research in the region; and advanced in county language training fellowships in Russian, Ukrainian, Hungarian, Polish, and more. Students must apply to those institutions that received the money. Students can contact these institutions directly or through the main source listed above. Money available: \$5,000,000.

**\$3,000 A YEAR TO STUDY AT A STATE SCHOOL TO BECOME A MERCHANT MARINE**

(State Marine Schools 20.806)

Taylor E. Jones II, Director  
Office of Maritime Labor and Training  
Maritime Administration  
US Dept of Transportation  
400 75<sup>th</sup> Street SW  
Washington DC 20590 202-366-5755

The program objective is to train merchant marine officers in State Marine Schools. You can receive \$3,000 per year to train to be a merchant marine officer at a designated State marine school. In exchange for this incentive payment program, you must commit yourself to a minimum of five years of duty to the Maritime Administration, which can be satisfied by; serving as a merchant marine officer aboard vessels; as an employee in a US maritime related industry, profession or marine science; or as a commissioned officer on active duty in an armed force of the US or in the National Oceanic and Atmospheric Administration. You must also remain in a reserve unit of an armed force for a minimum of eight years. Students need to apply to one of the State Marine Schools or they can contact the main office listed above. Money available; \$9,325,000.

**ALL EXPENSES PLUS \$543 TO STUDY AT THE MERCHANT MARINE ACADEMY**

(US Merchant Marine Academy 20.807)

Taylor E. Jones II, Director  
Office of Maritime Labor and Training  
Maritime Administration  
US Dept of Transportation  
400 7~ Street SW  
Washington DC 20590 202-366-5755

The program objective is to train merchant marine officers. While attending the Merchant Marine Academy in Kings Point NY. Students will receive training, subsistence, books, quarters, uniforms, medical care, and program travel without cost. In addition, the student will receive a monthly wage from their steamship company employer. For additional information and application procedures contact the source office listed above. Money available:

\$32,063,000. All allowance is prescribed for all personnel for uniforms and textbooks. During the sea year a midshipman will earn \$543.90 per month from his or her steamship company employer.

### **\$4,000 TO STUDY THE HUMANITIES FOR THE SUMMER**

(Promotion of the Humanities— Summer Stipends 45.121)

Division of Research Programs

Summer Stipends

National Endowment for the Humanities

1100 Pennsylvania Ave., NW, Room 316

Washington DC 20506 202-606-8551

The program objective is to provide support for individual faculty and staff members at universities and two year and four year colleges and fir others who have made or have demonstrated promise of making significant contributions to the humanities, in order to pursue two consecutive months of full time study or research on a project in the Humanities. If you already have your degree in the field of humanities and are a professor or independent scholar, you can apply to receive a summer stipend to continue your research and writing. Students should contact the office listed above for guidelines and an application packet. Money available: \$879,000. There is \$4,000 available per student; with travel - \$4,750.

### **MONEY FOR PhD STUDENTS IN HUMANITIES TO COMPLETE THEIR DISSERTATION**

(Promotion of the Humanities Dissertation grants 45.157)

Division of Research Programs

Dissertation Grants

National Endowment for the Humanities

1100 Pennsylvania Ave., NW, Room 316

Washington DC 20506 202-606-8465

The program objective is to provide support for individual PhD candidates in the humanities to complete the writing of their doctoral dissertations. Funds can be used to support a student while completing their Ph.D. Applicants for this program must have completed all requirements for their PhD (except dissertation), and the dissertation topic and plan must be approved by the dissertation director. The field of humanities includes language, linguistics, literature, history, philosophy, archaeology, religion, ethics, and more. Students must contact the office listed above for application information and guidelines. Money available: \$350,000. There is \$14,000 available per student to cover a six to twelve month period.

### **MONEY FOR SOCIAL, BEHAVIORAL, AND ECONOMIC SCIENCES STUDENTS**

(Social, Behavioral, and Economic Sciences 47.075)

Assistant Director

Social, Behavioral, and Economic Research (SEER)

National Science Foundation

4201 Wilson Blvd

Arlington VA 22230

703-306-1700

The program objective is to promote the progress of the social, behavioral, and economic sciences; to facilitate cooperative research activities with foreign scientists, engineers and institutions; and to support understanding of the resources invested science and engineering in the US. Funds are provided for US scientists and engineers to carry out studies aboard, to conduct research, to engage in joint research projects with foreign counterpart organizations and to support international scientific workshops in the US and aboard. Other programs in social, behavioral, and economic science, and science resource studies provide finds which may be used for paying associated costs necessary to conduct research or studies such as; salaries and wages, equipment and supplies, travel, publication costs, and other direct and indirect costs. Students must contact the office listed above for application information. Guidelines are contained in publication, Guide to Programs FY 1995 and Grant Proposal Guide. Money available: \$122,870,000. The range of assistance per student is \$1 .000 to \$9,000,000. The avegne amount of assistance is \$57,458.

### **MONEY FOR SCIENCE, MATH AND ENGINEERING STUDENTS**

(Education and Human Resources 47.076)

Assistant Director

Education and Human Resources

National Science Foundation

4201 Wilson Blvd

Arlington VA 22230

703-306-1700

The program objective is to provide leadership and support to the nations efforts to improve the quality and effectiveness of science, mathematics and engineering education, with the ultimate goal being a scientifically literate society, a technically competent work force, and a body of well educated scientists and engineers able to meet the nations needs. Colleges, universities, educational agencies, organizations and others can apply for grants from the National Science Foundations to support projects to improve the quality and effectiveness of science, math and engineering education at all levels of education. Funds can be used for research, educational activities or studies, travel, or fellowships. Students must contact the office listed above for application information. For guidelines, request the Guide to Programs FI' 1995 and the Grant Proposal Guide. Generally faculty submits the proposals. Money available: \$599,000,000.

### **MONEY FOR DISABLED VETERANS TO GO TO COLLEGE**

(Vocational Rehabilitation for Disabled Veterans 64 116)

Department of Veteran Affairs

Central Office

Washington DC 20420

800-827-1000

The program objective is to provide all services and assistance necessary to enable service disabled veterans and service person hospitalized pending discharge to achieve maximum independence in daily living and to the maximum extent possible, to become employable and to obtain and maintain suitable employment. The fund provides for the entire cost of tuition, books, fees, supplies, and other services to help the veteran live with a reduced dependency on others while staying in their homes and communities. The veteran also receives a monthly allowance, a work-study allowance and more. Enrollment can be in trade, business, technical schools, colleges, apprenticeship programs, cooperative farming, special rehabilitation facilities, or at home when necessary. Students must obtain an application from any Veterans Affairs (VA) office or regional office and submit it to the nearest VA regional office. Money available: Direct payments: \$309,150,000. Than advances: \$2,022,000. Monthly till time allowances per student range from \$366 for a single veteran to \$535 for a veteran with two dependents, plus \$39 for each dependent in excess of two.

### **MONEY FOR SPOUSES AND CHILDREN OF DECEASED OR DISABLED VETERANS TO GO TO SCHOOL**

(Survivors and Dependents Educational Assistance 64.117)

Department of Veterans Affairs

Central Office

Washington DC 20420

800-827-1000

The program objective is to provide partial support to those seeking to advance their education who are qualifying spouses, surviving spouses, or children of deceased or disabled veterans who, as a result of their military service, have a permanent and total (100%) service connected disability, or are service personnel who have been listed for a total of more than 90 days as currently Missing In Action or as Prisoners of War. Spouse, surviving spouse or child of a deceased or disabled veteran can receive monthly payments to be used for tuition, books, and subsistence for courses, training or college. Financial assistance is \$404 per month, and there is tutorial assistance, vocational counseling and testing and a work-study allowance. Benefits may be awarded for pursuit of associate, bachelor, or graduate degrees at colleges and universities, as well as study at business, technical or vocational schools. Apprenticeship programs, on job training programs, and farm cooperative courses are also included. Benefits for correspondence

courses are available to spouses only. Information on this program and application forms are available from your local or regional Veterans Affairs (VA) office. Money available: \$99,401,000. For institutional training the amount of money available per student monthly for full time study is \$404, for three quarters time study is \$304, and for halftime study is \$202. (The maximum is \$1,200). Students will be paid minimum wage (federal or state minimum, whichever is higher) for work-study programs.

#### **MONEY FOR VETERANS WHO SERVED BETWEEN 1977-1985 TO GO TO SCHOOL OR RECEIVE TRAINING**

(Post Vietnam Era Veterans' Educational Assistance 64.120)

Department of Veterans Affairs

Central Office

Washington DC 20420

800-827-1000

The program objective is to provide educational assistance to persons entering the Armed Forces after December 31, 1976 and before July 1985 in obtaining an education they might otherwise not be able to afford and to promote and assist the all-volunteer military program of the United States by attracting qualified person to serve in the Armed Forces. Veterans who entered the Armed Services between 1977— 1985 may be eligible for funds to obtain a college degree or vocational training. Through this program the government matches \$2 for every \$1 the serviceman contributes, some contribution to the fund must have been made prior to April 1, 1987. Contact your local or regional Veterans Affairs Office for additional information or application materials. Money available: \$48,079,000. Up to a maximum of \$8,100 of basic benefits is available per student, as well as a work-study allowance of minimum wage (federal or state, whichever is higher) and tutorial assistance up to a maximum of \$1,200.

#### **MONEY FOR RETIRED VETERANS TO GET TWO YEARS OF TRAINING TO START A NEW CAREER**

(Vocational Training for Certain Veterans Receiving VA Pensions 64.123)

Department of Veterans Affairs

Central Office

Washington DC 20420

800-827-1000

The program objective is to assist new pension recipients to resume and maintain gainful employment by providing vocational training and other services. The program provides for direct payment of service providers for the entire cost of tuition, books, fees, supplies, and other services. The training program usually may not exceed 24 months, and participants may also receive up to 18 months of employment counseling, job search assistance, and work adjustment services. Additional information and application materials are available at any local or regional Veterans Affairs Office. Money available: \$514,000. The money available is limited to actual costs of books, tuition, and fees (does not include pension allowance).

#### **MONEY FOR RETIRED VETERANS TO GO TO SCHOOL**

(All Volunteer Force Educational Assistance 64.124)

Department of Veterans Affairs

Central Office

Washington DC 20420

800-827-1000

The program objective is to help service persons readjust to civilian life after their separation from military service, to assist in the recruitment and retention of highly qualified personnel in the active and reserve components in the Armed Forces; to extend the benefits of a higher education to those who may not otherwise be able to afford it. To restore lost educational opportunities to those who served on active duty, and to enhance the Nations competitiveness through a more highly educated work force. Honorably discharged veterans can take advantage of the Montgomery GI Bill Active Duty Benefits, which provides funds to pursue professional, vocational and/or correspondence courses. Veterans receive a monthly stipend while attending school, with the amount varying depending upon date of entry into the service and length of service time. Additional information and application materials are available through any regional Veterans Affairs office. Money available; \$985,512,000. A maximum allowance of \$14,575.68 as basic

assistance is available per student as well as a work-study allowance based on minimum wage (federal or state, whichever is higher). Up to a maximum of \$1,200 is available for tutorial assistance.

### **VOLUNTEER AND EARN MONEY TO PAY FOR SCHOOL**

(AmeriCorps 94.006)

Corporation for National Service

1201 New York Ave., NW

Washington DC 20525 202-606-5000 ext. 474

AmeriCorps is an initiative designed to achieve direct results in addressing the Nations critical education, human, public safety, and environmental needs at the community level. The program provides meaningful opportunities for people to serve their country in organized efforts, fostering citizen responsibility, building their community, and providing educational opportunities for those who make a serious commitment to service. Stipends can be used to support the person while they volunteer. Health care and childcare benefits may also be provided. Participants will also receive an education award, which may be used to pay for higher education or for vocational training, and may also be used to repay any existing student loans. Contact the office listed above for further information. Money available: \$429,800,000. Participants earn at least minimum wage stipends, and educational benefits can range from \$1,000 to \$4,725 depending upon the program.

### **MONEY FOR SCIENCE AND ENGINEERING STUDENTS TO TRAVEL TO AND WORK IN ENERGY LABS**

(University-Laboratory Cooperative Program 81.004)

Larry L. Barker

Postsecondary Programs Divisions

Office of University and Science Education Programs

Office of Science and Technology

US Dept of Energy (DOE)

Washington DC 20585 202-586-8947

The program objective is to provide college and university science and engineering faculty and students with energy related training and research experience in areas of energy research at Department of Energy research facilities. Funds can be used to conduct energy research at one of the DOE research facilities, and students will also receive a stipend and a small travel allowance. Students can also participate in energy-related workshops and conferences. Students must apply to a participating laboratory or university. Money available: \$5,500,000. The amount of money available per student varies depending on the academic level of applicant.

### **MONEY FOR MINORITY STUDENTS TO GO TO ENERGY RELATED CONFERENCES**

(Minority Educational Institution Research Travel Program)

Annie Whatley

Office of Minority Economic IMPACT

MI-I

US Dept of Energy

Forrestal Building, Room SB-I 10

Washington DC 20585 202-586-0281

The program objective is to provide travel support to faculty members and students of minority postsecondary educational institutions to encourage and assist in initiating, improving, renewing, and expanding energy related research. Funds can be used to reimburse students for travel expenses, including travel related tickets and per diem cost, so that they may attend energy related conferences, workshops, and symposia. Application forms can be requested by contacting Oak Ridge Associated Universities, Minority Institution Research Travel, University Programs, P0 box 117, Oak Ridge TN 37830. 615-586-8158. Money available: \$50,000. There is \$200 to \$800 available per student.

### **MONEY FOR MINORITY STUDENTS AT JUNIOR COLLEGES WHO ARE ENERGY MAJORS**

(Minority Technical Education Program 81.082)  
The Minority Energy Information Clearinghouse  
Minority Economic IMPACT  
Office of Economic Impact and Diversity  
US Dept of Energy  
Forrestal Building  
Washington DC 20585 202-586-5876

The program objective is to provide scholarship Sanding to financially needy minority honor students pursuing training in energy related technologies and to develop linkages with energy industries. Scholarship funds are available to defray costs of tuition, books, tools, transportation, and laboratory fees for minority students attending junior colleges and majoring in an energy related field. The Dept of Energy selects the two-year postsecondary education institutions to receive grant awards. Students must apply to those institutions that received the money. Students can contact these institutions directly or through the main source listed above. Money available: \$382,000.

### **SPEND A SEMESTER IN A DEPARTMENT OF ENERGY LAB**

(Science and Engineering research Semester 81.097)  
Donna Prokop  
Postsecondary Programs Divisions  
Office of University and Science Education Programs  
Office of Science and Technology  
US Dept of Energy  
Washington DC 20585 202-586-8949

The program objective is to give junior and seniors the opportunity to participate in hands on research at the cuffing edge of science at Dept of Energy laboratories, and to provide training and experience in the operation of sophisticated state of the art equipment and instruments. College juniors and seniors who are majoring in energy related field could spend a semester using some of the federal governments equipment and instruments. The energy research must be concentrated in an area of the laboratory's ongoing research. Applications may be obtained by writing to Science and Engineering Research Semester, Office of Science and Technology (ET31), Room 513-168, US Dept of Energy, 1000 Independence Ave., SW, Washington DC 20585. Money available: \$2,500,000. Students receive a weekly stipend of \$225, complimentary housing or a housing allowance, and a round trip ticket to the lab.

### **\$15,000 FOR GRADUATE STUDENTS TO STUDY OVERSEAS**

(Educational Exchange-Graduate Students 82.001)  
Institute of International Education  
809 United Nations Plaza  
New York NY 10017 212-984-5330

The program objective is to improve and strengthen international relations of the United States by promoting better mutual understanding among the peoples of the world through educational exchanges. Graduate students who would like to spend a year studying overseas can apply for the Fulbright Program, where if accepted, they will receive round trip transportation, tuition, books, maintenance for one academic year in one country, and health insurance. Students apply through the office listed above or the Fulbright Program adviser located at their college or university. Money available: \$10,746,443, the average award per student is \$13,500, but awards can range anywhere from \$1,000 to \$26,000.

### **\$4,000 GRANT FOR STUDENTS HAVING TROUBLE PAYING FOR TUITION**

(Federal Supplemental Educational Opportunity Grants 84.007)  
Division of Assistance to States  
Office of the Assistant Secretary for Special Education and Rehabilitation Services

US Dept of Education  
400 Maryland Ave., SW  
Washington DC 20202 202-708-4690

The program objective is to provide eligible undergraduate postsecondary students who have demonstrated financial need with grant assistance to help meet educational expenses. If you are working towards your first undergraduate baccalaureate degree and are having trouble paying the bills you may qualify for money through the FSEOG program. Grants are for undergraduate study and range from \$100 to \$4,000 per academic year. Students should contact the Financial Aid office of the school they attend or plan to attend for information regarding application. Money available: \$583,401,000.

### **MONEY FOR A FOREIGN LANGUAGE DEGREE**

(National Resource Centers and Fellowships Program for Language and Area Language and International Studies 84.0 15)

Christine Corey  
International Studies Branch  
Center for International Education  
Office of Postsecondary Education  
US Dept of Education  
Seventh and D Street SW  
Washington DC 20202-5332 202-401-9183

In this global world, foreign languages and international studies are becoming increasingly important. The Dept of Education has funds to support centers, which promote instruction in foreign language and international studies at colleges and universities. In addition there are graduate fellowships to pursue this course of study in order to develop a pool of international experts to meet our Nations needs. Funds for centers may be used for instructional costs of language and area and international studies programs, administration, lectures and conferences, library resources and staff and travel. Grants for fellowships include tuition, fees, and a basic subsistence allowance. Students must apply to those institutions that received the money. Money available: Grants \$18,029,000. Fellowships: \$12,767,000. The average rate of assistance to graduate students for an academic year is \$17,000. For the summer, the average of assistance is \$3,500.

### **MONEY FOR STUDENTS AND TEACHERS TO TRAVEL OVERSEAS**

(Fulbright-Hays Training Grants — Group Projects Abroad 84.021)

Office of Assistance Secretary for Postsecondary Education  
US Dept of Education  
ROB-I

Seventh and D Street SW  
Washington DC 20202 202-7324061

The program objective is to help educational institutions improve their programs in modern foreign language and area studies through overseas study/travel seminar group research, advanced foreign language training and curriculum development. Funds are available to support overseas study/travel seminar group research and advanced foreign language training. Grant funds may be used for international travel, maintenance allowances, rental of instructional facilities in the country of study, and more. For application information contact the office listed above. Money available: \$2,153,000. Plus \$5,000,000 Indian rupees.

### **MONEY FOR PhD STUDENTS TO DO RESEARCH OVERSEAS**

(Fulbright-Hays Training Grants - Doctoral Dissertation Research Abroad 84.022)

Karla Ver Bryck Block  
Advanced training and research Branch  
Center for International Education



Office of Assistant Secretary for Postsecondary Education  
US Dept of Education  
600 Independence Ave., SW  
Washington DC 20202 202-708-7283

The program objective is to provide opportunities for graduate students to engage in full time dissertation research abroad in modern foreign language and area studies, with the exception of Western Europe. This program is designed to develop research knowledge and capability in world areas not widely included in American curricula. The grant includes a basic stipend, round trip airfare, baggage allowance, tuition payments, local travel and more. Candidates apply directly to the institutions at which they are enrolled in a PhD program. Money available: \$1,789,744 plus \$1,557,084 Indian rupees.

### **MONEY TO STUDY TO BE A SPECIAL EDUCATION TEACHER**

(Special Education — Special Education Personnel Development and Parent Training 84.029)  
Max Mueller

Division of Personnel Preparation  
Office of Assistant Secretary for Special Education and Rehabilitative Services  
US Dept of Education  
Washington DC 20202 202-205-9554

The program objective is to address identified shortages of special education teachers and related service personnel to improve the quality and increase the supply of teachers, supervisors, administrators, researchers, teacher educators, speech corrections, educational interpreters for the hearing impaired, and other special personnel such as specialists in physical education and recreation, paraprofessionals, vocation/career education, volunteers; and to provide parent training and information services. Colleges, universities, and nonprofit agencies are eligible for awards, which may be used for undergraduate, graduate, and summer trainees, special study institutes and student stipends. Students must apply to those institutions that received the money. For information on the various institutions contact the National Clearinghouse for Professions in Special Education, The Council for Exceptional Children, 1920 Association Drive, Reston VA 22091. 703-620-3660. Money available: \$103,124,000.

### **GUARANTEED STUDENT LOANS**

(Guaranteed Student Loans 84032)

Pamela Moran  
Division of Policy Development, Policy, Training, and Analysis Service  
Office of Assistant Secretary for Postsecondary Education  
US Dept of Education  
Washington DC 20202 202-708-8242

The program objective is to authorize guaranteed loans for educational expenses available from eligible lenders such as banks, credit unions, savings and loan associations, pension funds, insurance companies, and schools; to vocational, undergraduate, and graduate students enrolled at eligible postsecondary institutions. Loans can be used to pay the costs associated with obtaining a college education. Also available is the PLUS program, which allows parents to borrow for their dependent student. More information is available by contacting the lending institution regarding the loans available and the application procedure. Money available: \$9,541,000,000. The amount of money per student varies depending on year in school,

### **GET LOANS DIRECTLY FROM YOUR SCHOOL**

(Federal Direct Student Loan Program)

Division of Policy Development, Policy, Training, and Analysis Service  
Office of Assistant Secretary for Postsecondary Education  
US Dept of Education  
Washington DC 20202 202-433-3243

The program objective is to provide loans directly to students through school, rather than through private lenders. Direct lending will save taxpayers an estimated \$4.8 billion dollars, and make borrowing simpler, faster, and easier. Money can be used to help defray the cost of higher education. Students will be offered an income contingent repayment option that tailors monthly payments to the borrower's income. To apply for this loan program, complete the application form for Federal Student Aid available from the Federal Student Aid information Center, PO Box 84, Washington DC 20044, 800-433-3243. Student will know within 72 hours of applying for the loan whether or not they have been accepted. The amount of money available per student varies depending upon year in school and whether student is dependent or independent. Range per year is from \$2,625 -\$18,500,

### **WORK STUDY PROGRAMS TO PAY FOR SCHOOL**

(Federal Work Study Program 84.033)

Division of Policy Development

Student Financial Assistant Programs

Office of Assistant Secretary for Postsecondary Education

US Dept of Education

400 Maryland Ave., SW

Washington DC 202

202-708-9167

The program objective is to provide part time employment to eligible postsecondary students to help meet educational expenses and encourage students receiving program assistance to participate in community service activities. This part time employment program for eligible students pays an hourly wage to undergraduates. Graduate students may be paid by the hour or may receive a salary. There are Federal Work-Study jobs both on and off campus. Money can be used to help defray the costs of higher education, Students should contact the educational institution they attend or plan to attend to find out about application procedures. Money available: \$616,508,000. The average award to the student is \$1,084 per year.

### **GRANTS TO STUDY LIBRARY SCIENCE**

(Library Education and Human Resource Development Fellowships 84.036)

Louise Sutherland

Discretionary Library Programs Divisions

Library Programs

Office of Educational Research and Improvement

US Dept of Education

555 New Jersey Ave., NW

Washington DC 20208

202-219-1315

The program objective is to assist institutions of higher education and library organizations and agencies in training or retaining persons in areas of library specialization where there are shortages, in new techniques of information acquisition, transfer and communication technology; in library leadership through advanced training in library management in library education, in advanced training in management of new organizational formats (networks, consortia, etc) and in serving the information needs of the elderly, the illiterate, disadvantaged or rural residents. Funds are available to colleges, universities, and other library organizations or agencies to cover the cost of courses for training or study and for establishing and maintaining fellowships or traineeships with stipends. Eligible institutions submit applications to the Dept of Education on behalf of the individuals to be trained. Students can contact these institutions directly or through the main source listed above. Money available: \$1,000,000. Fellowship awards averaged \$10,000 to \$14,000.

### **LOW INTEREST STUDENT LOANS**

(Federal Perkins Loan Program — Federal Capital Contributions 84.038)

Division of Policy Development

Student Financial Assistance Programs  
Office of Assistant Secretary for Postsecondary Education  
US Dept of Education  
600 Independence Ave  
Washington DC 20202 202-708-9161

The program objective is to provide low interest loans to eligible postsecondary students with demonstrated financial need to help meet educational expenses. If students are having trouble paying for school, they can take out a low interest loan (5%) available through the Federal Perkins Loan Program. Students can borrow up to \$18,000 to help meet the cost of their undergraduate, graduate or professional program. These loans are for students with exceptional financial need. To apply contact the Financial Aid office of the school you attend or plan to attend. Money available: \$158,000,000. The amount of money available per student is \$30,000.

### **GET HELP TO STUDY**

(Upward Bound 84.047)

Prince O'Teal, Jr.

Division of Student Services

Education Outreach Branch

Office of Postsecondary Education

US Dept of Education

600 Independence Ave., SW

Regional Office Bldg. 3, Room 3060

Washington DC 20202 202-7084804

The program objective is to generate skills and motivation necessary for success in education beyond high school among low income and potential first generation college students and veterans. The goal of the program is to increase the academic performance and motivational levels of eligible enrollees so that they have a better chance of completing secondary school and successfully pursuing postsecondary educational programs. Eligible students must have completed the eighth grade and be between the ages of 13 and 19, enrolled in high school, and need such services to achieve their goal of college. The program provides instruction in reading, writing, study skills and mathematics. They can provide academic, financial, or personal counseling, tutorial services, information on student financial assistance, assistance with college and financial aid applications and more. Contact local Upward Bound projects to find out more about this program. Money available: Grants \$171,000,000. Math./Science regional Centers; \$19,000,000.

### **Student Financial Assistance Programs**

Office of Postsecondary Education

US Dept of Education

600 Independence Ave., SW

Washington DC 20202 202-708-4607

The program objective is to provide eligible undergraduate postsecondary students who have demonstrated financial need with grant assistance in meeting educational expenses. Money can be used to help defray the cost of higher education. Grants may not exceed \$2,340 per year and must be used for student's first bachelors or other professional degree. Once an application is completed the students financial eligibility for assistance is calculated and the agency then notifies the students of his eligibility. Money available: \$6,234,709,000. Awards range from \$400 to \$2,340.

### **\$5,000 FROM YOUR STATE TO GO TO COLLEGE**

(Grants to States for State Student Incentives 84.069)

Fred Seller

Division of Policy Development

Student Financial Assistance Programs

Office of Postsecondary Education  
US Dept of Education  
600 Independence Ave., SW  
ROB-3  
Washington DC 20202 202-7084607

The program objective is to provide grants to the States for use in programs that provide financial assistance to eligible postsecondary students. The office of Postsecondary Education awards grants to state student scholarship or grant assistance agencies for making grants or providing work-study financial assistance to students with proven financial need. To apply for these scholarships, students must contact their state student scholarship or assistance agencies for application procedures. Money available: \$31,375,000. Students are eligible for up to \$5,000 for full time (reduced for less than full time).

### **MONEY FOR STUDENTS INTERESTED IN HELPING PEOPLE WITH DISABILITIES**

(Rehabilitation Training 84.129)

Tim Muzzio

Rehabilitation Services Administration  
Office of Special Education and Rehabilitation Services  
US Dept of Education  
Washington DC 20202-2649 202-205-8926

The program objective is to support projects that provide new personnel and improve the skills of existing personnel trained in providing vocational rehabilitation services to individuals with disabilities in areas targeted as having personnel shortages. Training grants are provided in fields directly related to the vocational and independent living rehabilitation of individuals with disabilities, such as rehabilitation counseling, independent living, rehabilitation medicine, physical and occupational therapy, speech/language, pathology and audiology, and more. Some of the projects funded include: residency scholarships in physical medicine and rehabilitation; teaching and nonacademic awards in rehabilitation facility administration and teaching grants for training rehabilitation personnel in physical and occupational therapy. Students must apply to those institutions that have received the program money. Students can contact these institutions directly or through the main source listed above. A catalogue of projects is available, which includes address, phone number, contact person, and an abstract for each grant awarded. Money available: \$17,200,000.

### **AID FOR STUDENTS WHO WANT TO BE INTERPRETERS FOR THE DEAF**

(Training Interpreters For Individuals Who Are Deaf and Individuals Who Are Deaf-Blind 81.460)

Deafness and Communicative Disorders Branch

Rehabilitation Services Administration

US Dept of education

330 C Street SW, Room 3228 202-205-9152

Washington DC 20202-2736 TTY: 202-205-8352

The program objective is to support projects that train new interpreters and improve the skills of manual, oral, and cued speech interpreters already providing services to individuals who are deaf and individuals who are deaf/blind. Grants are awarded for training, classroom instruction, workshops, seminars, and field placements. Ten grants were awarded to colleges and universities that have on going sign language/oral interpreter training programs of proven merit. Programs include training courses connected to degree programs in interpreting, short-term practical training leading to interpreter certification, and workshops, seminars, and practicums. Students must apply to those institutions that have received the program money. Students can contact these institutions directly or through the main source listed above. Money available: \$2,100,000.

**\$12,200 PER YEAR FOR PhD STUDENTS**

(Jacob K. Javits Fellowships 84.170)

John DeCleene

Division of High Education Incentive Programs

Office of Postsecondary Education

US Dept of Education

Washington DC 20202-5329

202-260-3574

The program objective is to provide fellowships to individuals of superior ability for doctoral study in specified sub fields within the arts, humanities, and social sciences. Money can be used to support a student while he or she attends an institution of higher education. To apply for these fellowships, contact the Federal Student Aid Information Center, P0 Box 84, Washington DC 20044, 800-4-FED-AID. Money available: \$8,664,000. There is no funding for new participants, but there is money for continuing fellows.

**\$20,000 FOR STUDENTS WHO WANT TO BECOME TEACHERS**

(Douglas Teacher Scholarships 84.176)

Valerie Hurry

US Dept of Education

Office of Assistant Secretary for Postsecondary Education

Division of Higher Education Incentive Programs

600 Independence Ave SW

Washington DC 20202

202-260-3392

The program objective is to provide scholarships through the States that enable and encourage outstanding high school graduates to pursue teaching careers at the preschool, elementary, or secondary level. Grants are made available to States for scholarships that lead to a teaching certificate. Interested applicants must contact their State agency to apply for the scholarship. Money available: \$15,379,000. Scholarship assistance is given in the amounts up to \$5,000 each year, for up to four years. The scholarship recipients must fulfill teaching requirements, or pay back the scholarship with interest.

**\$1,500 PER YEAR GRANTS TO COLLEGE STUDENTS**

(Robert C. Byrd Honors Scholarships 84.185)

US Dept of Education

Office of Student Financial Assistance

Office of the Assistant Secretary for Postsecondary Education

Division of Higher Education Incentive Programs

The Portals, Suite C-80

Washington DC 20024

202-260-3394

The program objective is to provide scholarships to promote student excellence and achievement to recognize exceptionally able students who show promise of continued academic achievement. Scholarships for up to four years to study at any institution of higher education are available through grants to the States. The scholarships are awarded on the basis of merit and are renewable. To apply for this grant award, interested applicants must contact their State educational agency, which administers this program. The individual State determines the application procedure. Money available: \$29,117,000. The amount of money available per student is \$1,500 for the first four years of undergraduate study.

**MONEY TO GRADUATE STUDENTS WHO ARE STUDYING IN AREAS OF NATIONAL NEED**

(Graduate Assistance In Areas of National Need 84.200)

John E. Bonas

Division of Higher Education Incentive Programs

Office of Postsecondary Education

US Dept of Education

Washington DC 20202-5329

202-260-3265

The program objective is to provide fellowships through graduate academic departments to graduate students of superior ability who demonstrate financial need and are able to enhance the capacity to teach and conduct research in areas of national need. Money can be used to support a student completing a graduate degree program. Students must apply to those institutions that have received the money. Students can contact these institutions directly or through the main source listed above. Money available: \$27,252,000. There is a maximum stipend of \$14,000 annually.

**GRANTS FOR UNDERGRADUATE AND GRADUATE STUDENTS WHO HAVE TROUBLE PAYING TUITION**

(Ronald E. McNair Post Baccalaureate Achievement 84.2 17)

Eileen Bland

US Dept of Education

Division of Student Services

Office of Postsecondary Education

600 Independence Ave SW

Washington DC 20202

202-7084809

The program objective is to provide grants for institutions of higher education to prepare low income, first generation college students and students underrepresented in graduate education for graduate study. Money can be used to pay the costs for research and other scholarly activities, summer internships, seminars, tutoring, academic counseling, and securing admission and financial assistance for graduate study. Students must apply to those institutions that have received the money. Students can contact these institutions directly or through the main source listed above. Money available: \$20,000,000.

**MONEY FOR STUDENTS INTERESTED IN CAREERS IN PUBLIC SERVICE**

(Harry S. Truman Scholarship Program 85 .001)

Louis Blair

Executive Secretary

Truman Scholarship Foundation

712 Jackson Place NW

Washington DC 20006

202-3954831

A special scholarship program for college juniors has been established to encourage students to pursue careers in public service. Money can be used to support a student completing their undergraduate and graduate studies. A faculty representative is appointed for each school and is responsible for publicizing the scholarship, soliciting recommendations on students with significant potential for leadership, and conducting a competition on campus, and forwarding the institutions official nomination to the Truman Scholarship Review Comm. For more information write to the Foundation listed above. Money available: \$3,133,000. The amount of money available per student ranges for \$3,000 to \$13,500. The average scholarship is \$6,510 per annum.

**PART TIME JOBS IN THE GOVERNMENT FOR STUDENTS 16 AND OLDER**

(Student temporary Employment Program 27.003)

Staffing Reinvention Office

Employment Service

Office of Personnel Management

1900 E Street NW

Washington DC 20415

202-606-0830

The program is designed to give students 16 years of age and older an opportunity for part time temporary employment with Federal agencies in order to allow them to continue their education without interruptions caused by financial pressures. The money can be used to pay expenses while attending school. Apply for this program through the youth division of the local office of the State Employment Service. Look in the government section of your phone book to find an office near you or contact the main State Employment Office for referral to your local office.

### **INTERNSHIPS FOR GRADUATE STUDENTS TO WORK AT 54 AGENCIES**

(Presidential Management Intern Program 27.013)

Office of Personnel Management

Philadelphia Service Center

Federal Building

600 Arch Street

Philadelphia PA 19106

215-597-7136

The PMI Program is a two-year entry-level employment and career development program designed to attract to the federal civil service men and women with graduate degrees from diverse cultural and academic backgrounds. Interns will have demonstrated academic excellence, possess management and leadership potential and have a commitment to and a clear interest in a public service career. Nominees for the PMI Program undergo a rigorous, competitive screening process. Being selected as a PMI Finalist is a first, step, but does not guarantee a job. Agencies designate positions for PMI's and each establishes its own procedure for considering and hiring PMI's. Once hired by agencies PMI's are encouraged to work with their agencies to establish an "individual development plan." PMI's participate in training conference, seminars and Congressional briefings. Money can be used to pay for expenses. An application for and more information can be requested by contacting the Career America Hotline at 912-757-3000. The starting salary for PMI's is \$29,405 per year.

### **HEALTH EDUCATION ASSISTANCE LOANS**

(Health Education Assistance Loans 93.108)

Stephen S. Boehlert Chief

Division of Student Assistance

Bureau of Health Professions

Health Resources and Service Administration

Public Health Service

US Dept of Health and Human Services

Room 8-48, 5600 Fishers Lane

Rockville MD 20857

301-443-1540

The program objective is to authorize Health Education Assistance Loans, which are available from lenders such as banks, credit unions, savings and loan associations, and more to cover the costs for education in a health profession. Loan funds are to be used for tuition, and other reasonable educational expenses, including fees, books, supplies, living expenses, and transportation costs. Information regarding this low interest loan and application procedures may be obtained from eligible health professions schools. Money available: \$210,000,000. Allopathic, osteopathic, dental, veterinary, optometry, and podiatry students may borrow up to \$20,000 per year. Pharmacy, chiropractic, health administration, clinical psychology, and public health students may borrow up to \$12,500 per year.

### **HEALTH PROFESSIONS SCHOLARSHIPS FOR AMERICAN INDIANS**

(Health Professions Pregraduate Scholarship Program for Indians 93.1233)

Rose Foley

HIS Scholarship Program

Indian Health Service

Public Health Service

US Dept of Health and Human Service

Twinbrook Metro Plaza Suite I OOA

12300 Twinbrook Pkwy

Rockville MD 20857

301-443-6197

The program objective is to provide scholarships to American Indians and Alaska natives for the purpose of completing pre graduate education leading to a baccalaureate degree in the areas of pre medicine or pre dentistry. Money can be used to support a student while completing their degree. Contact the Indian Health Services for application information. Money available:

\$1,887,275. The amount of money available per student ranges from \$12,283, \$27,217. Payments for stipends and books are made directly to the individual applicant. Tuition payments are made to the college.

### **MONEY TO TRAIN TO BECOME A NURSE ANESTHETIST**

(Nurse Anesthetist Traineeships 93.124)

Donna English

Division of Nursing

Bureau of Health Professions

Health Resources and Services Administration

Public Health Service

US Dept of Health and Human Services

Parklawn Bldg

Room 9-36, 5600 Fishers Lane

Rockville MD 20857

301-443-5763

The program objective is to support registered nurses to become nurse anesthetists by providing fluids for a maximum 18-month period of full time study. Nurses must complete 12 months of study in a nurse anesthetist program. Money can be used to support a student while completing the training program. Students must apply to those institutions that have received the money.

Students can contact these institutions directly or through the main source listed above. Money available: \$964,728. The amount of money available per student ranges from \$1,500 to \$63,000.

### **ASSISTANCE FOR DISADVANTAGE HEALTH PROFESSIONS STUDENTS**

(Financial Assistance for Disadvantaged health Professions Students 93.139)

Bruce Baggett

Division of Student Assistance

Bureau of Health Professions

Health Resources and Service Administration

Public Health Service

US Dept of Health and Human Services

Parklawn Bldg

Room 8-34, 5600 Fishers Lane

Rockville MD 20857

301-443-4776

The program objective is to assist disadvantaged health professions students who are of exceptional financial need to obtain a degree in medicine, osteopathic medicine, or dentistry by providing financial support to defray the costs of their education. Money can be used to support a student completing a degree in a health profession. Funds are awarded to accredited schools of medicine, osteopathic medicine or dentistry. Students should apply to their school for these scholarships, and the schools are responsible for selecting recipients, making determinations of need, and more. Money available: \$6,000,000. The maximum amount per student is \$16,000.

### **MONEY FOR MINORITIES PURSUING A HEALTH PROFESSIONS EDUCATION**

(Program of Excellence in Health Professions Education for Minorities 93.157)

Roland Garcia PhD

Division of Disadvantaged Assistance

Bureau of Health Professions

Health Resources and Service Administration

Public Health Service

US Dept of Health and Human Services

Room 8A-09, Parklawn Bldg

5600 Fishers Lane

Rockville MD 20857

800-221-9393

The program objective is to strengthen the national capacity to train minority students in the health professions, and to support health profession schools, which train a significant number of



minority health professionals. These funds can be used to recruit and retain faculty, improve the facilities and information resources, and improve student performance, student recruitment and student research. Students must apply to those institutions that have received the money. Students can contact these institutions directly or the main source listed above. Money available: \$22,800,000

### **MONEY FOR HEALTH PROFESSIONALS TO REPAY THEIR STUDENT LOANS**

(National Health Service Corps Loan Repayment 93.162)

National Health Service Corps

Loan Repayment Program

2070 Chain Bridge Rd. Suite 450

Vienna VA 22182

800-221-9393

The program objective is to help assure an adequate supply of trained health professionals. The NHSC provides for the repayment of educational loans for health professionals who agree to serve in a health manpower shortage area. Priority is given to primary care physicians, dentist certified nurse midwives, certified nurse practitioners, and physicians' assistants. Applications are available by contacting the office listed above. Money available: \$35,880,000.

The amount of money available per professional is \$25,000 a year during the first two years of practice and \$35,000 per year after that. Health professionals also receive a very competitive salary and benefits package.

### **MONEY FOR STUDENT LOANS IF WORK WITH INDIAN HEALTH SERVICE**

(Indian Health Services Loan Repayment Program 93.164)

Mr. Charles Yepa

Loan Repayment Program

Indian Health Service Public Health Service

US Dept of Health and Human Services

12300 Twinbrook Pkwy, Suite 100

Rockville MD 20852

301443-6197

The program objective is to help insure an adequate supply of trained health professions. To achieve this objective the Indian Health Service provides for the repayment of loans to those professionals who agree to serve in an Indian Health Service facility. An application is available by contacting the office listed above. Money available: \$11,000,000 the minimum period of participation is two years, and the maximum loan payment is \$30,000 per year.

### **MONEY FOR DISADVANTAGED STUDENTS TO STUDY NURSING**

(Nursing Education Opportunities for Individuals from Disadvantaged Background 93.178)

Divisions of Nursing

Bureau of Health Professions

Health Resources and Services Administration

Public Health Services

US Dept of Health and Human Services

Room 8C-26, Parklawn Bldg

5600 Fishers Lane

Rockville MD 20857

301-443-6880

The program objective is to provide financial assistance to eligible schools of nursing and other applicants to meet the costs of projects that increase nursing education opportunities for individuals from disadvantaged background. Money can be used for counseling, preliminary education of students, and to support a student while completing a nursing degree. Students must apply to those institutions that have received the money. Students can contact these institutions directly or through the main source listed above, Money available \$3,506,468.

### **GRANTS FOR PODIATRIC PRIMARY CARE RESIDENCY TRAINING**

(Grants for Podiatric Primary Care Residency Training 93.181)

John R Wescott

Division of Medicine

Bureau of Health Professions  
Health Resources and Services Administration  
Public Health Service  
US Dept of Health and Human Services  
Room 8C-26, Parklawn Bldg  
5600 Fishers Lane  
Rockville MD 20857 301-443-6880

The program objective is to provide grants to hospitals and schools of podiatric medicine to support residency programs for primary care podiatry practice. Funds can be used to cover the development and establishment of Podiatry Primary Care Residency programs and to provide resident stipends for those planning to specialize in podiatry primary care. Money can be used to support a resident while they complete their residency. Students must apply to those institutions that have received the money. Money available: \$442,149.

### **MONEY FOR HEALTH CARE STUDENTS WHO WANT TO TRAIN IN RURAL AREAS**

(Interdisciplinary Training for Health Care for Rural Areas 93.192)

Division of Associated Dental and Public Health Professions  
Bureau of Health Professions  
Health Resources and Services Administration  
Room 8C-26, Parklawn Bldg  
5600 Fishers lane  
Rockville MD 20857 301-443-6880

The program objective is to help fulfill the health care needs of people living in rural areas. Money is set aside to recruit and retain health care professionals in rural health care setting. Funds can be used for student stipends, postdoctoral fellowships, faculty training, and the purchase or rental of necessary transportation and telecommunication equipment. Money can be used to support health profession students while they complete the degree. Students must apply to those institutions that have received the money. Money available: \$3,067,000.

### **MONEY FOR HEALTH CARE STUDENTS TO STUDY JOB SAFETY AND HEALTH**

(Occupational Safety and Health Training Grants 93.263)

Dr. Bernadine Kuchinski  
National Institute for Occupational Safety and Health  
Centers for Disease Control and Prevention  
Public Health Service  
US Dept of Health and Human Services, D-40  
1600 Clifton Rd  
Atlanta GA 30333 404-639-3525

The program objective is to develop specialized professional and paraprofessional personnel in the occupational safety and health field with training in Occupational medicine, occupational health nursing, industrial hygiene, and occupational safety. Money can be used to pay for long and short-term training, educational resource centers, and student stipends. Students must apply to those institutions that have received the money. Money available: \$11,142,000.

### **SCHOLARSHIPS FOR NATIONAL HEALTH SERVICE CORPS**

(National Health Service Corps Scholarship Program 93.288)

National Health Service Corps Scholarships  
Division of Scholarships and Loan Repayments

### **BUREAU OF PRIMARY HEALTH CARE**

Health Resources and Service Administration  
Public Health Service  
US Dept of Health and Human Services

4350 East West Hwy 10th Floor  
Bethesda MD 20814

301-594-4410  
800-638-0824

The program objective is to provide service-conditioned scholarships to health professions students to assure an adequate supply of physicians, dentists, certified nurse midwives, certified nurse practitioners, and physician assistants in Health Professional Shortage areas. The scholarship pays for tuition and required fees, books, supplies, and equipment for the year, plus a monthly stipend to students (\$864 per month) and a single annual payment to cover the cost of all other reasonable educational expenses. Each year of support incurs one year of service, with two years minimum service obligation required. Service sites are selected from those listed by National Health Service Corps one year prior to service in federally designated area. Applications for money can be requested from the main source listed above. Money available: \$20,279,063.

### **HEALTH PROFESSIONALS STUDENT LOANS**

(Health Professions Student Loans Including Primary Care Loans/Loans for Disadvantaged Students 93.342)

Bruce Baggett

Division of Student Assistance

Bureau of Health Professions

Health Resources and Service Administration

Public Health Service

US Dept of Health and Human Service Administration

Parklawn Bldg. Room 8-34

5600 Fishers Lane

Rockville MD 20857

301-443-4776

In order to increase educational opportunities for students in need of financial assistance to pursue degrees in health profession, long term low interest loans are available. Money can be used to support a student completing a health professional degree. To apply for the loan students should contact the Financial Aid office of the school of their choice. Money available: \$2,500,000. The maximum amount a student may borrow is the cost of tuition and \$3,300 for any one academic year. The interest rate is 50%

### **MONEY TO TRAIN TO BE A PROFESSIONAL NURSE**

(Professional Nurse Traineeships 93.358)

Erin Stevens/Division of Nursing

Bureau of Health Professions

Health Resources and Services Administration

Public Health Service

UD Dept of Health and Human Services

Room 9-36, Parklawn Bldg

5600 Fishers Lane

Rockville MD 20857

301-443-5763

The program objective is to prepare individuals who have completed basic nursing preparation as nurse educators, public health nurses, nurse midwives, and nurse practitioners, or as other clinical nursing specialists. Money can be used to support a student while they complete the professional nurse traineeships. Students must apply to those institutions directly or the main source listed above. Money available: \$14,682,000. Students may receive stipends up to \$8,800 plus tuition and other expenses.

### **NURSING STUDENT LOANS**

(Nursing Student Loans 93.364)

Bruce Baggett

Division of Student Assistance

Bureau of Health Professions

Health Resources and Services Administration

Public Health Services

US Dept of Health and Human Services  
Parklawn Bldg. Room 8-34  
5600 Fishers Lane  
Rockville MD 20857

301-443-4776

Long term, low interest loans are available at the rate of 5% to students in need of financial assistance to pursue a course of study in professional nursing education. Students may pursue a course of study leading to a diploma, associate, baccalaureate, or graduate degree in nursing. Money can be used to support a student. Money available: \$2,500,000. Loans have a maximum amount of \$2,500 per academic year.

### **GRANTS FOR GRADUATE TRAINING IN FAMILY MEDICINE**

(Grants for Graduate Training In Family Medicine 93.379)

Division of Medicine  
Bureau of Health Professions  
Health Resources and Services Administration  
Public Health Service

US Dept of Health and Human Services  
Room 9A27, 5600 Fishers Lane  
Rockville MD 20857

301-443-6190

The program objective is to increase the number of physicians practicing family medicine, particularly to those willing to work in medically underserved communities. Grants are available to cover the cost of developing and operating residency-training programs, and to provide financial assistance to participants in the programs. A grant may be made to a residency program in family practice, and internship program in osteopathic medicine, which emphasizes family medicine, or a residency program in osteopathic general practice. Money can be used to support a student while he or she completes a residency or internship program. Students should contact these institutions directly or through the main source listed above. Residents must apply to those institutes that have received the money. Money available: \$5,022,839.

### **SCHOLARSHIPS FOR STUDENTS OF EXCEPTIONAL FINANCIAL NEED**

(Scholarships for Students of Exceptional Financial Need 93.820)

Bruce Baggett/Division of Student Assistance  
Bureau of Health Professions  
Health Resources and Services Administration  
Public Health Service

US Dept of Health and Human Services  
Room 8-34, Parklawn Bldg  
5600 Fishers Lane  
Rockville MD 20857

301-443-4493

The program objective is to make funds available to health professions schools to award scholarships to health profession students of exceptional financial net. These scholarships are awarded with an obligation to serve in an area of the country designated a Health Professional Shortage Area, Money can be used to support a student completing a degree. Students apply to the Financial Aid office of their school and must submit information on their parents' income, spouse's income, regardless of the student's taxable status, and must be of exceptional financial need as determined by the Financial Aid Office. Money available: \$5,271,000.

### **HEALTH CAREERS OPPORTUNITY PROGRAM**

(Health Careers Opportunity Program 93.822)

Mario A. Manecchi / Division of Disadvantaged Assistance  
Bureau of Health Professions  
Health Resources and Services Administration  
Public Health Service

US Dept of Health and Human Services

Room 81-09, 5600 Fishers Lane  
Rockville MD 20857 301-443-4493

The HCOP provides assistance to individuals from disadvantaged backgrounds to obtain a health or allied health profession degree. Stipends are available to students of financial need who attend schools of medicine. Other services include counseling, preliminary education before entry into a health profession education program, facilitating entry, retention, financial aid information dissemination and more. Students must apply to those institutions that have received the money. Students can contact these institutions directly or through the main source listed above. Money available: \$10,267,537.

### **MONEY FOR DENTAL STUDENTS FOR ADVANCED RESIDENCY TRAINING**

(Residency Training and Advanced Education in General Practice of Dentistry 93.897)

Dr Kathy L. Hayes  
Dental Education and Special Initiatives Branch  
Division of Associated Dental and Public Health Professions  
Bureau of Health Professions  
Health Resources and Service Administration  
Public Health Service  
US Dept of Health and Human Services  
5600 Fishers Lane  
Rockville MD 20857 301-443-6880

The program objective is to assist schools of dentistry or dental training to institute residency training and advanced educational programs in the general practice of dentistry. The grant can be used to support personnel, residents, or trainees who are in need of financial assistance, to purchase equipment, and for other expenses necessary to conduct the program. Students must apply to those institutions that have received the money. Students can contact these institutions directly or through the main source listed above. Money available: \$1,454,189.

### **GRANTS FOR NURSE ANESTHETISTS**

(Grants for Nurse Anesthetist Faculty Fellowships 93.907)

Marcia Starbecker, Division of Nursing  
Bureau of Health Professions  
Health Resources and Service Administrations  
Public Health Service  
Room 9-36, Parklawn Bldg. 5600 Fishers Lane  
Rockville MD 20857 301-443-6193

The program objective is to provide financial assistance and support through fellowships to certified registered nurse anesthetist who are faculty members of accredited nurse anesthetist programs to enable them to obtain advanced education relevant to their teaching functions. Money can be used to support faculty members while on fellowship. Faculty members need to apply to those institutions that have received the money. Money \$100,000.

### **MONEY FOR NURSING STUDENTS LOANS BY WORKING AT A PUBLIC HEALTH FACILITY**

(Nursing Education Loan repayment Agreements for Registered Nurses Entering Employment at Eligible Health Facilities 93.908)

Loan Repayment Programs Branch  
Division of Scholarships and Loan Repayment  
Bureau of Primary Health Care  
Health Resources and Services Administration  
4350 East West Highway  
Rockville MD 20857 301-594-4400

As an incentive for registered nurses to enter into full time employment at health facilities with nursing shortages, this program assists in the repayment of their nursing education loans. The program is designed to increase the number of registered nurses serving designated nurse shortage areas. Applications may be obtained through office listed above. Money available: \$1,750,000.

### **SCHOLARSHIPS AND MONEY TOP REPAY LOANS OF DISADVANTAGED HEALTH PROFESSIONALS**

(Disadvantaged Health Professions Faculty Loan Repayment and Fellowships Program 93.923)

Lafayette Gilchrist Division of Disadvantages Assistance

Bureau of Health Professions

Health Resources and Services Administration

Public Health Service

Parklawn Bldg. Room 8A-09

5600 Fishers Lane

Rockville MD 20857 301-594-4400

The program objective is to fill the need in health professional shortage areas. Grants are given to community organizations, which in turn provide educational scholarships to individuals serving as health professionals in these areas. The scholars must agree to serve in the health professional shortage area in which the community organization is located. Service is required for each year a scholarship is provided or for a minimum of two years. Students can contact these institutions directly or through the main source listed above. Money available: \$406,000.

### **MONEY FOR HEALTH PROFESSIONALS WHO WANT TO BE IN PUBLIC HEALTH**

(Public Health Traineeships 93.964)

Anne Kahl, Public Health Branch

Division of \associated, dental and Public Health Professions

Bureau of Health Professions

Health Resources and Services Administration

Public Health Service

Parklawn Bldg. Room 8C-09, 5600 Fishers Lane

Rockville MD 20857 301-443-6896

The program objective is to help support graduate students who are studying in the field of public health. Grants are given to colleges and universities offering graduate or specialized training in the public health field. Money can be used to support a student. Students must apply to those institutes that have received the money. Money available: \$2,600,000.

### **SCHOLARSHIPS FOR HEALTH CARE PROFESSIONALS**

(Health Professions Scholarship Program 93.972)

Rosh Foley

Indian Health Service Scholarship Programs

US Dept of Health and Human Services

Twinbrook Metro Plaza

Suite 100A 12300 Twinbrook Pkwy

Rockville MD 20852 301-443-6197

The program objective is to provide scholarships to American Indians and Alaskan Natives attending health professions schools interested in serving other Indians. Upon completion, scholarship recipients are obligate to serve in the Indian Health Service one year for each year of scholarship. The money can be used to support a student completing a health profession degree. Students must request application forms and instructions by contacting the Indian Health Service offices. Money available: \$8,987,000. The amount of money available per student ranges from \$12,136, \$38,222.

### **LOANS FOR HEALTH SERVICE CORPS DOCTORS TO ENTER PRIVATE PRACTICE**

(Special Loans for Natl. Health Service Corps Members to Enter Private Practice 93.973)

National Health Service Corps

Health Resources and Services Administration

Public Health Service

US Dept of Health and Human Services

4350 East West Highway 8a Floor  
Bethesda MD 20814 301-5944130

The program objective is to assist individuals who received NHSC scholarships and have completed their period of service with the Corps by giving one loan to help them enter private full time clinical practice. To receive the loan the person must agree to operate the practice in a health professional shortage area for not less than two years. The loan is awarded to help meet the costs of acquiring equipment and supplies. Contact the office listed above for more information. The amount of money available per Loan is \$25,000.

#### **CHILD CARE ACCESS MEANS PARENTS IN SCHOOL**

Current Year: Grants:\$5,000,000 Loans:\$0.000 Other:\$0,000 Total:\$5,000,000

**OBJECTIVES:** To support the participation of low-income parents in postsecondary education through the provision of campus-based child care services. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. **Application Procedure:** In any fiscal year in which funds are available for new awards, the Department of Education publishes a notice in the Federal Register inviting applications and establishing a deadline date. An application package is available from the Office of Higher Education Programs. Copies will be mailed upon request. This program is subject to the provisions of OMB Circular No. A-1 10. **Award#27002 Title: FEDERAL EMPLOYMENT ASSISTANCE FOR VETERANS Procedure:** Peer review panels composed of representatives from public and private higher education and child care providers having expertise in child care service are designated to review application. **Deadlines:** The deadline date is published in the Federal Register. **Range of Approval/Disapproval Time:** Notification usually is made within 4 months of the deadline for submission of applications. **Appeals:** None. **Renewals:** Applications for renewal of multi-year projects are processed and funded before those for new projects. Renewals are subject to the availability of funds. **ELIGIBLE BENEFICIARIES:** (a) Graduate Student; (b) Low Income; (c) Education (13+); **INFORMATION CONTACTS:** Regional or Local Office: Not applicable. **Headquarters Office:** Department of Education, Office of Postsecondary Education, Higher Education Programs, 600 Independence Avenue, SW., Portals Building, Suite 600, Washington, DC 20202-S 131. Contact Arnie Amiot. Telephone: (202 260-0415).

## **LOW INCOME ASSISTANCE**

### **CHILD CARE AND DEVELOPMENT BLOCK GRANT**

Current Year: Grants: \$1, 000,000,000 Loans: \$0,000 Other: \$0,000 Total: \$1, 000,000,000

**OBJECTIVES:** To make grants to States and Tribes to assist low- income families with child care and to: (1) to allow each State maximum flexibility in developing child care programs and policies that best suit the needs of children and parents within State; (2) to promote parental choice to empower working parents to make their own decisions on the child care that best suits their family's needs; (3) to encourage States to provide consumer education information to help parents make informed choices about child care; (4) to assist States to provide child care to parents flying to achieve independence from public assistance; and (5) to assist States in implementing the health, safety, licensing, and registration standards established in State regulations. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: The Chief Executive Officer of each grantee must designate a Lead Agency, the duties of which shall include developing a plan. In conjunction with the development of the plan, the lead agency must hold at least one public hearing with sufficient time and statewide distribution of the notice of such hearing, to allow the public an opportunity to comment on the provision of child care services under the plan. The lead agency must also coordinate the provision of services under the program with other Federal, State, and local childcare and early childhood development programs. Also, the lead agency must consult with appropriate representatives of units of general-purpose local government. This program is excluded from coverage under E.O. 12372. **Application Procedure:** The Lead Agency of each State, Territorial or Tribal Government desiring to receive an allotment for a fiscal year is required to submit a plan to the Secretary of Health and Human Services (HHS). Each plan must contain certifications and assurances by the Chief Executive Officer of the Lead Agency that it will comply with the requirements of the Child Care and Development Fund and the applicable regulations. The plan must also contain information which includes: the provision of assurances regarding policies and procedures as stated in Section 658E(c)(2) of the Child Care and Development Block Grant Act of 1990 as amended; an outline of the intended use of block grant funds; the provision of certification regarding payment rates as stated in Section 658E(c)(4) of the Child Care and Development Block Grant Act; and the establishment of a sliding fee scale. 45 CFR Parts 98 and 99 specify additional requirements. This program is excluded from coverage under OMB Circular No. A- 110. **Award Procedure:** Grants are awarded after the receipt and approval of the plan by the Administration on Children, Youth and Families. **Deadlines:** Contact Headquarters Office listed below for deadline dates. **Range of Approval/Disapproval Time:** The Department will review the plans for approval and will act on the plans within 90 days. **Appeals:** Guidelines for appeals of disapprovals for State, Territorial, and Tribal Government plans are specified in regulations, 45 CFR 99. **Renewals:** Plans for States, Tribes, and tribal organizations must be submitted every 2 years. **ELIGIBLE BENEFICIARIES:** (a) Preschool; (b) School; (c) Child (6-15); (d) Low Income; **INFORMATION CONTACTS:** Regional or Local Office: Persons are encouraged to communicate with the Regional Administrators, (See Appendix IV of Catalog for addresses of Regional Offices.) **Contact:** Barbara Binker, Director of Policy, Child Care Bureau, and ACYF. Telephone: (202) 690-6782, Fax (202) 690-5600, [bbinker@ACF.DHHS.gov](mailto:bbinker@ACF.DHHS.gov). **Headquarters Office:** Child Care Bureau, Administration on Children, Youth, and Families, Administration for Children and Families, Department of Health and Human Services, 330 'C' Street, SW.. Washington, D.C. 20447. Telephone: (202) 690-6782. Use same number for FTS. **Contact:** Carmen R. Nazario.

### **COMMODITY SUPPLEMENTAL FOOD PROGRAM**

Current Year: Grants: \$19,235,000 Loans:\$0,000 Other:\$76,941,000 Total:\$96,176,000

**OBJECTIVES:** To improve the health and nutritional status of low income pregnant, postpartum and breastfeeding women, infants, and children up to age of 6, and elderly persons through the



donation of supplemental foods. APPLICATION AND AWARD PROCESS: Pre-application Coordination: Application is made through submission of a State Plan of Program Operation and Administration as required by the Federal agency. This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. The standard application forms as furnished by the Federal agency and required by OMB Circular No. A-102 must be used for this program by State and local government grantees only. Application Procedure: The State agency shall require each agency that desires approval as a local agency, to submit an application that contains sufficient information to enable the State agency to make a determination of eligibility for that agency. The standard application forms as furnished by the Federal agency and required by OMB Circular No. A-102 must be used for this program. This program is excluded from coverage under OMB Circular No. A-110. Individual participants may apply for program benefits at an approved local agency. Award Procedure: Funds are awarded by the Department to State agencies in accordance with the priorities and funding formulas set forth in program regulations and legislation, State agencies, in turn, distribute administrative funds to the local level. Deadlines: A State plan for the next fiscal year is required by August 15. Range of Approval/Disapproval Time: A determination will be made within 30 days of submission of a completed plan. Appeals: Local agency appeals: The State agency provides a hearing appeal procedure for a local agency adversely affected by a State agency or local agency action. The right to appeal is granted whenever an action would adversely affect participation. Individual participant appeals: The State agency provides a hearing appeal procedure for any individual who receives a State or local agency action that results in denial of benefits under the program. Renewals: Not applicable. ELIGIBLE BENEFICIARIES: (a) Individual/Family; (b) Women; (c) Infant (0-5); (d) Child (6-15); (e) Low Income; INFORMATION CONTACTS: Regional or Local Office: See Food and Nutrition Service regional offices listed in Appendix IV of the Catalog. Headquarters Office: Food Distribution Division, Food and Nutrition Service, Department of Agriculture, Alexandria, VA 22302. Contact: Les Johnson, Director. Telephone: (703) 305-2680.

#### COMMUNITY DEVELOPMENT BLOCK GRANTS SECTION 108 LOAN GUARANTEES

Current Year: Grants: \$0,000 Loans: \$1, 261,000,000 Other: \$0,000 Total: \$1, 261,000,000  
OBJECTIVES: To provide communities with a source of financing for economic development, housing rehabilitation, public facilities, and large-scale physical development projects.  
APPLICATION AND AWARD PROCESS: Pre-application Coordination: Pre-application requirements are found in 24 CFR Section 570.704. Pre-submission requirements are similar to those applicable for the Community Development Block Grants Program. Proposed activities must be consistent with a unit of local government's consolidated plan submitted for HUD's Community Planning and Development Programs. This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. Application Procedure: Application requirements are found in 24 CFR Section 570.704. Award Procedure: Upon approval of an application, HUD will issue to the worthy applicant an offer of commitment to guarantee notes or other obligations issued by the applicant or its public agency designee. The commitment will be subject to compliance with applicable requirements and such conditions as HUD may specify in the commitment document. Furthermore, borrowers are required to pledge current and future CDBG funds as security for the loan guarantee. HUD also requires that the loan guarantee be secured with other collateral. Deadlines: None; applications can be submitted at any time. Range of Approval/Disapproval Time: None. Appeals: None. Renewals: Not Applicable. ELIGIBLE BENEFICIARIES: (a) Individual/Family; (b) Moderate Income; (c) Low Income; INFORMATION CONTACTS: Regional or Local Office: Contact appropriate HUD Field Office listed in Appendix IV of the Catalog. Headquarters Office: Financial Management Division, Community Planning and Development, Department of Housing and Urban Development, 451 7th Street, SW. Washington, DC 20410

## **COMMUNITY SERVICES BLOCK GRANT**

Current Year: Grants: \$5,499,841,000 Loans:\$0,000 Other:\$0,000 Total: \$5,499,841,000

**OBJECTIVES:** To provide assistance to States and local communities, working through a network of community action agencies and other neighborhood-based organizations, for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals in rural and urban areas to become fully self-sufficient (particularly families who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act) and (1) To provide services and activities having a measurable and potential major impact on causes of poverty in the community or those areas of the community where poverty is a particularly acute problems (2)To provide activities designed to assist low-income participants, including the elderly poor, to: (a) Secure and retain meaningful employment; (b) attain an adequate education; (c) make better use of available income; (d) obtain and maintain adequate housing and a suitable living environment; (e) obtain emergency assistance through loans or grants to meet immediate and urgent individual and timely needs, including health services, nutritious food, housing, and employment-related assistance; (f) remove obstacles and solve problems which block the achievement of self-sufficiency; (g) achieve greater participation in the affairs of the community; and (h) make more effective use of other related programs; (3) to provide on an emergency basis for the provision of such supplies and services, nutritious foodstuffs, and related services, as may be necessary to counteract conditions of starvation and malnutrition among the poor; (4) to coordinate and establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals; and (5) to encourage the use of entities in the private sector of the community in efforts to ameliorate poverty in the community. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: This program is excluded from coverage under EO. 12372. Application Procedure: Each State desiring to receive an allotment for a fiscal year is required to submit an application to the Secretary of Health and Human Services (HHS). Each application must contain assurances by the Chief Executive Officer of the State that the State will comply with Section 675B of the Community Services Block Grant Act and also meet conditions enumerated in Section 675C. No funds may be allotted to the State unless the legislature of the State conducts public hearings on the proposed use and distribution of funds to be provided under the Act. The latter sets forth the general purpose for which funds will be used, restrictions on administrative expenses, provisions for transfer of funds to other programs, eligible recipients, board requirements for community action agencies and other nonprofit organizations, fiscal control, monitoring, and Federal investigation provisions, coordination between antipoverty programs in each community and certain prohibitions on political activities. The Chief Executive Officer of each State is also required to prepare and submit a plan to the Secretary of HHS describing how the State will carry out the assurances in Section 675c. This program is excluded from coverage under 45 CFR, Part 1050. Award Procedure: HHS determines the amount of funds to be allocated as block grants to each State in accordance with the formula set forth in the Community Services Block Grant Act. The Office of Management and Budget (OMB) has the authority to apportion to the HHS through the course of a year the Congressional appropriation for block grants. Consistent with OMB's apportionment of funds, I-INS will assign allotments to the States through individual awards or a series of awards, normally on a quarterly basis. Deadlines: States may apply for funds anytime during the fiscal year. Indian Tribes and organizations must apply by September 1 of each year to receive funds in the next Federal fiscal year.

Range of Approval/Disapproval Time: Not applicable. Appeals: Funds may be withheld from any State, which does not utilize its allotment substantially in accordance with the provisions of the Community Services Block Grant Act, and the assurances provided in its application, this may be done only after adequate notice and an opportunity for a hearing conducted within the affected State. Renewals: Not applicable. **ELIGIBLE BENEFICIARIES:** (a) Public nonprofit institution/organization; (b) Individual/Family; (c) Unemployed; (d) Low Income; (e) Senior Citizen (60+); **INFORMATION CONTACTS:** Regional or Local Office: Not applicable. Headquarters Office: Division of State Assistance, Office of Community Services, Administration for Children

and Families, Department of Health and Human Services, 370 LeEnfant Promenade, SW., Washington, DC 20447. Telephone: (202) 401-9343.

### **COMMUNITY SERVICES BLOCK GRANT DISCRETIONARY AWARDS**

Current Year: Grants:\$48,552,000 Loans:\$0,000 Other:\$0,000 Total:548,552,000

**OBJECTIVES:** To support program activities of national or regional significance to alleviate the causes of poverty in distressed communities which promote: (1) full-time permanent jobs for poverty level project area residents; (2) income and/or ownership opportunities for low-income community members; (3) a better standard of living for rural low-income individuals in terms of water and waste-water treatment; and (4) national or regional programs designed to provide character building, sports and physical fitness activities for low-income youth. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: This program is eligible for coverage under E.O. 12372, Intergovernmental Review of Federal Programs An applicant should consult the office or official designated as the single point of contact in the State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. The standard application forms as furnished by DI-(HS and required by Title 45 CR, Part 74 must be used. An environmental impact statement may be required for certain projects under this program. This program is eligible for coverage under E.O. 12312, "Intergovernmental Review of Federal Programs.' An applicant should consult the office or official designated as the single point of contact in the State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. The standard application forms as furnished by DHHS and required by Title 45 CFR, Part 74 must be used. An environmental impact statement may be required for certain projects under this program. **Application Procedure:** Awards are granted on a competitive basis. Announcements concerning the availability of funds, requests for applications, along with application form and assurance documents, are published in the Federal Register. Applications to the Office of Community Services for grants under the announcement should be addressed to: Director, Division of Discretionary Grants, OFM, Administration for Children and Families, 6th Floor, OFM/DGM, 370 L'Enfant Promenade, SW., Washington, DC 20447. Applicants are urged to inform and coordinate application submissions with State and local governments where such information and coordination is appropriate or necessary for the success of the program. This program is subject to the provisions of Title 45 CFR, Part 74 (non-governmental entities) or Part 92 (governmental entities). All applications for assistance under this program must contain: (1) SF424, Application for Federal Assistance; (2) SF-424A, Budget Information; (3) SF-424B, Assurances-Non-Construction Programs; (4) Certificate Regarding Drug Free Workplace Requirements; (5) Certification regarding environmental tobacco smoke; (6) Certification Regarding Debarment, Suspension, and Other Responsibility Matters; and (7) Certification Regarding Lobbying. These must be accompanied by a detailed budget, and a program narrative submitted in accordance with the format detailed in the program announcement. **Award Procedure:** The Director, Office of Community Services, Administration for Children and Families (ACE), will make the final decision on all grant awards. Selection of applicants will be determined based on the review criteria outlined in the program announcement. **Deadlines:** For program deadlines, applicants should contact: Office of Community Services, ACE, 5th floor, 370 L'Enfant Promenade, SW., Washington, DC 20447. **Range of Approval/Disapproval Time:** From 60 to 90 days. **Appeals:** Not applicable. **Renewals:** Not applicable. **ELIGIBLE BENEFICIARIES:** (a) Individual/Family; (b) Unemployed; (c) Low Income; **INFORMATION CONTACTS:** Regional or Local Office: Not applicable. **Headquarters Office:** Thornell K. Page, Division of Community Discretionary Programs, Office of Community Services, Administration for Children and Families, Department of Health and Human Services, 370 L'Enfant Promenade, SW., Washington, DC 20441. Telephone: (202)401- 9345.

### **DIRECT HOUSING NATURAL DISASTER LOANS AND GRANTS**

Current Year: Grants: \$2,000 Loans: \$541 5,000 Other:\$0,000 Total: \$420,000

**OBJECTIVES:** To assist qualified recipients to meet emergency assistance needs resulting from

natural disaster. Funds are only available to the extent that the Federal Emergency Management Agency (FEMA) does not provide funds. For the purpose of administering these funds, natural disaster will only include those counties identified by a Presidential declaration. APPLICATION AND AWARD PROCESS: Pre-application Coordination: This program is excluded from coverage under OMB Circular No, A-102 and E.O. 12372. Application Procedure: Applicants must file Form RD 4 10-4 at the RI-IS/RD county office serving the county where the dwelling is located. This program is excluded from coverage under OMB Circular No. A-1 10. Award Procedure: the Community Development Manager gives final approval of the application. Deadlines: Applicants must file applications from the date of declaration designation and until supplemental appropriated funds are exhausted. Range of Approval/Disapproval Time: From 30 to 60 days subject to the availability of funds, from the time the application is filed if no backlog of applications exists. Appeals: Applicants may request reconsideration at the local RD county office or may appeal adverse actions in accordance with RD instruction appeal procedure. Appeals may be filed within 30 days after the loan/grant applicants receive notification of the adverse decision. Renewals: Applicants may reapply at any time. ELIGIBLE BENEFICIARIES: (a) Individual/Family; (b) Anyone/general public; (c) Homeowner; (d) Land/Property Owner; (e) Low Income; (l) Rural; INFORMATION CONTACTS: Regional or Local Office: Consult your local telephone directory under United States Department of Agriculture for RD county office number. If no listing, contact appropriate RD State Office listed in Appendix IV of the Catalog. Headquarters Office: Director, Single Family Processing Division, Rural Housing Service (RI-IS), Department of Agriculture, Washington, DC 20250. Telephone: (202) 720-1474.

#### **EMERGENCY FOOD ASSISTANCE PROGRAM (ADMINISTRATIVE COSTS)**

Current Year: Grants: \$45,000,000 Loans: \$0,000 Other: \$0,000 Total:\$45,000,000

OBJECTIVES: To make funds available to States for processing, storage and distribution costs incurred by State and local agencies in providing food assistance to needy persons. ELIGIBLE APPLICANTS: (a) State (includes District of Columbia, public institutions of higher education and hospitals);APPLICATION AND AWARD PROCESS: Pre-application Coordination: This program is eligible for coverage under P.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. Application Procedure: Not necessary; all States are eligible to participate. However, this program is subject to the provisions of OMB Circular No. A-102. This program is excluded from coverage under OMB Circular No. A-1 10. Award Procedure: Cash assistance is allocated among the States on the basis of poverty level households (60 percent) and of unemployed persons (40 percent). At a minimum, States must make 40 percent of the administrative grant available to local agencies or expend such funds on their behalf. Deadlines: None. Range of Approval/Disapproval Time: As required; 60 days or more. Appeals: None. Renewals: Not applicable. INFORMATION CONTACTS: Regional or Local Office: See Food and Nutrition Service Regional Office contacts listed in Appendix IV of the Catalog. Headquarters Office: Food Distribution Division, FNS, USDA, Room 502, Park Office Center, 3101 Park Center Drive, Alexandria, VA 22302. Contact: Les Johnson, Director. Telephone: (703) 305-2680.

#### **EMERGENCY FOOD ASSISTANCE PROGRAM (FOOD COMMODITIES)**

Current Year: Grants: \$590,000,000 Loans:\$0,000 Other:\$0,000 Total:\$90,000,000

OBJECTIVES: To make food commodities available to States for use in providing food assistance to needy persons. APPLICATION AND AWARD PROCESS: Pre-application Coordination: This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. Application Procedure: All States are eligible to participate, no applications necessary. This program is subject to the provisions of OMB Circular No. A-102. This program is excluded from coverage under OMB No.

Circular A-110. Award Procedure: Assistance is allocated among the States on the basis of poverty level households (60 percent) and of unemployed persons (40 percent). Deadlines: None. Range of Approval/Disapproval Time: Not applicable. Appeals: None. Renewals: Federal/State agreements are ongoing and amended as necessary. Individuals are re-certified periodically. ELIGIBLE BENEFICIARIES: (a) Individual/Family; (b) Anyone/general public; (c) Unemployed; (d) Welfare Recipient; (e) Low Income; INFORMATION CONTACTS: Regional or Local Office: See Food and Nutrition Service Regional Office contacts listed in Appendix IV of the Catalog. Headquarters Office: Food Distribution Division, FNS, USDA, Room 502, Park Office Center, 3101 Park Center Drive, Alexandria, VA 22302. Contact: Las Johnson, Director. Telephone: (703) 305-2680.

### **EMPLOYMENT SERVICES AND JOB TRAINING PROGRAMS**

Current Year: Grants: \$23,717,000 Loans: \$0,000 Other:\$0,000 Total: \$23,717,000

OBJECTIVES: To provide, foster, and promote job training and other services, which are most appropriately administered at the national level. Programs operate in more than one State and serve groups with particular disadvantages in the labor market. To promote and foster new or improved linkages between the network of Federal, State, and local employment, training, and human resource agencies and components of the private sector. To carry out other special Federal responsibilities under the Act. APPLICATION AND AWARD PROCESS: Pre-application Coordination: None except as specified by the Employment and Training Administration (ETA) for solicited proposals and applications. This program is excluded from coverage under Executive Order No. 12372. Application Procedure: Solicited Proposals and Applications - Instructions regarding application procedures will be furnished in the solicitation; Unsolicited Proposals - Applicants should provide information (including documentation) justifying the need for the proposed activity and how it is consistent with the Act; a proposed statement of work which includes what is to be done, by and for whom, how and when, anticipated benefits, and should present a quarterly schedule of output; information regarding the applicant including capability to conduct and manage the proposed activity, and its organization and proposed project staffing; a detailed budget; and, when an activity is to include other entities in providing training, services, or employment opportunities, documentation of this commitment. Award Procedure: the ETA Office of Contracting usually determines Awards. Occasionally, ETA regional offices make awards. Award procedures will vary according to the purpose of the award. Deadlines: Unsolicited pre-applications - none. Solicited proposals and applications - ETA will indicate applicable deadlines in the solicitation, Range of Approval/Disapproval Time: From 45 to 90 days. Appeals: None. Renewals: Renewals are not automatic.

ELIGIBLE BENEFICIARIES: (a) Refugee/Alien; (b) Veteran/Service person/Reservist (including dependents); (c) Unemployed; (d) Welfare Recipient; (e) Low Income; INFORMATION CONTACTS: Regional or Local Office: Not applicable. Headquarters Office: Administrator, Office of Policy and Research, Employment and Training Administration, Department of Labor, 200 Constitution Avenue, NW., Washington, DC 20210. Contact: Steven Wandner, Telephone: (202) 219-5677.

### **FAMILY PLANNING SERVICES**

Current Year: Grants: \$190,000 L.oans: \$0,000 Other: \$0,000 Total: \$190,000

OBJECTIVES: To provide educational, counseling, comprehensive medical and social services necessary to enable individuals to freely determine the number and spacing of their children, and by so doing helping to reduce maternal and infant mortality, promote the health of mothers and children, and increase services to males. APPLICATION AND AWARD PROCESS: Pre-application Coordination: This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs. An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. This program is subject to the Public Health Systems Reporting Requirements. Application Procedure: The standard application forms, as furnished by PHS and required by 45

CFR 74 (for institutions of higher education, hospitals, and other non-profit organizations), and 45 CFR 92 (for state and local governments) must be used for this program. All other applicants should submit completed Form PHS-516I-I, (Revised 5/96). U.S. Department of Health and Human Services Public Health Service Grant Application, documenting the need for the grant and the proposed amount of the grant. The Regional Health Administrator has approval authority for the program. Contact should be made with the appropriate Regional Health Administrator (see name/address in Appendix IV) to obtain the Application Kit. This program is subject to the provisions of 45 CFR 74, 45 CFR 92, as well as OMB Circular No. A-102 (Administrative Guidelines for state and local governments) and OMB Circular No. A-1 10 (Administrative Guidelines for Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations). Award Procedure: Following approval by the Regional Health Administrator, the Office of Grants Management for Family Planning Services prepares a Notice of Grant Award, secures necessary clearances and approval signatures, issues the Notice of Grant Award, enters the approved award in the grant payment process, and provides notification of grant approval to The public. Deadlines: Contact the Regional Offices for application deadlines. Range of Approval/Disapproval Time: From 90 to 270 days. Appeals: None. Applicants may rework applications through consultation with regional staff. Renewals: Projects are generally given commitments of finding for 3 to 5 years. Projects must submit a continuation application each non- competitive year. ELIGIBLE BENEFICIARIES: (a) Individual/Family; (b) Low Income; INFORMATION CONTACTS: Regional or Local Office: Regional Health Administrator, DHHS Regional Offices (See Appendix IV of the Catalog for addresses). Headquarters Office: Program Contact: Sam Taylor, Acting Director, Office of Family Planning, Office of Population Affairs, Department of Health and Human Services, 4350 East-West Highway, Suite 200, Bethesda, MD 20814. Telephone: (301)594-4000. Grants Management Contact: Grants Management Officer, Office of Grants Management, Office of Population Affairs, Department of Health and Human Services, 4350 East-West Highway, Suite 200, Bethesda, MD 20814. Telephone: (301) 594-4012.

#### **FAMILY SUPPORT PAYMENTS TO STATES ASSISTANCE PAYMENTS**

Current Year: Grants: \$208,500,000 Loans: \$0,000 Other: \$0,000 Total: \$208,500,000

OBJECTIVES: To set general standards for State administration; provide the Federal financial share to States and U.S. Territories for Aid to Families with Dependent Children (AFDC); provide child care so individuals can participate in approved education and training activities and to accept or maintain employment; provide temporary emergency assistance to families with children; provide aid to the aged, blind, and the permanently and totally disabled in Guam, Puerto Rico, and the Virgin Islands; and monitor the performance and administration of These programs. APPLICATION AND AWARD PROCESS: Pre-application Coordination: The standard application forms, as furnished by DHHS and required by OMB Circular No. A-1 02 for State and local governments must be used for this program. Applications are available from the Administration for Children and Families (OFAIACF) Regional Offices. (See Appendix IV of the Catalog for addresses.) This program is excluded from coverage under E.O. 12372. Application Procedure: Eligible individuals should apply directly to their State or local welfare agency. States should contact the OFAIACF Regional Administrators for application forms. (See Appendix IV of the Catalog for addresses.) OFAIACF Regional Administrators have authority to approve applications and amendments; the Assistant Secretary holds disapproval authority for Children and Families. States contact HHS Regional Offices for applications for administrative funds. This program is excluded from coverage under OMB Circular No. A-1 10. Award Procedure: Once an application is approved, States are awarded funds quarterly based on ACYF-approved estimates of maintenance assistance and administrative costs. Notification of awards must be made to the designated State agency. Individuals eligible for AFDC receive monthly subsistence checks from State welfare agencies. Childcare costs may be paid directly to participant or to the provider or through use of the childcare disregard. Deadlines: Individuals may apply anytime to their local welfare agencies for Aid to Families with Dependent Children. Range of Approval/Disapproval Time: State or local welfare agencies must have a time standard for notifying applicants of approval/disapproval; not over 45 days after application, except 60 days for aid to disabled. Appeals: Individuals denied assistance must be given a fair hearing on appeal (45 CFR, Chapter

2, Section 205.10). State agencies may request a hearing before the Assistant Secretary for Family Support regarding adverse decisions (45 CFR, Chapter 2, Section 201.14; 45 CFR, Part 16). Renewals: Persons receiving assistance must have a face-to-face interview and be reviewed for eligibility every 12 months, except that AFDC recipients must be reviewed and approved every 6 months with at least one face-to-face interview annually unless the State has an approved alternative method. State Plans once approved remain in effect but parts may be amended or revised. ELIGIBLE BENEFICIARIES: (a) Individual/Family; (b) Handicapped (e.g. Deaf, Blind, Crippled); (c) Physically Afflicted (e.g. TB, Arthritis, Heart Disease); (d) Mentally Disabled; (e) Infant (0-5); (f) Child (6-15); (g) Youth (16-21); (h) Welfare Recipient; (i) Low Income; INFORMATION CONTACTS: Regional or Local Office: Individuals needing assistance should contact the local welfare agency. States should contact OFAIACF Regional Offices. (See Appendix IV of the Catalog.) Headquarters Office: Office of the Director, Office of Family Assistance, Administration for Children and Families, Department of Health and Human Services, 5th Floor, Aerospace Building, 370 L'Enfant Promenade, SW., Washington, DC 20447. Telephone: (202)401-9275.

### **FARM OPERATING LOANS**

Current Year: Grants: \$0,000 Loans: \$1, 832,083,000 Other: \$0,000 Total: \$1,832,083,000  
OBJECTIVES: To enable operators of not larger than family farms through the extension of credit and supervisory assistance, to make efficient use of their land, labor, and other resources, and to establish and maintain financially viable farming and ranching operations. APPLICATION AND AWARD PROCESS: Pre-application Coordination: None required. However, an informal conference with the local county office staff is recommended. This program is excluded from coverage under OMB Circular No. A-102 and E.O. 12372. Application Procedure: Applicants file Form FSA 410-I, Application for Direct Loan Assistance, with supporting information, at the local county office of the Farm Service Agency for direct loans or Form FSA 1980-25 with the prospective lender for loan guarantees. This program is excluded from coverage under OMB Circular No. A-1 10. Award Procedure: Certification as to eligibility is made by the local county committee (unless that responsibility has been delegated to the Agency credit officials) and an approval determination is made by a FSA official as to loan feasibility and soundness, and whether there is adequate collateral to secure any loan. Deadlines: None. Range of Approval/Disapproval Time: The loan approval official approves or disapproves a completed application within 60 days on a direct loan application and 30 days on a guaranteed loan application. Appeals: Applicants for direct and guaranteed loans, may appeal adverse action taken. The applicant is given an opportunity to appeal the decision to the National Appeals Division. The applicant may, in the final step of the appeals process, request a review by the Director, National Appeals Division, and Washington, DC. For guaranteed loans, both the lender and the applicant must request the appeal. Renewals: Applicants may reapply at any time. Applicants denied assistance through the appeal process must establish that substantial change has occurred, since the denial decision. ELIGIBLE BENEFICIARIES: (a) Individual/Family; (b) Specialized group (e.g. health professionals, students, veterans); (c) Profit organization; (d) Farmer/Rancher/Agriculture Producer; (e) Land/Property Owner; (1) Youth (16-2 1); (g) Low Income; INFORMATION CONTACTS: Regional or Local Office: Contact the appropriate FSA State Office listed in Appendix IV of the Catalog. Headquarters Office: Department of Agriculture, Farm Service Agency. Director, Loan Making Division, Ag Box 0522, Washington, DC 20250. Telephone: (202) 720-1632.

### **FOOD STAMPS**

Current Year: Grants:\$17,936,166,000 Loans:\$0,000 Other:\$0,000 Total:517,936,166,000  
OBJECTIVES: To improve diets of low-income households by increasing their food purchasing ability. APPLICATION AND AWARD PROCESS: Pre-application Coordination: None. This program is excluded from coverage under E.O. 12372 and OMB Circular No. A-102. Application Procedure: The Food Stamp Act of 1977, as amended (Public Law 95-113), requires each State agency to submit to the Food and Nutrition Service for approval, a plan of operation specifying the manner in which the Food Stamp Program will be conducted in every political subdivision within the State. This program is excluded from coverage under OMB Circular No. A-110. Award

Procedure: The Secretary of Agriculture designates each State agency that operates the program upon submission of a request. Deadlines: The authority to continue the Food Stamp Program has been extended through September 30, 2002. Range of Approval/Disapproval Time: Full implementation of the nationwide mandate was completed in fiscal year 1975, except for certain Indian reservations, which continued in the Food Distribution Program. Appeals: There are no appeals. Renewals: Program continues once approved, unless there is a substantial failure to comply with regulations or withdrawal on the part of the State. ELIGIBLE BENEFICIARIES: (a) Individual/Family; (b) Unemployed; (c) Welfare Recipient (d) Pension Recipient; (e) Low income; INFORMATION CONTACTS: Regional or Local Office: See the Food and Nutrition Service Regional Offices listed in Appendix IV of the Catalog. Headquarters Office: Deputy Administrator, Food Stamp Program, Food and Nutrition Service, Department of Agriculture, Alexandria, VA 22302. Contact: Susan Carr Gossman, Deputy Administrator, Food Stamp Program, Telephone: (703) 305-2026.

#### **FOSTER GRANDPARENT PROGRAM**

Current Year: Grants:\$87,272,000, Loans:\$0,000 Other:\$0.000 Total:\$87,272,000

OBJECTIVES: The Foster Grandparent Program provides grants to qualified agencies and organizations for the dual purpose of engaging persons 60 older, particularly those with limited incomes, in volunteer service to meet critical community needs; and to provide a high quality volunteer experience that will enrich the lives of the volunteers. Program funds are used to support Foster Grandparents in providing supportive, person to person service to children with exceptional or special needs. APPLICATION AND AWARD PROCESS: Pre-application Coordination: Organizations interested in exploring the possibility of developing a local FOP project should contact the appropriate Corporation for National Service State Program Office. The application forms (modified by the Corporation for National Service with OMB approval), as furnished by the Corporation for National Service and required by OMB Circular No. A-102, must be used for this Program. This Program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the Program for review. Application Procedure: Applications are submitted to the Corporation for National Service State Program Office. This Program is subject to the provisions of OMB Circular No. A-110 and A-102 for State and local governments. Award Procedure: the Corporation for National Service awards Grants. States will be notified of awards through the Federal Assistance Awards Data System (FAADS). Deadlines: Contact the Corporation for National and Community Service State Office for application deadlines. Range of Approval/Disapproval Time: 120 days after receipt of application by the Corporation for National Service. Appeals: No formal appeals for denial of initial grant application, but regulations provide for hearings on terminations and suspensions, and opportunity to show cause in cases of denial of refunding. Renewals: Grant renewal applications, usually required annually, are submitted 120 days prior to the end of the current budget period. ELIGIBLE BENEFICIARIES: (a) State; (b) Local; (c) Public nonprofit institution/organization; (d) Private non-profit institution/organization; (e) Infant (0-5); (1) Child (6-15); (g) Senior Citizen (60+); (h) Low Income; INFORMATION CONTACTS: Regional or Local Office: Corporation for National Service as listed in Appendix IV of the Catalog under the Corporation for National Service. Headquarters Office: National Senior Service Corps, Foster Grandparent Program, Corporation for National Service, 1201 New York Avenue, NW., Washington, DC 20525. Telephone: (202) 606-5000 ext. 181 and 1-100424-8867.

#### **GAINING EARLY AWARENESS AND READINESS FOR UNDERGRADUATE PROGRAMS**

Current Year: Grants: \$120,000,000 Loans: \$0,000 Other: \$0,000 Total: \$120,000,000

OBJECTIVES: To encourage eligible entities to provide or maintain a guarantee to eligible low-income students who obtain a secondary diploma (or its recognized equivalent), of the financial assistance necessary to permit the students to attend an institution of higher education; and supports eligible entities in providing additional counseling, mentoring, academic support, outreach, and supportive services to elementary and middle schools, and secondary school students who are at risk of dropping out of school; and information to students and their parents



about the advantages of obtaining a postsecondary education and the college financing options for the students and their parents. APPLICATION AND AWARD PROCESS: Pre-application Coordination: This program is eligible for coverage under Executive Order 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his/her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. Application Procedure: In any fiscal year in which funds are available for new awards, the Department of Education publishes a notice in the Federal Register inviting applications and establishing a deadline date. An application package is available from the Office of Higher Education Programs. Copies are available on the web page and will also be mailed upon request. This program is subject to the provisions of OMB Circular No. A-110. Award Procedure: Peer review panels composed of representatives from public and private higher education, State, and local education agencies having expertise in elementary, secondary, and higher education are designated to review applications. Deadlines: The deadline date is published in the Federal Register. Range of Approval/Disapproval Time: Notification usually is made within 4 months of the deadline for submission of applications. Appeals: None. Renewals: Applications for renewal of multi-year projects are processed and funded before those for new projects. Renewals are subject to the availability of funds. ELIGIBLE BENEFICIARIES: (a) Individual/Family; (b) Minority group; (c) Anyone/general public; (d) Student/Trainee; (e) Black; (f) American Indian; (g) Spanish Origin; (h) Oriental; (i) Other Non-White; (j) U.S. Citizen; (k) Women (l) Youth (16-21); (in) Low Income; (n) Education (9-12); (o) Education (13±); INFORMATION CONTACTS: Regional or Local Office: Not applicable. Headquarters Office: Department of Education, Office of Postsecondary Education, Office of the Deputy Assistant Secretary for Higher Education Programs. 600 Independence Avenue, SW., Portals Building, Suite 600, Washington, DC 20202-5131. Contact: Karen W. Johnson on (202) 708-8596. Fax: (202) 708-9046.

#### **GRANTS FOR PUBLIC WORKS AND ECONOMIC DEVELOPMENT**

OBJECTIVES: To promote long-term economic development and assist in the construction of public works and development facilities needed to initiate and support the creation or retention of permanent jobs in the private sector in areas experiencing substantial economic distress. APPLICATION AND AWARD PROCESS: Pre-application Coordination: The Economic Development Representative (EDR) or other appropriate EDA official will meet with the applicant and community leaders to explore the applicability of the proposed project for EDA funding. If deemed appropriate, a proposal will be requested, After reviewing the proposal, the EDR and or the regional office will notify the applicant if EDA will accept an application. If the project appears viable, a pre-application conference with regional office personnel may be arranged at EDA's discretion. If EDA invites a formal application, the OMB-approved application form furnished by EDA must be used. An environmental impact assessment is necessary for this program. After a review of the environmental impact assessment is completed, an environmental impact statement may also be required. This program is eligible for coverage under E.G. 12372, "Intergovernmental Review of Federal Programs," An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review, Application Procedure: Applicants should contact the EDR servicing the State in which the project is located or other appropriate EDA Official. An Economic Development Representative or other appropriate EDA Official assigned as coordinator of the project for EDA will provide necessary forms and assistance to interested applicants, Award Procedure: Grant applications invited from eligible applicants are approved by the regional offices, and announced by the Assistant Secretary of Commerce for Economic Development, Deadlines: Generally, the applicants are given 30 days after their applications have been invited to submit the formal application. Range of Approval Disapproval Time: Normally within 60 days of acceptance of a fully completed application. Appeals: None, Renewals: None, ELIGIBLE BENEFICIARIES: (a) Unemployed; (b) Low Income; INFORMATION CONTACTS: Regional or Local Office: Refer to Appendix TV of the Catalog for EDA Regional Office addresses, Headquarters Office: David L. McClain, Director Public Works Division, Economic Development Administration, Room 1-17326, Herbert C. Hoover Building, Department of Commerce, Washington, DC 20230, Telephone: (202) 482-5265.

### **GREAT LAKES HUMAN HEALTH EFFECTS RESEARCH**

Current Year: Grants: \$2,213,000 Loans: \$0,000 Other:\$0,000 Total: \$2,213,000

**OBJECTIVES:** To (1) Build upon and amplify the results from past and on-going research in the Great Lakes basin; (2) develop information, databases and research methodology that will provide long-term benefit to human health effects research in the Great Lakes basin; (3) develop direction for future health effects research; (4) provide state local health officials: the concerned public and their medical health care professionals; (5) in concert with State and local health offices increase the public awareness regarding the potential health implications of the toxic pollution problem in the Great Lakes basin; and (6) coordinate as necessary with relevant Public Health Service (PHS) research programs and activities, including those of the Food and Drug Administration (FDA), Centers for Disease Control and Prevention (CDC), National Institutes of Health (NIH), and the Indian Health Service (IHS), as well as the Environmental Protection Agency (EPA) and State and local health departments, to ameliorate adverse public health impacts of persistent toxic substances in the Great Lakes basin, **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: None, An environmental impact statement is not required for this program. This program is excluded from coverage under E. O. 12372, **Application Procedure:** Applicants must use application Form 5161-1, Application packets are available from: Grants Management Branch, Procurement and Grants Office, Centers for Disease Control and Prevention, 2920 Brandywine Road, Room 3000, Atlanta, GA 30341. By formal agreement, the CDC Grants Management Branch will act on behalf of ATSDR on this matter. **Award Procedure:** The Assistant Administrator, ATSDR, has final authority to approve funding of applications, When an application is approved for funding, the Grants Management Officer, CDC, acting as agent for ATSDR, will prepare a Notice of Grant Award. **Deadlines:** Contact the Headquarters Office identified below for application deadlines. **Range of Approval/Disapproval Time:** Approximately 60 to 90 days. **Appeals:** None, **Renewals:** Awards are made for project periods of 1 to 3 years with 12-month budget periods. Renewals awards cannot be made beyond the project period without competition. **ELIGIBLE BENEFICIARIES:** (a) individual/Family; (b) Minority group; (c) Specialized group (e.g. health professionals, students, veterans); (d) American Indian; (e) Low Income; **INFORMATION CONTACTS:** Regional or Local Office: Not applicable. # **Headquarters Office:** Program Contacts: Dr. Heraline F. Hicks, Division of Toxicology, Agency for Toxic Substances and Disease Registry, 1600 Clifton Road, NE, Mail Stop E-29, Atlanta, Georgia 30333. Telephone: (404) 639-6300 or 6306. Fax: 404-639-6315, E-mail address: MAYI@cdc.gov and HFH2@cdc.gov. Grants Management Contact: Ms. Lisa Garbarino, Grants Management Branch, Procurement and Grants Office, Centers for Disease Control and Prevention, 2920 Brandywine Road, Room 3000, Atlanta, GA 30341, Telephone: (770) 488-2710, Fax: (770) 488-2777.

### **HEALTH CAREERS OPPORTUNITY PROGRAM**

Current Year: Grants: \$27,799,000 Loans:\$0,000 Other:\$0,000 Total: \$27,799,000

**OBJECTIVES:** The HCOP program strives to develop a more competitive applicant pool to build diversity in the health professions. The program's goal is to provide students from disadvantaged backgrounds an opportunity to develop the skills needed to successfully compete, enter, and graduate from health professions schools, allied health professions schools, graduate programs in behavioral and mental health, and programs for the training of physician assistants. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: Not applicable. This program is excluded from coverage under E.O. 12372, **Application Procedure:** The new URL (Uniform Resource Locator) for the Bureau of Health Professions (BHP) Grants Page is "<http://www.hrsa.dhhs.gov/bhpr/grants.html>", The BHP uses Adobe Acrobat to publish grant documents on the Web page. In order to download, view and print these grants documents, you need a copy of Adobe Acrobat Reader. This can be obtained without charge from the Internet by going to the Adobe Web page ("<http://www.adobe.com>") and downloading the version of the Adobe Acrobat Reader which is appropriate for your operating system, i.e., Windows, Unix, Macintosh, etc. A set of more detailed instructions on how to download and use the Adobe Acrobat Reader can be found on the BHP Grants Web page under "Notes on this WWW Page."

Applicants are encouraged to obtain application materials from the World Wide Web via the Internet. Award Procedure: a Notice of Grant Award issued from Headquarters Office makes Notification in writing. Deadlines: Application deadlines are available on the World Wide Web at address: <http://w-ww.hrsa.dhhs.gov/Thhpr/grants.html>, Range of Approval/Disapproval Time: From 6 to 8 months. Appeals: None, Renewals: Progress reports must be submitted each year beginning with the second year of support. Competitive continuations maybe submitted during the terminal year of support. ELIGIBLE BENEFICIARIES: (a) Student/Trainee; (b) Individual/Family; (c) U.S. Citizen; (d) Moderate Income; (e) Low Income; (1) Unemployed; INFORMATION CONTACTS: Regional or Local Office: Not applicable. Headquarters Office: Program Contact: CAPT Richard C. Vause, Jr. PA-C, Project Officer, Program Coordination Branch, Division of Disadvantaged Assistance, Bureau of Health Professions, Health Resources and Services Administration, U.S. Public Health Service, Department of Health and Human Services, Room 8A-09, 5600 Fishers Lane, Rockville, MD 20857. Telephone: (301) 443-2100. Grants Management Contact: Mr. John Westcott, Grants Management Officer, Bureau of Health Professions, Health Resources and Services Administration, U.S. Public Health Service, Department of Health and Human Services, Parklawn Building, Room 8C-26, 5600 Fishers Lane, Rockville, MD 20857, Telephone: (301) 443-6857.

### **HEALTH CENTERS GRANTS FOR RESIDENTS OF PUBLIC HOUSING**

OBJECTIVES: To improve minority access to primary care services and reduce infant mortality by enabling grantees, directly or through contracts, to provide to residents primary health services, including health screening, and health counseling and education services. APPLICATION AND AWARD PROCESS: Pre-application Coordination: The pre-application coordination is not required. This program is eligible for coverage under EO. 12372 "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his/her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. The single point of contact for the State may be obtained from the Office of Grants Management, Bureau of Primary Health Care (BPHC), HRSA, 11th Floor, 4350 East-West Highway, Bethesda, MD 20814. Telephone: (301) 594-4260. This program is subject to the requirements of the Public Health System Impact Statement. Application Procedure: Application forms are available from the HRSA Grants Application Center, 40 West Gude Drive, Suite 100, Rockville, Maryland, 20850, 1-888-300-4772. All applicants must prepare Form, PHS 5161, and Application for Federal Assistance (non-construction), fully documenting the need for and the proposed amount of the grant. This program is subject to the grants administration provision of DHHS Regulations at 45 CFR, Part 92 (for State and local governments) and 45 CFR, Part 74 (for nonprofit private organizations), as appropriate. Applications are subject to review pursuant to 45 CFR 100. Award Procedure: Applications will be reviewed by a committee composed of experts in the provision of health services to residents of public housing. After selection for funding by the Director, BPHC, the Office of Grants Management, BPHC, will make grant awards. Deadlines: Contact HRSA Field Office for deadline date. Range of Approval/Disapproval Time: From 60 to 90 days. Appeals: None. Renewals: None. ELIGIBLE BENEFICIARIES: (a) Low Income; INFORMATION CONTACTS: Regional or Local Office: Contact the HRSA Field offices. Headquarters Office: Program Contact: Director, Division of Programs for Special Populations, Bureau of Primary Health Care, HRSA, 4350 East-West Highway, 9th Floor, Bethesda, MD 20814. Telephone: (301) 594-4420. Grants Management Contact: Office of Grants Management, Bureau of Primary Health Care, Health Resources and Services Administration, 11th Floor, 4350 East-West Highway, Bethesda, MD 20814. Telephone: (301) 594-4235.

### **HOUSING APPLICATION PACKAGING GRANTS**

Current Year: Grants: \$1,405,000 Loans:\$0,000 Other:\$0,000 Total: \$1,405,000

OBJECTIVES: To package single family housing applications for very low- and low-income rural residents in colonials and designated counties who wish to buy, build, or repair houses for their own use and to package applications for organizations wishing to develop rental units for lower income families. APPLICATION AND AWARD PROCESS: Pre-application Coordination: This program is excluded from coverage under E.O. 12372. Application Procedure: Grantees shall

submit SF424 "Application for Federal Assistance" and other material requested by the Agency. Grantees must submit packages for SFH loans/grants to the appropriate RD office servicing the designated county and/or colonials. All other packages are submitted to the appropriate district office. The forms and coordination of packaging activities should be made with the appropriate district and county offices. Award Procedure: the State Director makes Awards. Deadlines: None. Range of Approval/Disapproval Time: the State Director makes the determination. Grantees must attend training each year in order to qualify for assistance. A copy of a current "Certificate of Training" pertaining to the type of application package must be submitted. Appeals: Appeal rights are available under 7 CFR 3550.4. Renewals: Grantees may reapply and packages may be submitted after the annual housing application packaging orientation and training is held, and a "Certificate of Training" is issued. ELIGIBLE BENEFICIARIES: (a) Local; (b) Low Income; INFORMATION CONTACTS: Regional or Local Office: Consult your local telephone directory under United States Department of Agriculture for RD county office number. If no listing, contact appropriate Rural Development State Office listed in the Appendix IV of the Catalog. Headquarters Office: Director, Single Family Housing Processing Division, Rural Housing Service, Department of Agriculture, Washington, DC 20250. Telephone: (202) 720-1474.

### **INDIAN HOUSING BLOCK GRANTS**

Current Year: Grants:\$623,533,000 Loans:\$0,000 Other:\$0,000 Total:\$623,533,000

OBJECTIVES: To provide Federal assistance for Indian tribes in a manner that recognizes the right of tribal self-governance, and for other purposes. APPLICATION AND AWARD PROCESS: Pre-application Coordination: This program is excluded from coverage under E.O. 12372. Application Procedure: Not applicable. Award Procedure: Not applicable. Deadlines: Not applicable. Range of Approval/Disapproval Time: Not applicable. Appeals: Not applicable. Renewals: Not applicable. ELIGIBLE BENEFICIARIES: (a) Individual/Family; (b) Minority group; (c) Moderate Income; (d) Low Income; INFORMATION CONTACTS: Regional or Local Office: Inquiries should be addressed to the Administrator, Office of Native American Programs at the appropriate field office (see Catalog Address Appendix IV for HIJD Office of Native American Programs field office addresses in Chicago, Denver, Phoenix, Seattle, Oklahoma City and Anchorage). Headquarters Office: National Office of Native American Programs, 1999 Broadway, Suite 3390, Box 90, Denver, CO 80202. Telephone: (303) 675-1600.

### **INDIAN SOCIAL SERVICES GENERAL ASSISTANCE**

Current Year: Grants:\$69,500,000 Loans:\$0,000 Other:\$0,000 Total:\$69,500,000

OBJECTIVES: To provide financial assistance for basic needs of needy eligible Indians who reside on or near reservations, including those Indians living under Bureau of Indian Affairs service area jurisdictions, when such assistance is not available from State or local public agencies. APPLICATION AND AWARD PROCESS: Pre-application Coordination: None. Application Procedure: A verbal or written request for assistance to the Bureau of Indian Affairs agency or area representative or designated tribal authority. Award Procedure: Assistance is provided by the Bureau of Indian Affairs agency or area office or contracted tribal program. Deadlines: None. Range of Approval/Disapproval Time: Generally within 10 days depending upon applicant's needs and the extent of investigation required. Decisions will take no longer than 45 days. Appeals: An appeal from a decision at the local Indian agency level may be taken to the Area Director; an appeal from the Area Director to the Commissioner of Indian Affairs under the procedures contained in 25 CFR Part 2 "Appeals from Administrative Actions." Renewals: Not applicable. ELIGIBLE BENEFICIARIES: (a) American Indian; (b) Low Income; INFORMATION CONTACTS: Regional or Local Office: Information can be secured from the Agency Superintendents and from Area Directors (see Catalog Appendix IV for addresses). Applications for general assistance are made at the local agency or tribal level. Headquarters Office: Division of Social Services, Office of Tribal Services, Bureau of Indian Affairs, MS 4641 MIB, 1849 C St., NW., Washington, DC 20245. Contact: Larry R. Blair. Telephone: (202) 208- 2721.

### **JOB OPPORTUNITIES FOR LOW-INCOME INDIVIDUALS**

Current Year: Grants: \$55,500,000 Loans:\$0,000 Other:\$0,000 Total: \$5,500,000 OBJECTIVES: To promote the ability of welfare recipients and other low-income individuals and families to

become financially self-sufficient by awarding grants to certain nonprofit organizations and community development corporations that will create new employment and business opportunities through: self-employment; micro-enterprise; new business ventures; and the expansion of existing businesses through technical and financial assistance that will result in full-time permanent jobs for eligible participants. APPLICATION AND AWARD PROCESS: Pre-application Coordination: This program is eligible for coverage under E.G. 12372, "intergovernmental Review of Federal Program." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. Application Procedure: All information and forms required to prepare a grant are published in the Federal Register. Copies of the program announcement are available from the Department of Health and Human Services, Administration for Children and Families, Office of Community Services 370 L'Enfant Promenade, SW., Washington, DC 20447. Telephone: (202) 401-5282. All information needed to submit an application for funding consideration is provided through a Request for Proposal published in the Federal Register. Award Procedure: Official notice of approved grant applications is made through issuance of a Financial Assistance Award, Official notice of an accepted application proposal is made through award of a grant. Deadlines: Established when grants are solicited. Deadlines for grants are announced in the Federal Register as past of the solicitation of applicants. Range of Approval/Disapproval Time: From 60 to 365 days. Generally, solicited grants will be acted upon within 90 days. Appeals: Appeals are processed in accordance with HITS regulations in CFR Part 16. Renewals: No-cost extensions are available if formally applied for and approved. If an application is recommended for approval for 1 or more years, the grantee must submit each year a formal request for an extension accompanied by a progress report which will be evaluated prior to a reconsideration of continuation. ELIGIBLE BENEFICIARIES: (a) Unemployed; (b) Welfare Recipient; (c) Low Income; INFORMATION CONTACTS: Regional or Local Office: Not applicable. Headquarters Office: Nolan Lewis, Division of Community Discretionary Programs, Office of Community Services, Administration for Children and Families, Department of Health and Human Services, 370 L'Enfant Promenade, SW., Washington, DC 20447. Telephone: (202) 401-5282.

#### **LEVERAGING EDUCATIONAL ASSISTANCE PARTNERSHIP**

Current Year: Grants: \$25,000,000 Loans: \$ 0,000 Other: \$0,000 Total: \$25,000,000

OBJECTIVES: To provide grants to The States for use in programs of financial assistance to eligible postsecondary students. APPLICATION AND AWARD PROCESS: Pre-application Coordination: For technical assistance for States regarding the State application, refer to OMB Circular No. 1840-0099. This program is excluded from coverage under OMB Circular No. A-102. This program is excluded from coverage under E.O. 12372. Application Procedure: The designated State student scholarship or grant assistance agency in each State annually applies for State allotments/re-allotments of funds; refer to OMB Circular No. 1840-0099. Eligible students annually apply to their State of residence for a grant under this program, if the State has received an allotment. Student applicants must follow the application procedures as directed by each State and must demonstrate substantial financial need to receive a grant. This program is excluded from coverage under OMB Circular No. A- 110. Award Procedure: The Office of Student Financial Assistance awards grants to State student scholarship or grant assistance agencies for making grants or providing work-study financial assistance to students. Deadlines: Application forms are mailed annually to eligible State agencies at least a month before the closing date which is published annually in the Federal Register. Students must submit an application according to deadlines established by the participating States. Range of Approval/Disapproval Time: From 30 to 45 days. Appeals: Appeals of final disapprovals can be made to the Secretary and may be subject to judicial review. Renewals: New State applications are required annually. ELIGIBLE BENEFICIARIES: (a) Student/Trainee; (b) Low Income; INFORMATION CONTACTS: Regional or Local Office: Program description and a List of State student scholarship or assistance agencies available in the Education Department regional offices. Program is administered from the Departments headquarters. Headquarters Office: Policy Development Division, Policy, Training, and Analysis Service, Office of Student Financial Assistance, Department of Education, Grants Branch, 400 Maryland Ave., SW, Washington. DC 20202-5-7.

Contact: Harold McCullough. Telephone: (202) 708-8242.

### **LOW-INCOME HOME ENERGY ASSISTANCE**

Current Year: Grants: \$1,100,000,000 Loans: \$0,000 Other:\$0,000 Total: \$1,100,000,000

**OBJECTIVES:** Energy Assistance Block Grants: To make Low-Income Home Energy Assistance Program (LIHEAP) grants available to States and other jurisdictions to assist eligible households to meet the costs of home energy. Supplemental Leveraging Incentive Funds may be awarded to reward States and other jurisdictions that provide additional benefits and services to LIHEAP-eligible households beyond what could be provided with Federal funds. Up to 25 percent of the leveraging incentive funds may be set aside for LIHEAP grantees that provide services through community-based nonprofit organizations to help LIHEAP-eligible households reduce their energy vulnerability under the Residential Energy Assistance Challenge Option Program (REACH). Training and Technical Assistance: To provide training and technical assistance to States and other jurisdictions administering the LIHEAP block grant program. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: Energy Assistance Block Grants: Requirements for applications are set forth in Section 2605 of the authorization. There is no required format for applications but a model plan application is available. Prospective grantees may contact the Office of Community Services Headquarters Office for assistance. (See information Contacts below.) Prospective grantees for leveraging incentive funds or REACH funds must submit applications in a format prescribed by HHS. Instructions will be issued if emergency contingency funds are released. This program is excluded from coverage under E.O. 12372. Training and Technical Assistance: Requirements that apply to each request for proposals vary and are published in the Federal Register or Commerce Business Daily. **Application Procedure:** Energy Assistance Block Grants: Applications are submitted by the chief executive officer of a State, Indian Tribe (recognized by the Federal government or a State government), tribal organization, or Territory, or his designee. Applications contain assurances prescribed by law and a plan describing how certain assurances will be carried out, and other information specified by law. Separate applications are required to qualify for leveraging incentive funds and REACH funds. Instructions will be issued if emergency contingency funds are released. Households wishing to apply for benefits should contact the local welfare agency or community action agency for information regarding the agency administering the program in their jurisdiction. This program is excluded from coverage under OMB Circular Nos. A-102 and A-110. Training and Technical Assistance: Requirements that apply to each request for proposals vary and are published in the Federal Register or Commerce Business Daily. **Award Procedure:** Energy Assistance Block Grants: the Office of Community Services Headquarters Office makes Grants upon receipt of a complete application. Leveraging incentive funds and REACH funds will be awarded based on applications submitted by grantees. Instructions will be issued if emergency contingency funds are released. Training and Technical Assistance: Procedures that apply to each request for proposals vary and are published in the Federal Register or Commerce Business Daily. **Deadlines:** Energy Assistance Block Grants: No deadline has been established (other than the end of the fiscal year for which funds are sought) for receipt of State or Territorial applications. Tribal applications must be submitted by September 1 prior to the fiscal year for which the funds are sought, unless the State in which a tribe is located agrees to a later date. Leveraging incentive fund reports are due by November 30 of each year. Deadlines for REACH applications will be set by program announcements each year. Training and Technical Assistance: Deadlines pertaining to each request for proposals vary and are published in The Federal Register or Commerce Business Daily. **Contact Headquarters office listed below for further information.** **Range of Approval/Disapproval Time:** Energy Assistance Block Grants: The Department reviews plan for completeness and will act on the plans submitted as quickly as possible. Leveraging incentive and REACH applications will be reviewed and acted upon as quickly as possible. Training and Technical Assistance: Range of time varies, depending upon the nature and complexity of a request for proposals. **Appeals:** Energy Assistance Block Grants: Grantees may request a hearing regarding repayment of funds or withholding of funds under Section 2608 of the authorization. Training and Technical Assistance: Not applicable for unsuccessful applicants for grants or cooperative agreements. For contracts, officers may object to a contract award by filing a protest with the contracting officer or higher authority. The notification issued by the contracting

office to unsuccessful bidders contains the procedures and time frame for filing a protest. Renewals: Energy Assistance Block Grants: Annual applications are required. Separate annual applications are also required for leveraging incentive funds and REACH funds. Instructions will be issued if emergency contingency funds are released. Training and Technical Assistance: Award periods may vary and are published in the Federal Register or Commerce Business Daily. ELIGIBLE BENEFICIARIES: (a) Individual/Family; (b) Specialized group (e.g. health professionals, students, veterans); (c) Low Income; INFORMATION CONTACTS: Regional or Local Office: Not applicable. Headquarters Office: Janet M. Fox, Director, Division of Energy Assistance, Office of Community Services, Administration for Children and Families, Department of Health and Human Services, 370 L'Enfant Promenade, SW., Washington, DC 20447. Telephone: (202) 401-9351. FAX: (202) 401-5718.

#### **LOW-INCOME TAXPAYER CLINICS**

Current Year: Grants:\$2,000,000 Loans:\$0,000 Other:\$0,000 Total:\$2,000,000

OBJECTIVES: To provide matching grants to organizations providing: (1) representation of low-income taxpayers in controversies with the Internal Revenue Service (IRS), or (2) programs to inform individuals for whom English is a second language about their tax rights and responsibilities. APPLICATION AND AWARD PROCESS: Pre-application Coordination: Not applicable. Application Procedure: Each Low-Income Taxpayer Clinic applicant must complete a Low-Income Taxpayer Clinic Application Package. This program is subject to the provisions of OMB Circular Na. A-110. Award Procedure: IRS reviews applications and selects grant recipients. Deadlines: Annual notice of funds availability, published in the Federal Register, announces deadline dates for submission of applications. Deadline dates are generally thirty (30) days subsequent to the notice publication date. Range of Approval/Disapproval Time: Grant selections are generally made sixty (60) days after the application submission deadline. Appeals: None. Renewals: Multi-year grants can be awarded for terms of up to three (3) years. ELIGIBLE BENEFICIARIES: (a) Low Income; INFORMATION CONTACTS: Regional or Local Office: None. Headquarters Office: Low-Income Taxpayer Clinics, Program Manager, Internal Revenue Service, 5000 Ellin Road, Lanham, MD 20706. Telephone: 202-283-0197.

#### **MANAGEMENT AND TECHNICAL ASSISTANCE FOR DISADVANTAGED BUSINESSES**

Current Year: Grants: \$2,600,000 Loans: \$0,000 Other: \$0,000 Total: \$2,600,000

OBJECTIVES: To provide management and technical assistance and access to capital and other forms of financial assistance and business training and counseling through qualified individuals, public or private organizations to 8(a) certified firms and other existing or potential businesses which are economically and socially disadvantaged; businesses operating in areas of high unemployment or low income; firms owned by low-income persons; or participants in activities authorized by Sections 7(i), 7(j) and 8(a) of the Small Business Act. APPLICATION AND AWARD PROCESS: Pre-application Coordination: An applicant's mailing list requirements will be provided upon request. This program is excluded from coverage under E.O. 12372. Application Procedure: Application proposal forwarded to District Office Director for appropriate geographic area. (See Appendix IV under Small Business Administration for a listing of field Offices.) The standard application forms as furnished by the Federal agency and required by OMB Circular No. State and local governments must use A-102 for this program. This program is subject to the provisions of OMB Circular No. A-1 10. Award Procedure: Decisions the Office of Procurement makes an acceptance and Grants Management based upon recommendations of the Associate Administrator for 8(a) Business Development or his/her designee. The Grants Management Officer notifies successful applicants by Notice of Award. Decisions on services from lending and financial institutions and sureties, and business training and counseling will be made by the Associate Administrator for 8(a) Business Development. Deadlines: As announced within individual "Request for Application Proposals." Range of Approval/Disapproval Time: Variable. Appeals: Not applicable. Renewals: Contact the Federal agency. ELIGIBLE BENEFICIARIES: (a) Small business; (b) Profit organization; (c) Private non-profit institution/organization; (d) Small Business Person; (e) Moderate Income; (1) Low Income; INFORMATION CONTACTS: Regional or Local Office: SBA District Offices listed in Appendix IV of the Catalog. Headquarters Office:

Associate Administrator for Minority Enterprise Development, 409 3rd Street, SW., Washington, DC 20416. Telephone: (202) 205-6410.

#### **MATERNAL AND CHILD HEALTH SERVICES BLOCK GRANT TO THE STATES**

Current Year: Grants: \$576,227,000 Loans: \$0,000 Other: \$0,000 Total: \$576,227,000

**OBJECTIVES:** To enable States to maintain and strengthen their leadership in planning, promoting, coordinating and evaluating health care for pregnant women, mothers, infants, and children and children with special health care needs in providing health services for mothers and children who do not have access to adequate health care. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: Not applicable. This program is excluded from coverage under E.O. 12372. Application Procedure: Annual submission of a State application and Annual Report are required prior to allocation of funds. Award Procedure: Funds are allocated to States by way of the Letter of Credit system subsequent to the review and approval of the State application and Annual Report. Deadlines: July 15th each year. Range of Approval/Disapproval Time: From 1 to 2 months. Appeals: Not applicable. Renewals: Funds will be made available annually to any State submitting an acceptable application. **ELIGIBLE BENEFICIARIES:** (a) Individual/Family; (b) Specialized group (e.g. health professionals, students, veterans); (c) Women; (d) Infant (0-5); (e) Child (6-15); (f) Low Income; **INFORMATION CONTACTS:** Regional or Local Office: Not applicable. # Headquarters Office: Central Office Contacts: Program Contact: Division of State and Community Health, Maternal and Child Health Bureau, Health Resources and Services Administration, Department of Health and Human Services, Room 18-31, Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857. Telephone: (301) 443-2204. Grants Management Contact: Grants Management Branch, Maternal and Child Health Bureau, Health Resources and Services Administration, Room 18-12, Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857. Telephone: (301) 443-1440.

#### **NEW APPROACH ANTI-DRUG GRANTS**

Current Year: Grants:\$40,000,000 Laans:\$0,000 Other:\$0,000 Total:\$40,000,000

**OBJECTIVES:** To use a comprehensive, coordinated neighborhood/community-based approach to eliminate drug-related and other crime problems on the premises and in the vicinity of low-income housing, which may be privately or publicly owned and is financially supported or assisted by public or nonprofit private entities. To emphasize and facilitate the partnership of owners/operators of eligible housing with Federal and local law enforcement as well as other units of general local government and other stakeholders to address crime in an assisted project or in an entire neighborhood, which may have more than one, assisted housing project. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: None required. This program is excluded from coverage under E.O. 12372. Application Procedure: Applications must be submitted in accordance with the requirements in the Notice of Funding Availability (NOFA) published in the Federal Register. Award Procedure: HUD field offices will conduct a threshold review of each application to determine that it meets the submission requirements of the NOFA. All applications, which meet the threshold requirement, will be rated according to the selection criteria. An applicant must receive a score of at least 70 points out of the maximum of 102 points under this competition. This includes two EZJEC bonus points, which are described in the NOFA. After assigning points to each eligible application, HUD will rank the applications in order of points scored on a national basis. Awards will be made in ranked order until all funds are expended. Deadlines: Deadlines are specified in the NOFA. Application deadline is firm as to date and hour. Applications received after the deadline will be treated as ineligible. A faxed copy of application is unacceptable. Range of Approval/Disapproval Time: Specified in the NOFA. Appeals: As permitted in 24 CFR Part 84/85 and grant agreement. Renewals: Not applicable. **ELIGIBLE BENEFICIARIES:** (a) Individual/Family; (b) Private non-profit institution/organization; (c) Low Income; 33 **INFORMATION CONTACTS:** Regional or Local Office: For application materials, contact the Super-NOFA Information Center at 1-800-HUD-8929 TTY 1-800-2209), also available on the Internet through the HUD web site at www.HUD.gov. For program policy and other guidance, contact the HUD Virginia State Office at Richmond at 3600 West Broad Street, Richmond, VA 23230-4920. Telephone: (804) 278-4504, extension 3027. Headquarters Office:



Office of Community Safety and Conservation, Department of Housing and Urban Development, Washington, DC 20410. Telephone: (202) 708-1197.

### **PUBLIC AND INDIAN HOUSING**

Current Year: Grants:\$2,858,691,000 Loans:\$0,000 Other:\$0,000 Total:\$2,858,697,000

**OBJECTIVES:** To provide and operate cost-effective, decent, safe and affordable dwellings for lower income families through an authorized local Public Housing Agency (PHA). **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: Execution of Cooperative Agreement between local government and local P1-IA. Sites are subject to review by the chief executive officer of the unit of local government in accordance with Section 213 of the Housing and Community Development Act of 1974. An environmental assessment pursuant to NEPA is required for this program. This program is eligible for coverage under EO. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. Projects approved after September 30, 1986, are covered under OMB Circular No. A-102, except those provisions of the circular, which OMB has granted waivers. **Application Procedure:** PHAs may submit a full proposal (HUD-52483- A) which includes, but is not limited to a project description, development method, offer of sale of real property, site information and financial feasibility pursuant to 24 CFR Part 941 and Handbook 7417.1 REV-I and, if applicable, additional statutory or policy requirements governing the funds provided for the particular fiscal year. This program is excluded from coverage under OMB Circular No. A-i 10. **Award Procedure:** Usually the HUD Field Office Manager makes final decision to approve individual applications. **Deadlines:** PHA Applications may be submitted at any time; PHA applications must be amended or resubmitted to meet current year funding notice requirements when issued. **Range of Approval/Disapproval Time:** Approximately 60 days from the deadline for applications for processing applications/proposals. **Appeals:** Not applicable. **Renewals:** Not applicable. **ELIGIBLE BENEFICIARIES:** (a) Individual/Family; (b) Handicapped (e.g. Deaf, Blind, Crippled); (c) Physically Afflicted (e.g. TB, Arthritis, Heart Disease); (d) Senior Citizen (60+); (e) Low Income; **INFORMATION CONTACTS:** Regional or Local Office: HUD Field Office listed in the Catalog Address Appendix IV that has jurisdiction over the area in which the dwellings are to be located. **Headquarters Office:** Assistant Secretary for Public and Indian Housing, Department of Housing and Urban Development. Washington, DC 20410. Telephone: (202) 708-0950.

### **PUBLIC HOUSING COMPREHENSIVE GRANT PROGRAM**

Current Year: Grants: \$2,950,360,000 Loans:\$0,000 Other: \$0,000 Total: \$2,950,360,000

**OBJECTIVES:** To provide funds to improve the physical condition and upgrade the management and operation of existing Public Housing projects to assure that they continue to be available to serve low- income families. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: PHAs consult informally with HUD Field Offices regarding their annual submissions. This program is covered under the uniform administrative rules for Federal grants. This program is excluded from coverage under E.O. 12372. **Application Procedure:** Annual submissions to be made in accordance with requirements of 24 CFR Part 968. Subparts A and C, and the COP Guidebook 7485.3 0. This program is excluded from coverage under OMB Circular No. A-110. **Award Procedure:** The HUD Field Office approves annual formula funding and related budgets and notifies HUD Headquarters of funding approval. **Deadlines:** The HUD Field Office has a maximum 75-day review period for the annual submission. **Range of Approval/Disapproval Time:** Funding approvals are made by the end of the Federal fiscal year (September 30). **Appeals:** PHAs are notified by HUD Field Offices if an annual submission is not approvable. **Renewals:** PHAs may self-execute time extensions to complete their approved programs, where the need to extend is based on reasons outside of their control. **ELIGIBLE BENEFICIARIES:** (a) Individual/Family; (b) Homeowner (c) Low Income; **INFORMATION CONTACT'S:** Regional or Local Office: Inquiries should be addressed to the Public Housing Director of the appropriate HUD Field Office (see Catalog Address Appendix IV for HUD Field Office addresses and States under each Field Office's jurisdiction). **Headquarters Office:** Assistant Secretary for Public and

Indian Housing, Department of Housing and Urban Development, Washington, DC 20410.  
Telephone: (202) 708-0950.

### **RURAL RENTAL ASSISTANCE PAYMENTS**

Current Year: Grants:\$583,397,000 Loans:\$0,000 Other-.\$0,000 Total:\$583,397,000

**OBJECTIVES:** To reduce the tenant contribution paid by low-income families occupying eligible Rural Rental Housing (RRH), Rural Cooperative Housing (RRH), and Farm Labor Housing (LH) projects financed by the Rural Housing Service (RHS) through its Sections 515, 514 and 516 loans and grants. **APPLICATION AND AWARD PROCESS:** [reapplication Coordination: This program is eligible for coverage under EO. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. This program is excluded from coverage under 7 CFR 3015 or 3016. Application Procedure: Eligible borrowers will initiate the processing by submitting Form RD 1944-25, "Request for Rental Assistance". Applications shall then be reviewed under the procedure set forth in Exhibit E of RD Instruction 1930-C. This program is excluded from coverage under 7 CFR 3015 or 3016. Award Procedure: After the Rural Development Manager has reviewed the application; it is given final approval by the State Director. The State Director will determine the number of rental assistance units to be given from the total of units that were allocated to the State. Projects maybe eligible for rental assistance for up to 100 percent of the number of units in the project. Deadlines: None. Range of Approval/Disapproval Time: From 30 to 90 days from the time Form RD 1944-25, "Request for Rental Assistance" is filed. Appeals: Applicant may request reconsideration on the basis of pertinent facts concerning the application under the provisions of RD Instruction 1900-B. Renewals: Rental assistance contracts for new as well as existing projects may be renewed for an additional 5 years at the end of the original contract subject to the availability of funds. **ELIGIBLE BENEFICIARIES:** (a) Individual/Family; (b) Senior Citizen (60+); (c) Low Income; (d) Rural; **INFORMATION CONTACTS:** Regional or Local Office: Consult your local telephone directory for Rural Development district office number, If no listing, contact the appropriate Rural Development State office listed in Appendix IV of the Catalog. Headquarters Office: Director, Multi-family Housing Portfolio Management Division, Rural Housing Service, Department of Agriculture, Washington, DC 20250. Telephone: (202) 720-1600.

### **RURAL RENTAL HOUSING LOANS**

Current Year: Grants:\$0,000 Loans:\$14,321,000 Other: \$0,000 Total: \$14,321,000

**OBJECTIVES:** To provide economically designed and constructed rental and cooperative housing and related facilities suited for rural residents. **APPLICATION AND AWARD PROCESS:** [reapplication Coordination: Applications are subject to an environmental impact assessment. An environmental impact statement is required for this program when there is a significant impact on the environment. 'ids program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. This program is excluded from coverage under 7 CFR 3016. Application Procedure: The application will be on SF 424.2 'Application for Federal Assistance" which may be submitted to the Rural Development county office where the housing will be located but should be submitted to the office having jurisdiction. Appropriate attachments such as preliminary market data, cost estimates, and financial statement and plans, if available, should be included, as per RD 1944-E exhibit A. This program is excluded from coverage under 7 CFR 3016. Award Procedure: State Director makes Award. Deadlines: None. Range of Approval/Disapproval Time: From 90 to 200 days. Appeals: Applicant may request reconsideration on the basis of pertinent facts concerning the application. Renewals: Applicants may reapply at any time. **ELIGIBLE BENEFICIARIES:** (a) Individual/Family; (b) Handicapped (e.g. Deaf, Blind, Crippled); (c) Senior Citizen (60+); (d) Moderate Income; (e) Low Income; **INFORMATION CONTACTS:** Regional or Local Office: Consult your local telephone directory for Rural Development county or district office number. If no listing, get in touch with appropriate Rural Development State office listed in Appendix IV of the Catalog. Headquarters

Office: Director, Multi-Family Housing Processing Division, Rural Housing Service, Department of Agriculture, Washington, DC 20250, Telephone; (202) 720-1604.

### **RURAL SELF-HELP HOUSING TECHNICAL ASSISTANCE**

Current Year: Grants:\$26,000,000 Loans:\$0,000 Other: \$0,000 Total:\$26,000,000

**OBJECTIVES:** To provide financial support for programs of technical and supervisory assistance that will aid needy very low and low-income individuals and their families in carrying out mutual self-help housing efforts in rural areas. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: The standard application forms as finished by the Federal agency and required by Departmental Regulations 3015 and 3016 must be used for this program. This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. This program is excluded from coverage under OMB Circular No. A-102. **Application Procedure:** Form SF424 is submitted to the District office of the Rural Development (RD), including information attached to Part IV, fully documenting the applicant's experience, need for the grant and the proposed amount needed. Attachments relating to the size of the proposed project estimated cost budget and need are also required. This program is subject to provisions of Departmental Regulation 3015 and 3016. **Award Procedure:** the State Director makes Award. **Deadlines:** None. **Range of Approval/Disapproval Time:** From 60 to 190 days from the time discussion begins. **Appeals:** Agency regulations providing customers with the rights for an informal review, mediation or alternative dispute resolution (ADR), or appeal to the National Appeals Division (NAD) are contained in 7 CFR Part 3550. NAD regulations are found at 7 CFR Part II. Requests for an informal review, mediation and ADR must be received within 30 days from the date of the adverse decision. Requests for an appeal to NAD must be received within 30 days of receipt of the adverse decision. **Renewals:** Applicants may reapply at anytime, if need to help low-income families build homes in rural areas by the mutual self-help method is clearly evidenced. **ELIGIBLE BENEFICIARIES:** (a) Individual/Family; (b) Specialized group (e.g. health professionals, students, veterans); (c) Low Income; (d) Rural; **INFORMATION CONTACTS:** Regional or Local Office: Consult your local telephone directory for Rural Development District Office number, If no listing, contact the appropriate Rural Development State office listed in Appendix IV of the Catalog. **Headquarters Office:** Director, Single-Family Housing Processing Division, Rural Housing Service (RI-IS), Department of Agriculture, Washington, DC 20250. Telephone: (202) 720-1474.

### **SCHOLARSHIPS FOR STUDENTS OF EXCEPTIONAL FINANCIAL NEED**

Current Year: Grants:\$11,350,000 Loans:\$0.000 Other:\$0,000 Total: \$11,350,000

**APPLICATION AND AWARD PROCESS:** Pre-application Coordination: Not applicable. This program is excluded from coverage under E.O. 12312. **Application Procedure:** New health professions schools apply to the Division of Student Assistance for an application to participate in this scholarship program. Students apply to the Financial Aid Office at their respective school. This program is subject to the provisions of OMB Circular No. A-102. **Award Procedure:** Based upon the availability of funds, notices of awards are issued to the schools, which in turn select and issue the awards to the eligible students. **Deadlines:** Contact Headquarters Office for application deadlines. **Range of Approval/Disapproval Time:** From 1 to 2 months. **Appeals:** Not applicable. **Renewals:** Applications are required for new schools. **ELIGIBLE BENEFICIARIES:** (a) Student Trainee; (b) Low Income; (c) Education (13+); **INFORMATION CONTACTS:** Regional or Local Office: Not applicable. **Headquarters Office:** Program Contact: Bruce Baggett, Division of Student Assistance, Bureau of Health Professions, Health Resources and Services Administration, Public Health Service, Department of Health and Human Services, Parklawn Building, Room 8-34, 5600 Fishers Lane, Rockville, MD 20857, Telephone: (301) 443-4776.

### **SECONDARY MARKET FOR NON-CONFORMING LOANS TO LOW-WEALTH BORROWERS DEMONSTRATION PROGRAM**

Current Year: Grants:\$10,000,000 Loans: \$0,000 Other-.\$0,000 Total:\$10,000,000

**OBJECTIVES:** To enhance homeownership opportunities for low-wealth borrowers by enabling nonprofit intermediaries (including community Development Financial Institutions) to purchase non-conforming home loans from conventional lenders, document the performance of these pools of affordable mortgages, and thereby encourage the secondary market to expand purchases of, or investments in, loans made to low-income homebuyers. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: None. This program is excluded from coverage under HO. 12372. Application Procedure: Applications must be submitted in accordance with requirements of the NOFA. Award Procedure: HUD will review each application that meets the requirements of the NOFA and assign points in accordance with the selection criteria listed in the NOFA. Deadlines: Deadlines are specified in the NOFA. The application deadline is firm as to date and hour. In the interest of fairness to all competing applicants, the Department will treat as ineligible for consideration any application that is received after the deadline. Applicants should take this practice into account and make early submission of their materials to avoid risk of loss of eligibility brought about by any unanticipated or delivery-related problems. A fax is not acceptable. Range of Approval/Disapproval Time: Not specified. Appeals: None. Renewals: None. **ELIGIBLE BENEFICIARIES:** (a) Individual/Family; (b) Minority group; (c) Low Income; **INFORMATION CONTACTS:** Regional or Local Office: None Headquarters Office: Vance T. Monis, Office of Insured Single Family Housing, Department of Housing and Urban Development 451 7th Street, SW. Washington, DC 20410. Telephone: (202) 708-2700.

#### **SELF-HELP HOMEOWNERSHIP OPPORTUNITY PROGRAM**

Current Year: Grants:\$27,500,000 Loans:\$0,000 Other:\$0,000 Total:\$27,500,000

**OBJECTIVES:** To facilitate and encourage innovative homeownership opportunities through the provision of self-help housing where the homebuyer contributes a significant amount of sweat equity toward the construction of the dwellings. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: None. This program is excluded from coverage under HO. 12372. Application Procedure: Expressions of interest may only be submitted in response to solicitations appearing in the Federal Register. The Federal Register publication details the submission requirements. Award Procedure: Based upon the requirements published in the Federal Register Notice Of Funds Availability / Request for Expressions of Interest (NOFA/REI); respondents are notified of acceptance or rejection. Deadlines: As indicated in the Federal Register publication. Range of Approval/Disapproval Time: From 60 to 90 days. Appeals: None. Renewals: Not applicable. **ELIGIBLE BENEFICIARIES:** (a) Individual/Family; (b) Minority group; (c) Consumer; (d) Homeowner; (e) Land/Property Owner; (f) Moderate Income; (g) Low Income; **INFORMATION CONTACTS:** Regional or Local Office: None. Headquarters Office: Office of Affordable Housing Programs, Community Planning and Development, Department of Housing and Urban Development, 451 7th Street, SW., Washington, DC 20410. Telephone: (202) 708-3226.

#### **SUPPLEMENTAL SECURITY INCOME**

Current Year: Grants:528,161 ,000,000 Loans:\$0,000 Other:\$0,000 Total:\$28,161,000,000

**OBJECTIVES:** To ensure a minimum level of income to persons who have attained age 65 or are blind or disabled, and whose income and resources are below specified levels. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: None. This program is excluded from coverage under E.O. 12372. Application Procedure: Telephone or visit the local Social Security Office. Award Procedure: The individual (and representative payee, if any,) will be notified by mail of award or denial. Deadlines: None. Benefits are not paid prior to the month following the month of application. However, an emergency advance payment may be available in the month of filing the application. Range of Approval/Disapproval Time: Not applicable. Appeals: Telephone or visit the local Social Security Office. The appeal process ranges from a district office conference to a review by the Federal Courts. Appeals must be filed within 60 days of the date on which the applicant receives a written notice of unfavorable decision. Renewals: A re-determination of a person's benefit amount and continuing eligibility will be made on a scheduled basis at periodic intervals. Unscheduled re-determinations are made when changes in circumstances are reported. The length of time between scheduled re-determination varies depending on the likelihood that the beneficiary's situation may change in a way that affects payment amount or eligibility. **ELIGIBLE BENEFICIARIES:** (a) Individual/Family; (b) Handicapped (e.g. Deaf, Blind, Crippled);

(c) Physically Afflicted (e.g. TB, Arthritis, Heart Disease); (d) Senior Citizen (60+); (e) Low Income; INFORMATION CONTACTS: Regional or Local Office: Consult Appendix IV of the Catalog. Headquarters Office: Office of Public Inquiries, Room 4100, Annex, Social Security Administration, Baltimore, MD 21235. Telephone: (410) 965-2736.

#### **TEACHER QUALITY ENHANCEMENT GRANTS FOR STATES AND PARTNERSHIPS**

Current Year: Grants:\$75,000,000 Loans: \$0,000 Other: \$0,000 Total:575,000,000

OBJECTIVES: To improve student achievement; improve the quality of the current and future teaching force by improving the preparation of prospective teachers and enhancing professional development activities; hold institutions of higher education accountable for preparing teachers who have the necessary teaching skills and are highly competent in the academic content areas in which the teachers plan to teach, such as mathematics, science, English, foreign language, history, economics, art, civics, Government, and geography, including training in the effective uses of technology in the classroom; and recruit highly qualified individuals, including individuals from other occupations, into the teaching force. APPLICATION AND AWARD PROCESS: Pre-application Coordination: This program is eligible under Executive Order 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact their State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. Application Procedure: In any fiscal year in which funds are available for new awards, the Department of Education publishes a notice in the Federal Register inviting applications and establishing a deadline date. An application package is available from the Office of Higher Education Programs. Copies are available on the web page and will also be mailed upon request. This program is subject to the provisions of OMB Circular No. A-1 10. Award Procedure: Peer review panels composed of representatives from public and private higher education, State and local educational agencies with expertise in teacher education are designated to review applications. Deadlines: The deadline date is published in the Federal Register. Range of Approval/Disapproval Time: Notification usually is made with 4 months of the deadline for submission of applicants. Appeals: None. Renewals: Applications for renewal of multi-year projects are processed and funded before those for new projects. Renewals are subject to the availability of funds. ELIGIBLE BENEFICIARIES: (a) Education Professional; (b) Student/Trainee; (c) Welfare Recipient; (d) Moderate Income; (e) Low Income; (f) Major Metropolis (over 250,000); (g) Other Urban; INFORMATION CONTACTS: Regional or Local Office: Not applicable. Headquarters Office: Department of Education, Office of Postsecondary Education, Higher Education Programs, Office of the Deputy Assistant Secretary, 600 Independence Avenue, SW., Portals Building, Suite 600, Washington, DC 20202-5131. Contact: Louis Venuto. Telephone: (202) 708-8596.

#### **TECHNICAL AND SUPERVISORY ASSISTANCE GRANTS**

Current Year: Grants: \$1 ,234,000 Loans: \$0,000 Other:\$0,000 Total: \$1 ,234,000

OBJECTIVES: To assist low-income rural families in obtaining adequate housing to meet their families needs and/or to provide the necessary guidance to promote there continued occupancy of already adequate housing. These objectives will be accomplished through the establishment or support of housing delivery and counseling projects run by eligible applicants. This program is intended to make use of any available housing program that provides the low-income rural resident access to adequate rental properties or homeownership. APPLICATION AND AWARD PROCESS: No information. ELIGIBLE BENEFICIARIES: (a) Individual/Family; (b) Low Income; (c) Rural; INFORMATION CONTACTS: Regional or Local Office: Rural Development (RD) Community Program Manager of the area to be served by the Technical Supervisory Assistance project. If the Technical and Supervisory Assistance area encompasses more than one District office, the pre-application will be filed at the District office, which serves the area in which the grantees will provide the greatest amount of Technical Supervisory Assistance. Headquarters Office: Rural Housing Service (RHS), USDA, 14th Street and Independence Avenue SW., Washington, DC 20250. Telephone: (202) 720-1474.

## **U.S. REPATRIATION PROGRAM**

Current Year: Grants:\$0,000 Loans: \$1,000,000 Other: \$0,000 Total: \$1,000,000

**OBJECTIVES:** To provide temporary assistance, care, and treatment for individuals after their return to the United States from travel in a foreign country due to physical or mental illness, destitution, or because of war, the threat of war, or a similar crisis. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: Repatriate informs consular office in country of departure that domestic assistance will be needed. This program is excluded from coverage under E.O. 12372. Application Procedure: Repatriate presents identification and signs repayment agreement. Award Procedure: Repatriate may be provided cash, vouchers, in-kind assistance, transportation tickets, and direct payment of certain bills. Deadlines: Not applicable. Range of Approval/Disapproval Time: Initial assistance is made to the repatriate immediately at the time of application. Appeals: Not applicable. Renewals: Repatriate may request an extension of assistance beyond the normal limitation of 90 days. **ELIGIBLE BENEFICIARIES:** (a) Individual/Family; (b) Handicapped (e.g. Deaf, Blind, Crippled); (c) Physically Afflicted (e.g. TB, Arthritis, Heart Disease); (d) Mentally Disabled; (e) Infant (0-5); (f) Child (6-15); (g) Youth (16-21); (h) Welfare Recipient; (i) Low Income; **INFORMATION CONTACTS:** Regional or Local Office: Not applicable. Headquarters Office: Office of Refugee Resettlement, Administration for Children and Families, 370 L'Enfant Promenade, SW., Washington, DC 20447. Sue Benjamin, Telephone: (202) 401-4851.

## **UNDERGRADUATE SCHOLARSHIP PROGRAM FOR INDIVIDUALS FROM DISADVANTAGED BACKGROUNDS**

Current Year: Grants:\$359,000 Loans:\$0,000 Other:\$0,000 Total:\$359,000

**OBJECTIVES:** To provide service-conditioned scholarships to individuals from disadvantaged backgrounds that agree to pursue undergraduate education at accredited institutions. Individuals must pursue a course of academic study, which prepares them for professions needed by the National Institutes of Health (NIH). NIH expects to facilitate interest of these individuals in pursuing careers in the biomedical/biobehavioral sciences and other professions need by the NIH. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: Students must be given a fair summary of the rights and liabilities of applicants prior to application. This summary is included in the application packet. Applications are available directly from the program up to 6 weeks before the application deadline. This program is excluded from coverage under E.O. 12372. Applicants should request an application package from the NIH's Office of Loan Repayment and Scholarship, 7550 Wisconsin Avenue, Federal Building, Room 604, Bethesda, MD 20892-9121. Telephone: (800) 528-7689. Facsimile: (301) 480-5481. Application Procedure: Application, a signed contract, and other required information (as listed in the application packet) are submitted to the Program office. Once the administering Program Office receives an application package, preliminary eligibility will be determined and highly qualified applicants will be interviewed. The Undergraduate Scholarship Program Committee at a regularly scheduled meeting will make final determination of awards upon review. Award Procedure: Priority will be given to applicants who are prior recipients. The NIH Undergraduate Scholarship Program Committee will review, rank, and approve or disapprove applications submitted for program participation. Criteria, which determine competitive ranking for awards may include: (1) career goal in biomedical/biobehavioral research; (2) academic performance; and (3) letters of recommendation. A student's financial need alone does not affect selection. Applicants approved for award will be notified by the Program Director. The Secretary, and his/her designee will sign the service contract of approved applicants, provide a copy to the participant and under graduate institution notice of approved award amount. Payments for stipends and books may be made directly to the individual participant. Tuition and room/hoard payments are made to the college or university. Deadlines: Contact the Headquarters Office listed below for application deadlines. Range of Approval/Disapproval Time: The approximate time for approval/disapproval is three (3) months. Appeals: None. Renewals: Annual renewal applications are required to extend the award. Extensions of the scholarship award are subject to availability of funds, acceptable academic and laboratory performance. **ELIGIBLE BENEFICIARIES:** (a) Individual/Family; (b) Minority group; (c) Specialized group (e.g. health professionals, students, veterans); (d) Anyone/general public; (e) Student/Trainee; (f) U.S. Citizen; (g) Low Income; **INFORMATION**

CONTACTS: Regional or Local Office: Not applicable. Headquarters Office: Program and Business Contact: Marc S. Horowitz, J.D., Office of Loan Repayment and Scholarship, National Institutes of Health, 7550 Wisconsin Avenue, Federal Building, Room 604, Bethesda, MD 20892-9121. Telephone: (800) 528-7689. Facsimile: (301) 480-5481.

### **VERY LOW-INCOME HOUSING REPAIR LOANS AND GRANTS**

Current Year: Grants:\$20,195,000 Loans:\$25,001,000 Other: \$0,000 Total:\$45,196,000

OBJECTIVES: To give very low-income rural homeowners an opportunity to make essential repairs to their homes to make them safe and to remove health hazards to the family or the community. APPLICATION AND AWARD PROCESS: Pre-application Coordination: None. This program is excluded from coverage under OMB Circular No. A-102 and E.O. 12372. Application Procedure: Applicants must file an application form at the RHS/Rural Development field office serving the county where the dwelling is located. This program is excluded from coverage under OMB Circular No. A-1 10. Award Procedure: Delegated to Community Development Manager. Deadlines: None. Range of Approval/Disapproval Time: From 30 to 60 days from time applications are filed if no backlog of applications exists. Applications for assistance far exceed available funding. There is generally a waiting list for funding. Appeals: Agency regulations providing customers with the rights for an informal review, mediation or alternative dispute resolution (ADR), or appeal to the National Appeals Division (NAD) are contained in 7 CFR Part 3550. NAD regulations are found at 7 CFR Part 11. Requests for an informal review, mediation and ADR must be received within 30 days from the date of the adverse decision. Requests for an appeal to NAD must be received within 30 days of receipt of the adverse decision. Renewals: Applicants may reapply at any time. ELIGIBLE BENEFICIARIES: (a) Homeowner, (b) U.S. Citizen; (c) Senior Citizen (60+); (d) Low Income; (e) Rural; INFORMATION CONTACTS: Regional or Local Office: Consult your local telephone directory for Rural Development county office number, if no listing, contact the appropriate Rural Development State office listed in Appendix IV of the Catalog. Headquarters Office: Director, Single-Family Housing Processing Division, Rural Housing Service, Department of Agriculture, Washington, DC 20250. Telephone: (202) 720-1474.

### **VOLUNTEERS IN SERVICE TO AMERICA**

Current Year: Grants:\$0,000 Loans:\$0,000 Other:\$73,000,000 Total:\$73,000,000

OBJECTIVES: To supplement efforts of private, nonprofit organizations and Federal, State, and local government agencies to eliminate poverty and poverty-related problems by enabling persons from all walks of life and all age groups to perform meaningful and constructive service as volunteers. APPLICATION AND AWARD PROCESS: Pre-application Coordination: Application inquiry forms and assistance in applying for Volunteers maybe obtained through the appropriate Corporation for National Service State Office. The application form is submitted to the appropriate Corporation for National Service State Office. This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the review process the State requires to be followed in applying for assistance if the State has selected the program for review. Application Procedure: Prospective sponsors apply through Corporation for National Service State Offices. The Governor or other chief executive officer of the State concerned has the right to disapprove programs submitted within 45 days of their submission. Award Procedure: New renewal project applications are reviewed and judged by Corporation for National Service State Offices with final decisions rendered by the Corporation State Director. Deadlines: Contact the Corporation for National and Community Service State Office for project application deadlines. Range of Approval/Disapproval Time: Not applicable. Appeals: No formal appeals for denial of initial project application; however, regulations provide for hearings on terminations and suspensions, and opportunity to show cause in cases of denial of refunding. Renewals: Renewal applications are required annually at least 115 days prior to the end of the project period. Renewals are subject to the same review procedures as new projects. ELIGIBLE BENEFICIARIES: (a) Individual/Family; (b) Low Income; INFORMATION CONTACTS: Regional or Local Office: See Corporation for National Service Cluster and State Program Offices list in Appendix IV of the Catalog. Headquarters Office:

Director of VISTA, Corporation for National Service, 1201 New York Avenue, NW., Washington, DC 20525. Telephone: (202) 606-5000 or toll-free 800-424-8867.

#### **WEATHERIZATION ASSISTANCE FOR LOW-INCOME PERSONS**

Current Year: Grants:\$154,100,000 Loans: \$0,000 Other:\$0,000 Total:\$154,100,000

**OBJECTIVES:** To insulate the dwellings of low-income persons, particularly the elderly and handicapped low-income, in order to conserve needed energy and to aid those persons least able to afford higher utility costs. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: The standard application forms as furnished by the Federal agency and required by 10 CFR 600. This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires being followed in applying for assistance, if the State has selected the program for review. Administrative procedures will be determined in accordance with 10 CFR 600 and with the Weatherization Program Guidelines (available from DOE offices). After notice and a public hearing, a State must adopt a final plan describing the proposed funding distribution and recipients. A copy of the final State plan must accompany the grant application. The DOE requires no pre-application form. Consultation and assistance will be available from the DOE in the preparation of the application. **Application Procedure:** Grant applications are submitted to the DOE office serving the applicant State. **Award Procedure:** DOE office staff will review Grant applications. Grant procedures will be accomplished in accordance with Federal government regulations. The DOE Office Director serving the Applicant State will make notification of grant awards. **Deadlines:** State applications must be received within 60 days from the date the State receives notification of eligibility to apply for funding. **Range of Approval/Disapproval Time:** Approximately 30 days. **Appeals:** if an application is disapproved, the DOE office Director shall issue a written notice, which will be sent to the applicant by registered mail. A public hearing will be held no later than 15 days after receipt of such notice. The DOE office Director will issue a final determination not later than 5 working days after the public hearing. In the event of an adverse final determination by the DOE office Director, the applicant may file a written appeal to the Secretary not later than 10 working days after receipt of the DOE office Director's determination. The Secretary will have 21 working days to consider the appeal and if no action is taken the decision of the DOE office Director will stand. **Renewals:** Financial assistance will be provided from sums appropriated for any fiscal year only upon annual application. **ELIGIBLE BENEFICIARIES:** (a) Handicapped (e.g. Deaf, Blind, Crippled); (b) Senior Citizen (60+); (c) Low Income; **INFORMATION CONTACTS:** Regional or Local Office: Boston: Hugh Saussy. Telephone: (617) 565-9710. Philadelphia: Charles Baxter. Telephone: (215) 656-6954. Atlanta: Jim Powell. Telephone: (404) 347-2888. Chicago: Val Jensen. (312) 886-8575. Denver: Bill Becker. Telephone: (303) 275-4801. Seattle: Kathy M. Vega. Telephone: (206) 553-1132. Headquarters Office: Director, Office of State and Community Programs, Mail Stop EE-44, Office of Energy Efficiency and Renewable Energy, Department of Energy, Forrestal Building, Washington, DC 20585. Telephone: (202) 586-4074.

#### **WELFARE REFORM RESEARCH EVALUATIONS AND NATIONAL STUDIES**

Current Year: Grants:\$ 15,000,000 Loans:\$0,000 Other: \$0,000 Total:\$15,000,000

**OBJECTIVES:** To support research on the benefits, effects, and costs of different welfare reform interventions; to fund studies such as on the effects of different programs on welfare dependency, illegitimacy, teen pregnancy, employment rates, child well-being, and related areas; to assist in the development and evaluation of innovative approaches for reducing welfare dependency and increasing the well-being of minor children in welfare families; and to study and analyze outcome measures for evaluating the success of the States in moving individuals out of the welfare system into employment. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. **Application Procedure:** All information and forms required to prepare a grant or cooperative agreement application are



published in the Federal Register. Copies of the program announcements may be available on the Internet or from the Office of Planning, Research and Evaluation, ACF, 7th Floor, 370 L'Enfant Promenade, SW., Washington, D.C. 20447. All information needed to submit a proposal for a contract is provided through a Request for Proposal published in the Commerce Business Daily. Award Procedure: Official notice of approved grant or cooperative agreement is made through issuance of a Financial Assistance Award. Official notice of an accepted contract proposal is made through award of a contract. Deadlines: Deadlines for grants and cooperative agreements are announced in the Federal Register as part of the announcement. Deadlines for requests for contract proposals are specified in the Commerce Business Daily as part of the solicitation of proposals. Range of Approval/Disapproval Time: From 60 to 365 days. Generally, solicited grants, cooperative agreements, and contracts will be acted upon within 120 days. Appeals: Appeals are processed in accordance with HHS regulations in 45 CFR Part 16. Renewals: Extensions and continuations are available if formally applied for and approved, If an application is recommended for approval for 2 or more years, the grantee or contractor must submit each year a formal request for continuation accompanied by a progress report which will be evaluated prior to a recommendation of continuation. ELIGIBLE BENEFICIARIES: (a) Unemployed; (b) Welfare Recipient; (c) Low Income; INFORMATION CONTACTS: Regional or Local Office: Contact the appropriate ACF Regional Administrator. (See Appendix IV of the Catalog for ACF Regional Offices.) # Headquarters Office: Karl Koerper, Office of Planning, Research and Evaluation, Administration for Children and Families, Department of Health and Human Services, 7th Floor, Aerospace Building, 370 L'Enfant Promenade, SW., Washington, DC 20447. Telephone: (202) 401-4535. Fax: (202) 205-3598, E-Mail: KKoerper@Acf.DHHS.Gov.

## **VETERAN'S ASSISTANCE**

### **ALL VOLUNTEER FORCE EDUCATIONAL ASSISTANCE**

Current Year: Grants:\$904,665,000 Loans:\$0,000 Other:\$0,000 Total:\$904,665,000

**OBJECTIVES:** To help servicepersons readjust to civilian life after their separation from military service; assist in the recruitment and retention of highly qualified personnel in the active and reserve components in the Armed Forces by extending the benefits of a higher education to those who may not otherwise be able to afford it; restore lost educational opportunities to those who served on active duty; and enhance the Nation's competitiveness through a more highly educated work force. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: None. This program is excluded from coverage under E.O. 12372. # Application Procedure: An application (VA Form 22-1990) may be obtained from any VA Regional Office and submitted to the appropriate VA Regional Processing Office. Award Procedure: Awards are authorized at the designated VA Regional Processing Office. Deadlines: Veterans have 10 years after release from service to complete their education. The basic 10-year period may be extended for those veterans who were prevented from beginning or completing their chosen program of education because they were held by a foreign government or power or because of a physical or mental disability not the result of their own willful misconduct. The 10-year period can also be extended if they reenter active duty for 90 days or more after becoming eligible. # Range of Approval/Disapproval Time: At least 98 percent of applications are processed within 90 days or less. # Appeals: Appeals are available through a special board; the average case is processed in 136 days. Renewals: Possibility of adjustments to the basic eligibility period of a medical condition, including alcoholism, which prevented a veteran from entering or completing a program of education. **ELIGIBLE BENEFICIARIES:** (a) Veteran/Service person/Reservist (including dependents); **INFORMATION CONTACTS:** Regional or Local Office: See Appendix IV of the Catalog for Veterans Benefits Administration field offices. Headquarters Office: Department of Veterans Affairs, Central Office, Washington, DC 20420. Telephone: (202) 273-7132.

### **AUTOMOBILES AND ADAPTIVE EQUIPMENT FOR CERTAIN DISABLED VETERANS AND MEMBERS OF THE ARMED FORCES**

Current Year: Grants:\$23,094,000 Loans: \$0,000 Other:\$0,000 Total:\$23,094,000

**OBJECTIVES:** To provide financial assistance to certain disabled servicepersons and veterans toward the purchase price of an automobile or other conveyance and an additional amount for adaptive equipment deemed necessary to insure the eligible person will be able to operate or make use of the automobile or other conveyance. To provide adaptive equipment only for certain other disabled veterans. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: None. This program is excluded from coverage under E.O. 12372. Application Procedure: An application (VA Form 21-4502) may be obtained from any VA Office or Regional Office (see Appendix IV of the Catalog) and submitted to the Regional Office. Award Procedure: Awards are authorized at the Regional Office. Deadlines: None. Range of Approval/Disapproval Time: Not available. Appeals: Available through special board. In the event of a denial, claimants are advised of appeal rights and procedures at the time of notification. Renewals: Not applicable. **ELIGIBLE BENEFICIARIES:** (a) Veteran/Service person/Reservist (including dependents); (b) Handicapped (e.g. Deaf, Blind, Crippled); **INFORMATION CONTACTS:** Regional or Local Office: See Appendix IV of the Catalog for Veterans Benefits Administration field offices. Headquarters Office: Department of Veterans Affairs, Washington, DC 20420. Telephone: (202) 273-7210.

### **BLIND REHABILITATION CENTERS**

Current Year: Grants:\$0,000 Loans:\$0,000 Other:\$58,333,000 Total:\$58,333,000

**OBJECTIVES:** To provide personal and social adjustment programs and medical or health-related services for eligible blinded veterans at selected VA Medical Centers maintaining blind rehabilitation centers. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: None. This program is excluded from coverage under E.O. 12372. Application Procedure:

completing a VA Form IO-10EZ, "Application for Health Benefits", may make Application. Applications may be made: (1) In person at any VA health care facility; (2) through any veterans organization's representative; or (3) by mailing the 10-IOEZ to the nearest VA health care facility. Award Procedure: VA ward physician determines, with recourse to Hospital Director. Deadlines: None. Range of Approval/Disapproval Time: Immediately. Appeals: Not applicable. Renewals: Not applicable. ELIGIBLE BENEFICIARIES: (a) Veteran/Service person/Reservist (including dependents); (b) Handicapped (e.g. Deaf, Blind, Crippled); (c) Physically Afflicted (e.g. TB, Arthritis, Heart Disease); INFORMATION CONTACTS: Regional or Local Office: Initial contact should be made at the nearest VA Medical Center or outpatient clinic listed in Appendix IV under the Veterans Health Administration. Headquarters Office: Blind Rehabilitation Service (1 I7B), Patient Care Services, Department of Veterans Affairs, Washington, DC 20420. Telephone: (202) 273-8481/82.

#### **COMPENSATION FOR SERVICE-CONNECTED DEATHS FOR VETERANS' DEPENDENTS**

Current Year: Grants:\$2,835,000 Loans: \$0,000 Other:\$0,000 Total:\$2,835,000

OBJECTIVES: To compensate surviving spouses, children and dependent parents for the death of any veteran who died before January 1, 1957, because of a service-connected disability. (Claimants may elect payment under the VA Dependency and Indemnity Compensation Program.) APPLICATION AND AWARD PROCESS: Pre-application Coordination: None. This program is excluded from coverage under E.O. 12372. Application Procedure: An application (VA Form 21-534 or 21-535) may be obtained from any local or regional VA office and submitted to the regional office (see Appendix IV of the Catalog). Award Procedure: Awards are authorized at the regional office. Deadlines: None. Range of Approval/Disapproval Time: Approximately 88 percent in 180 days or less. Appeals: Available through special board. In the event of a denial, claimants are advised of appeal rights and procedures at the time of notification. Renewals: Not applicable. ELIGIBLE BENEFICIARIES: (a) Veteran/Service person/Reservist (including dependents); INFORMATION CONTACTS: Regional or Local Office: See Appendix IV of the Catalog for Veterans Benefits Administration field offices. Headquarters Office: Department of Veterans Affairs, Washington, DC 20420. Telephone: (202) 273-7210.

#### **DISABLED VETERANS' OUTREACH PROGRAM (DVOP)**

Current Year: Grants:\$80,040,000 Loans:\$0,000 Other:\$0,000 Total:\$80,040,000

OBJECTIVES: To provide jobs and job training opportunities for disabled and other veterans through contacts with employers; promote and develop on-the-job training and apprenticeship and other on-the-job training positions within Federal job training (e.g. JTPA, VA programs); provide outreach to veterans through all community agencies and organizations; provide assistance to community-based groups and organizations and appropriate grantees under other Federal and federally-funded employment and training programs; develop linkages with other agencies to promote maximum employment opportunities for veterans; and to provide job placement, counseling, testing, job referral to eligible veterans, especially disabled veterans of the Vietnam era, utilizing a case-management approach to services, wherever applicable. APPLICATION AND AWARD PROCESS: Pre-application Coordination: This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. The standard application forms as furnished by the Federal agency and required by OMB Circular No. A-102 (29 CFR, Part 97) must be used for this program. Application Procedure: Standard Form 424, Application for Federal Assistance, submitted to the Director for Veterans' Employment and Training (DVET) in each state, as listed in Appendix IV along with program narratives and Fiscal Plans in accordance with instructions in a Solicitation for Grant Application (SGA) or annual modification instructions. The standard application forms as furnished by the Federal agency and required by OMB Circular No. A-102 must be used for this program. This program is excluded from coverage under OMB Circular No. A-110. Award Procedure: The Assistant Secretary for Veterans' Employment approves Awards annually and Training (ASVET) based on recommendations of Regional Administrators and Directors for Veterans' Employment and Training in each State. Deadlines: Application submittal

deadlines established by SGA, distributed by ASVET through the Grant Officer for each applicable fiscal year. Range of Approval/Disapproval Time: Ninety days. Appeals: Not applicable. Renewals: Not applicable. ELIGIBLE BENEFICIARIES: (a) Veteran/Service person/Reservist (including dependents); INFORMATION CONTACTS: Regional or Local Office: Contact the Regional Administrator or State Director for Veterans' Employment and Training at the nearest office listed in Appendix IV of the Catalog. Headquarters Office: Office of the Assistant Secretary for Veterans' Employment and Training, Department of Labor, Room 5-1316, 200 Constitution Avenue, NW., Washington, DC 20210. Telephone: (202) 219- 9105. Contact: Stanley Seidel.

### **EMPLOYMENT SERVICE**

Current Year: Grants: \$761,735,000 Loans:\$0,000 Other:\$0,000 Total:\$76 1,735,000

OBJECTIVES: To place persons in employment by providing a variety of placement-related services without charge to jobseekers and to employers seeking qualified individuals to fill job openings. APPLICATION AND AWARD PROCESS: Pre-application Coordination: This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs," and the Wagner-Peyser Act. Any State desiring to receive benefits of the Wagner-Peyser Act shall submit to the Secretary of Labor, through the appropriate Regional Office of the Employment and Training Administration, detailed plans for carrying out the provisions of this Act within such State. States are provided preliminary planning estimates in January of each year preceding the program year for which funds are allotted. Final planning estimates are issued annually by late March. The standard application forms as furnished by the Federal agency and required by OMB Circular No. A-102 must be used for this program. Application Procedure: Each State prepares a Statewide Plan. The State Plan is developed as provided under Section 8 of the Wagner-Peyser Act, as amended and in accordance with the regulations. This program is excluded from coverage under OMB Circular No. A-110. Award Procedure: Review of State Plan occurs at Employment and Training Administration regional offices. Final award is provided the grantee agencies before July 1, the start of the program year. Deadlines: Established each year (contact Federal agency for deadline for application submission). Range of Approval/Disapproval Time: As provided in regulations. Appeals: As provided in regulations. Renewals: Not applicable. ELIGIBLE BENEFICIARIES: (a) Minority group; (b) Small business; (c) Profit organization; (d) Private non-profit institution/organization; (e) Quasi-public non-profit organization; (f) Other private institution/organization; (g) Industrialist/Business Person; (h) Migrant; (i) Veteran/Service person/Reservist (including dependents); (l) Handicapped (e.g. Deaf, Blind, Crippled); (k) Youth (16-21); (1) Senior Citizen (60+); INFORMATION CONTACTS: Regional or Local Office: Contact the nearest office of the State Employment Security Agency or the appropriate Employment and Training Administration regional office listed in Appendix IV of the Catalog. Headquarters Office: Director, United States Employment Service, Employment and Training Administration, Department of Labor, Washington, DC 20210. Telephone: (202) 219-5257. Contact: John R. Beverly, III.

### **EMPLOYMENT SERVICES AND JOB TRAINING PROGRAMS**

Current Year: Grants:\$23,717,000 Loans:\$0,000 Other:\$0,000 Total:\$23,717,000

OBJECTIVES: To provide, foster, and promote job training and other services, which are most appropriately administered at the national level. Programs operate in more than one State and serve groups with particular disadvantages in the labor market. To promote and foster new or improved linkages between the network of Federal, State, and local employment, training, and human resource agencies and components of the private sector. To carry out other special Federal responsibilities under the Act. APPLICATION AND AWARD PROCESS: Pre-application Coordination: None except as specified by the Employment and Training Administration (ETA) for solicited proposals and applications. This program is excluded from coverage under Executive Order No. 12372. Application Procedure: Solicited Proposals and Applications - Instructions regarding application procedures will be furnished in the solicitation; Unsolicited Proposals - Applicants should provide information (including documentation) justifying the need for the proposed activity and how it is consistent with the Act; a proposed statement of work which includes what is to be done, by and for whom, how and when, anticipated benefits, and should

present a quarterly schedule of output; information regarding the applicant including capability to conduct and manage the proposed activity, and its organization and proposed project staffing; a detailed budget; and, when an activity is to include other entities in providing training, services, or employment opportunities, documentation of this commitment. Award Procedure: the ETA Office of Contracting usually determines Awards. Occasionally, ETA regional offices make awards. Award procedures will vary according to the purpose of the award. Deadlines: Unsolicited pre-applications - none. Solicited proposals and applications - ETA will indicate applicable deadlines in the solicitation. Range of Approval/Disapproval Time: From 45 to 90 days. Appeals: None. Renewals: Renewals are not automatic. ELIGIBLE BENEFICIARIES: (a) Refugee/Alien; (b) Veteran/Service person/Reservist (including dependents); (c) Unemployed; (d) Welfare Recipient; (e) Low Income; INFORMATION CONTACTS: Regional or Local Office: Not applicable. Headquarters Office: Administrator, Office of Policy and Research, Employment and Training Administration, Department of Labor, 200 Constitution Avenue, NW., Washington, DC 20210. Contact: Steven Wandner. Telephone: (202) 219-5677.

### **HEALTH CENTER GRANTS FOR HOMELESS POPULATIONS**

Current Year: Grants:\$72,596,000 Loans: \$0,000 Other:\$0,000 Total:\$72,596,000

OBJECTIVES: To award grants for the purpose of enabling grantees, directly or through contracts, to provide for the delivery of primary health services and substance abuse (alcohol and/or illicit drugs) services to homeless individuals including homeless children. The grants may be used to continue to provide the services listed above for up to 12 months to individuals who have obtained permanent housing if services were provided to these individuals when they were homeless. For the purpose of this program, the term "homeless individual" means an individual who lacks housing (without regard to whether the individual is a member of a family), including an individual whose primary residence during the night is a supervised public or private facility that provides temporary living accommodations or an individual who is a resident in transitional housing. APPLICATION AND AWARD PROCESS: Pre-application Coordination: Informal inquiries regarding the program and intent to submit an application should be directed to the appropriate HRSA Field Office, Health Care for the Homeless coordinator. (See Appendix IV of the Catalog for listing of locations.) The application package will be made available by the Department of Health and Human Services (DHHS) (Form PHS-5161-I, with revised fact sheet, DHHS-424). The application kit contains a list of States, which have been chosen to set up a review system and will provide a point of contact in the States for that review. This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or officials designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. The standard application forms, as furnished by DHHS and required by 45 CFR 92 must be used for this program. This program is subject to the requirements of the Public Health System Impact Statement. Application Procedure: Application is made by the submission of the DHHS Application, Form PHS-5161-I. Applications may be obtained from the HRSA Grants Management Application Center, 50 East Gude Drive, Rockville, MD, 20850. Applicants must submit a written plan and including a description of nonfederal contributions and must contain assurances required by statute. This program is subject to the provisions of 45 CFR 92 for State and local governments and 45 CFR 74 for nonprofit organizations. Award Procedure: A committee composed of experts in the delivery of health care to the homeless will review Applications. Applications are reviewed for merit and are recommended for approval or disapproval. The Director, Office of Grants Management upon approval of the Director, BPHC, will make Grant awards. Deadlines: Contact appropriate HRSA Field Office for further information. Range of Approval/Disapproval Time: Approximately 120 days. Appeals: None. Renewals: Support is recommended for a specified project period, not in excess of 5 years. After initial awards are made, continuation projects will be reviewed annually and funded if approved. ELIGIBLE BENEFICIARIES: (a) Individual/Family; (b) American Indian; (c) Veteran/Service person/Reservist (including dependents); (d) Handicapped (e.g. Deaf, Blind, Crippled); (e) Infant (0-5); (f) Child (6-15); (g) Youth (16-21); (h) Senior Citizen (60+); INFORMATION CONTACTS: Regional or Local Office: Contact the appropriate HRSA Field Offices. # Headquarters Office: Program Contact: Regan Crump, M.S.N., Dr. P.H., Acting

Director, Division of Programs for Special Populations, Bureau of Primary Health Care, Health Resources and Services Administration, Department of Health and Human Services, 4350 East-West Highway, 9th Floor, Bethesda, MD 20814. Telephone: (301) 594-4420. Grants Management Contact: Office of Grants Management, Bureau of Primary Health Care, Health Resources and Services Administration, Department of Health and Human Services, 4350 East-West Highway, 11th Floor, Bethesda, MD 20814. Telephone: (301) 594-4235.

#### **HOMELESS VETERANS REINTEGRATION PROJECT**

Current Year: Grants:\$3,000,000 Loans:\$0,000 Other:\$0,000 Total:\$3,000,000

**OBJECTIVES:** To provide funds for demonstration programs to expedite the reintegration of homeless veterans into the labor force. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: This program is excluded from coverage under EO. 12372. Application Procedure: Standard Form 424, Application for Federal Assistance, shall be submitted, along with the program narrative and other forms as required by the application annual or biannual Solicitation for Grant Application (SGA). This program is subject to the provisions of OMB Circular No. A-102 (29 CFR Part 97). Award Procedure: The Office of the Assistant Secretary for Administration and Management, and the Assistant Secretary for Veterans' Employment and Training are responsible for all funding decisions regarding this program. Deadlines: The specific deadlines for submission of applications for this program are published in the Solicitation for Grant Application document. Range of Approval/Disapproval Time: Approximately 90 days. Appeals: Debriefings of unsuccessful applicants are provided upon request. Renewals: As noted in the SGA. **ELIGIBLE BENEFICIARIES:** (a) Veteran/Service person/Reservist (including dependents); **INFORMATION CONTACTS:** Regional or Local Office: Contact the Regional Administrator or State Director for Veterans' Employment and Training at the nearest office listed in Appendix IV of the Catalog. Headquarters Office: Office of the Assistant Secretary for Veterans' Employment and Training, Room SI316, 200 Constitution Avenue, NW., Washington, DC 20210. Telephone: (202) 219-9105. Contact: Stanley Seidel.

#### **LIFE INSURANCE FOR VETERANS**

Current Year: Grants:\$2,105,000 Loans:\$110,010,000 Other:\$0,000 Total:\$112,115,000

**OBJECTIVES:** To provide life insurance protection for veterans of World War I, World War II, Korean conflict and service-disabled veterans separated from active duty on or after April 25, 1951, and to provide mortgage protection life insurance for those disabled veterans who are given a VA grant to secure specially adapted housing under Chapter 21, Title 38, U.S.C. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: None. This program is excluded from coverage under E.O. 12372. Application Procedure: Upon receipt of VA's notice of eligibility for Service-Disabled Veterans Insurance, a veteran may apply by submitting the application on VA Form 294364. Upon receipt of notice from VA that he/she qualifies for waiver of premiums, an individual insured under Service-Disabled Veterans Insurance may apply for additional supplemental coverage by submitting an application on VA Form 29-0190. VA Pamphlet 29-9 may guide him/her in selecting the type of policy. The form and pamphlet may be obtained from the nearest VA office (listed in Appendix IV of the Catalog) and submitted to the appropriate Department of Veterans Affairs Regional Office and Insurance Center as specified in the regional or local office. A veteran eligible for the Mortgage Protection Life Insurance need only submit information and documents to the St. Paul VA Regional Office and Insurance Center shown in the regional or local office listed under Information Contacts Section of this program. Award Procedure: The Philadelphia Regional Office and Insurance Center issue Service-Disabled Veterans Insurance to any veteran meeting the requirements listed under Applicant Eligibility above. Mortgage Protection Life Insurance is automatically issued to all veterans receiving a grant for specially adapted housing. Deadlines: Generally within 2 years following the date of notice of VA's service-connected rating for Service-Disabled Insurance (The time period in which to apply is limited to one year from the date of notice of the VA Service-Connected rating if the notice was provided before September 1, 1991.) Check with local VA office for exceptions. For Service-Disabled Veterans Insurance supplemental coverage, the time period in which to apply is one year from the date of VA's notice that the veteran qualifies for waiver of premiums or before November 1, 1992, whichever is later. For Mortgage Protection Life Insurance the veteran must

respond within 60 days of a final request for information. Range of Approval/Disapproval Time: From 1 to 3 months upon application for Service-Disabled Veterans Insurance after VA's notice of the service-connected rating. The time frame for approval/disapproval after an application for Supplemental Service Disabled Veterans Insurance coverage is received in VA is 1 month. Mortgage Protection Life Insurance is effective immediately upon approval of a specially adapted housing grant. Appeals: If the application for insurance is denied, the veteran may file an appeal with the Board of Veterans Appeals, VA Central Office, 811 Vermont Avenue, NW., Washington, DC 20420, up to 1 year after the date of the notice of denial. Renewals: None. ELIGIBLE BENEFICIARIES: (a) Veteran/Service person/Reservist (including dependents); INFORMATION CONTACTS: Regional or Local Office: For all States, contact the Department of Veterans Affairs, P.O. Box 8079, Philadelphia, PA 19101. This office should also be contacted about Mortgage Protection Life Insurance. Headquarters Office: Department of Veterans Affairs Regional Office and Insurance Center, P.O. Box 8079, Philadelphia, PA 19101. For all States and Mortgage Protection Life Insurance call 1-800-669-8477.

#### **LOCAL VETERANS' EMPLOYMENT REPRESENTATIVE PROGRAM**

Current Year: Grants: \$77,078,000 Loans:\$0,000 Other: \$0,000 Total:\$77,078,000

OBJECTIVES: To provide job development, placement, and support services directly to veterans and to ensure that there is local supervision of State Employment Service/Job Service compliance with Federal regulations, performance standards, and grant agreement provisions in carrying out requirements of 38 U.S.C. 4104 in providing veterans with maximum employment and training opportunities providing services to veterans according to provisions of 38 U.S.C. 4103 and 4104. APPLICATION AND AWARD PROCESS: Pre-application Coordination: This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. The standard application forms as furnished by the Federal agency and required by OMB Circular No. A-102 (29 CFR 97) must be used for this program. Application Procedure: Standard Form 424, statement of work, program narrative, and Fiscal Plans are submitted to the Director for Veterans' Employment and Training (DVET) in each state, (see Appendix IV of the Catalog) in accordance with instructions in the Solicitation for Grant Application or annual modification instructions. This program is excluded from coverage under OMB Circular No. A-110. Award Procedure: Awards approved annually by Assistant Secretary for Veterans' Employment and Training (ASVET) are based on review and recommendations by Regional Administrators for Veterans' Employment and Training (RAVET5) and DVETs. Deadlines: Application submittal deadlines established by a Solicitation for Grant Application or Veterans' Program Letter distributed by the AS VET through the Grant Officer for each applicable fiscal year. Range of Approval/Disapproval Time: Ninety days. Appeals: Not applicable. Renewals: Not applicable. ELIGIBLE BENEFICIARIES: (a) Veteran/Service person/Reservist (including dependents); INFORMATION CONTACTS: Regional or Local Office: Regional Administrators and State Directors for Veterans' Employment and Training Service listed in Appendix IV of the Catalog. Headquarters Office: Office of the Assistant Secretary for Veterans' Employment and Training, Department of Labor, Room S-1316, 200 Constitution Avenue, NW. Washington, DC 20210. Telephone: (202) 219- 9105. Contact: Stanley Seidel.

#### **MIGRANT EDUCATION COLLEGE ASSISTANCE MIGRANT PROGRAM**

Current Year: Grants: \$4,000,000 Loans: \$0,000 Other: \$0,000 Total:\$4,000,000

OBJECTIVES: To assist students that are engaged, or whose parents are engaged in migrant and other seasonal farm work, and are enrolled or are admitted for enrollment on a full-time basis in the first academic year at an institution of higher education. APPLICATION AND AWARD PROCESS: Pre-application Coordination: This program is eligible for coverage under EO. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. Application Procedure: Application forms are available from the Department of Education. An applicant submits its application to the Department of Education no later than the

date announced by the Department in the Federal Register. An application must be prepared and submitted in accordance with the regulations, instructions, and forms included in the grant application package. The applications are reviewed and evaluated by a panel for possible selection for funding. Award Procedure: The Department of Education notifies successful applicants of awards. The Department of Education's Office of Migrant Education staff does actual negotiation and awarding of grants. Deadlines: Contact the Department of Education for application deadlines. Range of Approval/Disapproval Time: Three months. Appeals: None. Renewals: Grants are awarded for five years, subject to the availability of funds. ELIGIBLE BENEFICIARIES: (a) Individual/Family; (b) Farmer/Rancher/Agriculture Producer; (c) Veteran/Service person/Reservist (including dependents); INFORMATION CONTACTS: Regional or Local Office: Not applicable. Headquarters Office: Office of Migrant Education, Office of Elementary and Secondary Education, Department of Education, 400 Maryland Avenue, SW., Room 3E3 17, Washington, DC 20202. Contact: Mary Suazo. Telephone: (202) 260-1396. MONTHLY ALLOWANCE FOR CHILDREN OF VIETNAM VETERANS BORN WITH SPINA BIFIDA

Current Year: Grants:\$7,463,000 Loans:\$0,000 Other:\$0,000 Total:\$7,463,000

OBJECTIVES: To provide financial assistance to certain children born with spina bifida who are children of individuals who served in the Republic of Vietnam during the Vietnam era. APPLICATION AND AWARD PROCESS: Pre-application Coordination: None. This program is excluded from coverage under E.O. 12372. Application Procedure: An application (VA Form 21-0304) may be obtained from a local or regional office (see Appendix IV of the Catalog), and submitted to the regional office. Award Procedure: Awards are authorized at the regional office. Deadlines: None. Entitlement is established from the date of receipt of the application, but not before October 1, 1997. Range of Approval/Disapproval Time: Not available at this time. Appeals: Available through special board. In the event of a denial, claimants are advised of appeal rights and procedures at the time of notification. Renewals: None. ELIGIBLE BENEFICIARIES: (a) Veteran/Service person/Reservist (including dependents); INFORMATION CONTACTS: Regional or Local Office: See Appendix IV of the Catalog for Veterans Benefits Administration field offices. Headquarters Office: Department of Veterans Affairs, Washington, DC 20420. Telephone: (202) 273-7210.

### **NATIONAL CEMETERIES**

Current Year: Grants: \$0,000 Loans: \$0,000 Other: \$88,874,000 Total: \$88,874,000

OBJECTIVES: To provide burial space and perpetual care for veterans and members of the Armed Forces of the United States whose service terminated other than dishonorably, Reservists and National Guard members having 20 years qualifying service for the purpose of receiving retired pay and certain eligible dependents. APPLICATION AND AWARD PROCESS: Pre-application Coordination: This program is eligible for coverage under EO. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. Application Procedure: The person in charge of funeral arrangements (next of kin or funeral director) should communicate with the staff of the national cemetery in which interment or memorialization is desired, and furnish the name and official documentation of military service of the veteran on whose service the burial is predicated. If documentation is not available, as much of the following data as is available should be provided: Branch of service; rank; service number; social security number; VA claim number; date and place of entry into and separation from last period of active service; date and place of birth; and, date of death. This program is excluded from coverage under OMB Circular No. A-1 10. Application for a memorial headstone or marker must be submitted on VA Form 40-1330, "Application for Standard Government Headstone or Marker for Installation in a Private or State Veterans Cemetery." Award Procedure: Scheduling of a time and date for the Cemetery staff upon verification of eligibility will make a committal service in a national cemetery. Deadlines: None. Range of Approval/Disapproval Time: Not applicable. Appeals: Not applicable. Renewals: Not applicable. ELIGIBLE BENEFICIARIES: (a) Veteran/Service person/Reservist (including dependents); INFORMATION CONTACTS: Regional



or Local Office: (All national cemeteries which have a director assigned.) National Cemetery Area Offices are located at: P.O. Box 11720, Philadelphia, PA 19101; 730 Peachtree Street, NE, Atlanta, GA 30365; P.O. Box 25126, Denver, CO 80225. See Appendix IV of the Catalog for contacts and telephone numbers of area offices in the National Cemetery Administration under Department of Veterans Affairs. Headquarters Office: Director, Office of Field Operations (401) National Cemetery Administration, Department of Veterans Affairs, 810 Vermont Avenue, NW, Washington, DC 20420. Contact: Peggy McGregor. Telephone: (202) 273-5226. FTS not available.

#### **NATIVE AMERICAN VETERAN DIRECT LOAN PROGRAM**

Current Year: Grants:\$0,000 Loans:\$10,559,000 Other: \$0,000 Total:\$10,559,000

**OBJECTIVES:** To provide direct loans to certain Native American veterans for the purchase or construction of homes on trust lands. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: None. This program is excluded from coverage under E.O. 12372. **Application Procedure:** Eligible veterans should obtain a Certificate of Eligibility from the appropriate VA office and obtain an acknowledgment of Native American status from his or her tribal council or Native American organizational body. This evidence should be presented to the nearest VA office with an application for a loan. **Award Procedure:** The VA Regional Office or Center will determine that application requirements are met, determine that the veteran is eligible for the loan and that the purposes for the loan meet the requirements of law and disburse the loan proceeds. **Deadlines:** This pilot program will end December 31, 2001. Contact Headquarters Office listed below for deadline information. **Range of Approval/Disapproval Time:** Within 10 days after VA's receipt of a loan application. **Appeals:** Denial of eligibility is appealable through Board of Veterans' Appeals. In the event of a denial, claimants are advised of appeal rights and procedures at the time of notification. **Renewals:** None. **ELIGIBLE BENEFICIARIES:** (a) Veteran/Service person/Reservist (including dependents); **INFORMATION CONTACTS:** Regional or Local Office: Loan applications are processed completely by the Veterans Benefits Administration field offices for their respective geographic area jurisdiction. Initial contact should be made with the appropriate office listed in Appendix IV of the Catalog under Veterans Benefits Administration. Headquarters Office: Department of Veterans Affairs, Washington, DC 20420. Telephone: (202) 273-7377.

#### **PENSION FOR NON-SERVICE-CONNECTED DISABILITY FOR VETERANS**

Current Year: Grants:\$2,366,613,000 Loans:\$0,000 Other:\$0,000 Total:\$2,366,613,000

**OBJECTIVES:** To assist wartime veterans in need whose non-service-connected disabilities are permanent and total preventing them from following a substantially gainful occupation. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: None. This program is excluded from coverage under EO. 12372. **Application Procedure:** An application (VA Form 2 1-526) may be obtained from a local or regional VA Office (see Appendix IV of the Catalog) and submitted to the Regional Office. **Award Procedure:** Awards are authorized at the regional office. **Deadlines:** None. Entitlement is established from the date of receipt of the application, or the date the veteran became permanently and totally disabled, if disability prevents the veteran from applying for 30 days or more and if the application is received within 1 year of the date of disablement. **Range of Approval/Disapproval Time:** Approximately 89 percent in 180 days or less. **Appeals:** Available through special board. In the event of a denial, claimants are advised of appeal rights and procedures at the time of notification. **Renewals:** None. **ELIGIBLE BENEFICIARIES:** (a) Veteran/Service person/Reservist (including dependents); (b) Handicapped (e.g. Deaf, Blind, Crippled); (c) Physically Afflicted (e.g. TB, Arthritis, Heart Disease); (d) Senior Citizen (60+); **INFORMATION CONTACTS:** Regional or Local Office: See Appendix IV of the Catalog for Veterans Benefits Administration field offices. Headquarters Office: Department of Veterans Affairs, Washington, DC 20420. Telephone: (202) 273-7210.

#### **PENSION TO VETERANS SURVIVING SPOUSES AND CHILDREN**

Current Year: Grants: \$717,596,000 Loans: \$0,000 Other: \$0,000 Total:\$717,596,000

**INFORMATION CONTACTS:** Regional or Local Office: Local office of the State Employment Service; local office of the State Unemployment Insurance Service; Employment and Training Administration regional offices listed in Appendix IV of the Catalog. Headquarters Office: Director,

Unemployment Insurance Service, Employment and Training Administration, Department of Labor, Washington, DC 20210. Telephone: (202) 219-7831. Contact: Cheryl Atkinson.

#### **VA HOMELESS PROVIDERS GRANT AND PER DIEM PROGRAM**

Current Year: Grants:\$20,000,000 Loans: \$0,000 Other:\$0,000 Total:\$20,000,000

**OBJECTIVES:** To assist public and nonprofit private entities in establishing new programs and service centers to furnish supportive services and supportive housing for homeless veterans through grants that may be used to acquire, renovate or alter facilities, and to provide per diem payments, or in-kind assistance in lieu of per diem payments, to eligible entities which established programs after November 10, 1992 that provide supportive services and supportive housing for homeless veterans. (Note: The number of vans was limited to 20 for the life of this grant. This Van Restriction has not been lifted.) **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: Application documents include a Standard Form 424, 424C and 424D, as well as VA Form 10-0361. Once per year if funds are available for the program, VA will publish in the Federal Register a notice of fund availability, soliciting applications for the grant program and information on applications for requesting eligibility to receive per diem payments. This program is excluded from coverage under E.O. 12372. **Application Procedure:** The application forms required by 38 CFR 17.700, "VA Homeless Providers Grant and Per Diem Program," and furnished by the Federal agency must be used for the program. **Award Procedure:** The Secretary of Veterans Affairs makes formal approval of the award of assistance; Mental Health Strategic Healthcare Group administers the program. **Deadlines:** Deadlines for program applications are established in the notice of fund availability. **Range of Approval/Disapproval Time:** For grant applicants, from 30 to 60 work days after receipt of items in the Second Submission section of the grant application package, including documentation on acquisition, rehabilitation and new construction; match and feasibility; matching funds; supportive services; and operating budget. For recognition by VA as eligible to receive per diem payments, 30 to 60 days after formal recognition is approved, pending availability of funds. **Appeals:** If an application would have been selected but for a procedural error committed by VA, VA will select that application for potential funding when sufficient funds become available, if there is no material change in the information that resulted in its selection. A new application will not be required for this purpose. **Renewals:** Not applicable. **ELIGIBLE BENEFICIARIES:** (a) Veteran/Service person/Reservist (including dependents); **INFORMATION CONTACTS:** Regional or Local Office: Not applicable. Headquarters Office: Program Manager, VA Homeless Providers Grant and Per Diem Program, Mental Health Strategic Healthcare Group (1 I6E), Department of Veterans Affairs, 810 Vermont Avenue, NW., Washington, DC 20420. Telephone: (202) 273-8966. (This is not a toll-free number.) Toll-free 1-877-322-0334. Contacts: Victor Harris - Telephone: (202) 273-8443. Roger Casey - Telephone: 1-877-322-0334.

#### **VETERANS COMPENSATION FOR SERVICE-CONNECTED DISABILITY**

Current Year: Grants: \$14,796,699,000 Loans: \$0,000 Other: \$0,000 Total: \$14,796,699,000

**OBJECTIVES:** To compensate veterans for disabilities incurred or aggravated during military service according to the average impairment in earning capacity such disability would cause in civilian occupations. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: None. This program is excluded from coverage under E.O. 12372. **Application Procedure:** An application (VA Form 2 1-526) may be obtained from any VA office or regional office (see Appendix IV of the Catalog) and submitted to the regional office. **Award Procedure:** Awards are authorized at the regional office. **Deadlines:** None, but it must be filed within 1 year after separation from service in order for entitlement to be established from the day following discharge; otherwise, entitlement is established only from the date of receipt of the claim. **Range of Approval/Disapproval Time:** Approximately 60 percent in 180 days or less. **Appeals:** Available through special board. In the event of a denial, claimants are advised of appeal rights and procedures at the time of notification. **Renewals:** Not applicable. **ELIGIBLE BENEFICIARIES:** (a) Veteran/Service person/Reservist (including dependents); (b) Handicapped (e.g. Deaf, Blind, Crippled); (c) Physically Afflicted (e.g. TB, Arthritis, Heart Disease); **INFORMATION CONTACTS:** Regional or Local Office: See Appendix IV of the Catalog for Veterans Benefits Administration

field offices. Headquarters Office: Department of Veterans Affairs, Washington, DC 20420. Telephone: (202) 273-7210.

#### **VETERANS DENTAL CARE**

Current Year: Grants:\$0,000 Loans:\$0,000 Other: \$13,940,000 Total:\$13,940,000

**OBJECTIVES:** To provide dental services. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: None. This program is excluded from coverage under E.O. 12372. **Application Procedure:** Application may be made: (1) personally at a VA medical center, outpatient clinics or regional offices with outpatient clinics; (2) through any veteran's service organization representative; or (3) by mailing VA form 10-10EZ, Application for Health Benefits, to the nearest VA health care facility. **Award Procedure:** Not applicable. **Deadlines:** Application for dental treatment for service-connected non-compensable condition or disability shown to have been in existence at time of discharge or release from service must be made within 90 days after discharge from active duty. **Range of Approval/Disapproval Time:** The same day if applicant applies in person; generally within 10 days if applicant applies by mail. **Appeals:** Not applicable. **Renewals:** Not applicable. **ELIGIBLE BENEFICIARIES:** (a) Veteran/Service person/Reservist (including dependents); (b) Women; (c) Handicapped (e.g. Deaf, Blind, Crippled); (d) Physically Afflicted (e.g. TB, Arthritis, Heart Disease); (e) Child (6-15); (f) Youth (16-21); **INFORMATION CONTACTS:** Regional or Local Office: Any VA Medical Center. See Appendix IV of the Catalog for listing under Veterans Health Services and Research Administration. Headquarters Office: VA Central Office: Headquarters Health Administration Service (IOC3), Department of Veterans Affairs, Washington, DC 20420. Telephone: (202) 273-8303 or 8302.

#### **VETERANS DEPENDENCY AND INDEMNITY COMPENSATION FOR SERVICE-CONNECTED DEATH**

Current Year: Grants:\$3,467,507,000 Loans:\$0,000 Other: \$0,000 Total: \$3,467,507,000

**OBJECTIVES:** To compensate surviving spouses, children and parents for the death of any veteran who died because of a service-connected disability, or while in the active military, naval or air service. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: None. This program is excluded from coverage under EO. 12372. **Application Procedure:** An application (VA Form 21-534 for surviving spouses, and or children; 21-535 for parents) may be obtained from any VA office or regional office (see Appendix IV of the Catalog) and submitted to the regional office. **Award Procedure:** Awards are authorized at the regional office. **Deadlines:** None, but entitlement is established from the first day of the month in which the veteran's death occurred if the claim is received within 1 year after the date of death; otherwise, entitlement is established from the date of receipt of the claim. **Range of Approval/Disapproval Time:** Approximately 89 percent in 180 days or less. **Appeals:** Available through special board. In the event of a denial, claimants are advised of appeal rights and procedures at the time of notification. **Renewals:** Not applicable. **ELIGIBLE BENEFICIARIES:** (a) Individual/Family; (b) Veteran/Service person/Reservist (including dependents); **INFORMATION CONTACTS:** Regional or Local Office: See Appendix IV of the Catalog for Veterans Benefits Administration field offices. Headquarters Office: Department of Veterans Affairs, Washington, DC 20420. Telephone: (202)273-7210.

#### **VETERANS DOMICILIARY CARE**

Current Year: Grants: \$0,000 Loans: \$0,000 Other: \$372,275,000 Total: \$372,275,000

**OBJECTIVES:** To provide the least intensive level of inpatient care for ambulatory veterans disabled by age or illness who are not in need of more acute hospitalization and who do not need the skilled nursing services provided in nursing homes. To rehabilitate the veteran in anticipation of his/her return to the community in a self-sustaining and independent or semi-independent living situation, or to assist the veteran to reach his/her optimal level of functioning in a protective environment. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: None. This program is excluded from coverage under E.O. 12372. **Application Procedure:** Submit Application for Medical Benefits, VA Form 10-10, to nearest VA medical facility. **Award Procedure:** Not applicable. **Deadlines:** None. **Range of Approval/Disapproval Time:** None. **Appeals:** Not applicable. **Renewals:** Not applicable. **ELIGIBLE BENEFICIARIES:** (a) Veteran/Service person/Reservist (including dependents); **INFORMATION CONTACTS:** Regional or Local Office:

See Appendix IV, of the Catalog under Veterans Health Administration for Veterans Hospital Facilities. Headquarters Office: Chief Consultant, Geriatrics and Extended Care Strategic Healthcare Group (1 14A), Department of Veterans Affairs, Washington, DC 20420. VA Domiciliary Care Program Chief. Telephone: (202) 273-8543/8545.

#### **VETERANS ENTREPRENEURIAL TRAINING AND COUNSELING**

Current Year: Grants: \$600,000 Loans: \$0,000 Other: \$0,000 Total: \$600,000

**OBJECTIVES:** To provide long term training, counseling, and mentoring to benefit small business concerns and potential small business concerns owned and controlled by eligible veterans. Eligible veterans means (A) a veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary, or (B) a person who was discharged or released from active duty because of a service-connected disability. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: None. This program is excluded from coverage under EO. 12372. Application Procedure: Applicants will submit proposals based on a request for proposal (REP). The RFP may request that the applicant apply for a grant or contract. This will be made clear at the time of the REP is issued. Instructions for applying will be contained in the REP document. No unsolicited proposal will be considered for this program. Award Procedure: The proposal will be subject to an independent panel review. The elements of the panel review will include a review of technical and cost proposals, each under a separate cover. The technical proposal will consist of four sections: (1) programmatic concept, (2) understanding the problem or need, (3) coordination of resources, and (4) organizational qualifications. The cost proposal will be evaluated based on reasonableness of cost and compliance with OMB Circulars A-1 10 or A-1 12. Additionally the cost proposal must contain (1) a comprehensive development plan, (2) budget preparation, and (3) expenditures for fundraising activities may not be charged as a cost item and demonstration of adequate community based resources to achieve matching formula for non-Federal funds. **Deadlines:** Designated on the RFP. **Range of Approval/Disapproval Time:** Usually within 30 to 90 days after closing date of the REP. **Appeals:** In accordance with FAR Part 33 if a contract; or not applicable if a grant. **Renewals:** Subject to the exercise of option years. **ELIGIBLE BENEFICIARIES:** (a) Veteran/Service person/Reservist (including dependents); **INFORMATION CONTACTS:** Regional or Local Office: For addresses of the SBA field offices, see Appendix IV of the Catalog under Small Business Administration. Headquarters Office: Director, Office of Veteran Affairs, Small Business Administration, Fifth Floor, 409 Third Street, SW., Washington DC 20416. Telephone: (202) 205-6773. Use same number for FTS. Contact: Reginald Teamer.

#### **VETERANS HOME BASED PRIMARY CARE**

Current Year: Grants:\$0,000 Loans:\$0,000 Other:\$54,857,000 Total:\$54,857,000

**OBJECTIVES:** To provide primary health care in the home, through a VA interdisciplinary team, to homebound and often bedridden eligible veterans whose caregivers are capable and willing to assist in their care. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: None. This program is excluded from coverage under E.O. 12372. Application Procedure: Medical determination as to need for home health services will be made by a VA Medical Center physician or VA authorized private health care physician. Award Procedure: Not applicable. **Deadlines:** None. **Range of Approval/Disapproval Time:** Not applicable. **Appeals:** Not applicable. **Renewals:** Not applicable. **ELIGIBLE BENEFICIARIES:** (a) Veteran/Service person/Reservist (including dependents); (b) Handicapped (e.g. Deaf, Blind, Crippled); (c) Physically Afflicted (e.g. TB, Arthritis, Heart Disease); **INFORMATION CONTACTS:** Regional or Local Office: Not applicable. Headquarters Office: Chief Consultant, Geriatrics and Extended Care Strategic Healthcare Group (114), Department of Veterans Affairs, Washington, DC 20420. Home Based Primary Care Program Coordinator, Telephone: (202)273-6488/8540.

#### **VETERANS HOUSING DIRECT LOANS FOR CERTAIN DISABLED VETERANS**

Current Year: Grants: \$0,000 Loans: \$33,000 Other: \$0,000 Total: \$33,000

**OBJECTIVES:** To provide veterans who are eligible for a Specially Adapted Housing grant with loan directly from the VA in certain circumstances. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: None. This program is excluded from coverage under EO. 12372.

Application Procedure: The veteran should apply to the VA regional office having jurisdiction over the property location. No specific initial application form is prescribed. The VA office will respond directly to the veteran. Award Procedure: The VA office coordinates loan disbursement with payout of the related Specially Adapted Housing grant. Loan closing is conducted through a loan-closing agent assigned by the VA office. Deadlines: None. Range of Approval/Disapproval Time: From 20 to 60 days. Appeals: Denial of eligibility can be appealed through Board of Veterans' Appeals. In the event of a denial, claimants are advised of appeal rights and procedures at the time of notification. Renewals: None. ELIGIBLE BENEFICIARIES: (a) Veteran/Service person/Reservist (including dependents); (b) Handicapped (e.g. Deaf, Blind, Crippled); (c) Physically Afflicted (e.g. TB, Arthritis, Heart Disease); INFORMATION CONTACTS: Regional or Local Office: See Veterans Benefits Administration field office listed in the Appendix IV of the Catalog. Headquarters Office: Department of Veterans Affairs, Washington, DC 20420. Telephone: (202) 273-7390.

### **VETERANS HOUSING GUARANTEED AND INSURED LOANS**

Current Year: Grants: \$0,000 Loans: \$32,634,956,000 Other: \$0,000 Total: \$32,634,956,000  
OBJECTIVES: To assist veterans, certain service personnel, and certain un-remarried surviving spouses of veterans, in obtaining credit for the purchase, construction or improvement of homes on more liberal terms than are generally available to non-veterans. APPLICATION AND AWARD PROCESS: Pre-application Coordination: None. This program is excluded from coverage under E.O. 12372. Application Procedure: Eligible veterans should obtain a Certificate of Eligibility from the appropriate VA office, and present it with the housing proposal to a private lender willing to make the loan. The lender makes application for guaranty or insurance to the VA regional office or center having jurisdiction over the locality in which the home is located. Award Procedure: The VA regional office or center will issue the lender evidence of guaranty or insurance after requirements are met and loan proceeds are disbursed. Deadlines: None. Range of Approval/Disapproval Time: From 5 to 20 days after receipt of a loan application in VA. Appeals: Denial of eligibility is appealable through Board of Veterans' Appeals. In the event of a denial, claimants are advised of appeal rights and procedures at the time of notification. Renewals: None. ELIGIBLE BENEFICIARIES: (a) Veteran/Service person/Reservist (including dependents); (b) Handicapped (e.g. Deaf, Blind, Crippled); (c) Physically Afflicted (e.g. TB, Arthritis, Heart Disease); INFORMATION CONTACTS: Regional or Local Office: Loan applications are processed completely by the Veterans Benefits Administration Regional Loan Centers for their respective geographic area jurisdictions. Initial contact should be made with the appropriate office listed in Appendix IV of the Catalog under Veterans Benefits Administration. Headquarters Office: Department of Veterans Affairs, Washington, DC 20420. Telephone: (202)273-7390.

### **VETERANS MEDICAL CARE BENEFITS**

Current Year: Grants:\$0,000 Loans: \$0,000 Qther:\$14,980,002,000 Total:514,980,002,000  
OBJECTIVES: To provide outpatient medical services, hospital care, medicines and supplies to eligible veterans in receipt of VA health care APPLICATION AND AWARD PROCESS: Pre-application Coordination: None. This program is excluded from coverage under EO. 12372. Application Procedure: completing VA Form 10-IOEZ, "Application for Health Benefits", may make Application. Application may be made: (1) In person at any VA health care facility; (2) through any veteran's service organization's representative; or (3) by mailing the 10-IOEZ to the nearest VA health care facility. Award Procedure: Not applicable. Deadlines: Not applicable. Range of Approval/Disapproval Time: The same day if the applicant applies in person; generally within 15 days if by mail. Appeals: None. Renewals: None. ELIGIBLE BENEFICIARIES: (a) Veteran/Service person/Reservist (including dependents); INFORMATION CONTACTS: Regional or Local Office: Contact the nearest VA Medical Center. (See Appendix IV of the Catalog for the list of addresses of VA facilities under Veterans Health Administration.) Headquarters Office: Director, Health Administration Services (IOC3), Department of Veterans Affairs, Washington, DC 20420. Telephone: (202) 273-8302 or 273-8303.

### **VETERANS NURSING HOME CARE**

Current Year: Grants: \$0,000 Loans: \$0,000 Other: \$1,978,934,000 Total: \$1,978,934,000

**OBJECTIVES:** To accommodate eligible veterans who are not acutely ill and not in need of hospital care, but who require skilled nursing care, related medical services, supportive personal care, and individual adjustment services (including social, diversional, recreational and spiritual activities and opportunities) in a homelike atmosphere. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: None. This program is excluded from coverage under E.O. 12372. Application Procedure: Submit Application for Medical Benefits, VA Form 10-10, to nearest VA medical facility. A medical determination as to need for nursing home care will be made by a VA physician. Award Procedure: Not applicable. Deadlines: None. Range of Approval/Disapproval Time: Not applicable. Appeals: Not applicable. Renewals: Not applicable. **ELIGIBLE BENEFICIARIES:** (a) Veteran/Service person/Reservist (including dependents); (b) Handicapped (e.g. Deaf, Blind, Crippled); (c) Physically Afflicted (e.g. TB, Arthritis, Heart Disease); **INFORMATION CONTACTS:** Regional or Local Office: See Appendix IV of the Catalog for Veterans Hospital Facilities listed under Veterans Health Administration. Headquarters Office: Chief Consultant, Geriatrics and Extended Strategic Health Group (114), Department of Veterans Affairs, Washington, DC 20420. VA Nursing Home Care Program Chief. Telephone: (202) 273-8544.

### **VETERANS PRESCRIPTION SERVICE**

Current Year: Grants: \$0,000 Loans: \$0,000 Other: \$ 1,825,261,000 Total: \$1,825,261,000  
**OBJECTIVES:** To provide eligible veterans and certain dependents and survivors of veterans with prescription drugs and expendable medical supplies from VA pharmacies upon presentation of prescription(s) from a VA provider or VA authorized provider. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: None. This program is excluded from coverage under EO. 12372. Application Procedure: Veterans should follow the application process for Veterans Outpatient Care (64.011). Once veterans are accepted for outpatient care the eligibility information is shared with the pharmacy computer system, veterans may then present prescriptions to a VA Pharmacy. Award Procedure: Not applicable. Deadlines: None. Range of Approval/Disapproval Time: Not applicable. Appeals: Not applicable. Renewals: Not applicable. **ELIGIBLE BENEFICIARIES:** (a) Veteran/Service person/Reservist (including dependents); **INFORMATION CONTACTS:** Regional or Local Office: Initial contact should be made with the nearest Veterans Hospital Facility listed in Appendix IV of the Catalog under Veterans Health Administration. Headquarters Office: Chief Consultant, Pharmacy Benefits Management, Department of Veterans Affairs, Washington, DC 20420. Telephone: (202) 273-8429.

### **VETERANS PROSTHETIC APPLIANCES**

Current Year: Grants: \$0,000 Loans: \$0,000 Other: \$498,437,000 Total: \$498,437,000  
**OBJECTIVES:** To provide, through purchase and/or fabrication, prosthetic and related appliances, equipment and services to disabled veterans so that they may live and work as productive citizens. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: None. This program is excluded from coverage under EO. 12372. Application Procedure: Eligible veteran may request prosthetic services by reporting in person to any VA Medical Center as well as by correspondence, telephone, or authorized community physician prescription. Award Procedure: Not applicable. Deadlines: None. Range of Approval/Disapproval Time: Usually immediately, although delays of 30 to 60 days have occurred in unusual cases. Appeals: A veteran who is administratively refused prosthetics services by a local VA health care facility may appeal to the Board of Veterans Appeals. Determinations of the Veterans Health Administration involving the need or nature of medical treatment as distinguished from legal or basic eligibility for medical services can not be appealed. Renewals: None. **ELIGIBLE BENEFICIARIES:** (a) Veteran/Service person/Reservist (including dependents); (b) Handicapped (e.g. Deaf, Blind, Crippled); (c) Physically Afflicted (e.g. TB, Arthritis, Heart Disease); **INFORMATION CONTACTS:** Regional or Local Office: Initial contact should be made with the Prosthetic Representatives in 154 VA field stations, any VA hospital or outpatient clinic, or any veterans' service organization representative. See Appendix IV of the Catalog for the address of the nearest Veterans Hospital Facility. Headquarters Office: Chief Consultant, Prosthetic and Sensory Aids Strategic Health Care Group (113), Department of Veterans Affairs, Washington, DC 20420. Telephone: (202) 273-8515. Fax: (202) 273-9110.

### **VETERANS REHABILITATION ALCOHOL AND DRUG DEPENDENCE**

Current Year: Grants: \$0,000 Loans: \$0,000 Other: \$411,533,000 Total: \$411,533,000

**OBJECTIVES:** To provide medical, social, vocational and rehabilitation therapies to eligible alcohol and drug dependent veterans. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: None. This program is excluded from coverage under E.O. 12372. **Application Procedure:** Apply personally to any VA medical center, outpatient clinic, or regional office; through any veteran's service organization representative; or by mailing VA Form 10-10 (Application for Medical Benefits) to nearest medical center. **Award Procedure:** Not applicable. **Deadlines:** None. **Range of Approval/Disapproval Time:** The same day if the applicant applies in person; generally within 7 days if by mail. **Appeals:** None. **Renewals:** None. **ELIGIBLE BENEFICIARIES:** (a) Veteran/Service person/Reservist (including dependents); (b) Handicapped (e.g. Deaf, Blind, Crippled); (c) Physically Afflicted (e.g. TB, Arthritis, Heart Disease); (d) Drug Addict; (e) Alcoholic; **INFORMATION CONTACTS:** Regional or Local Office: Contact the nearest VA medical center, outpatient clinic, domiciliary, or Veterans Regional Office. (See Appendix IV of the Catalog for the list of addresses under Veterans Health Administration). **Headquarters Office:** Director, Mental Health and Behavioral Sciences Services (1IC), Department of Veterans Affairs, Washington, DC 20420. Telephone: (202) 273-8437.

### **VETERANS STATE DOMICILIARY CARE**

Current Year: Grants: \$27,224,000 Loans: \$0,000 Other: \$0,000 Total: \$27,224,000

**OBJECTIVES:** To provide financial assistance to States furnishing domiciliary care to eligible veterans in State Veterans' Homes, which meet the standards, prescribed by the Secretary of Veterans Affairs. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: None. This program excluded from coverage under EO. 12372. **Application Procedure:** Letter of application from State addressed to Chief Consultant, Geriatrics and Extended Care Strategic Healthcare Group (114), Department of Veterans Affairs, 810 Vermont Avenue, NW, Washington, DC 20420. **Award Procedure:** Recognition by Secretary of Veterans Affairs for purposes of VA and pursuant to Title 38 U.S.C. Section 1741. **Deadlines:** None. **Range of Approval/Disapproval Time:** From 30 to 60 days. **Appeals:** Not applicable. **Renewals:** Not applicable. **ELIGIBLE BENEFICIARIES:** (a) Veteran/Service person/Reservist (including dependents); (b) Handicapped (e.g. Deaf, Blind, Crippled); (c) Physically Afflicted (e.g. TB, Arthritis, Heart Disease); **INFORMATION CONTACTS:** Regional or Local Office: See Appendix IV of the Catalog for Veterans Hospital Facilities. **Headquarters Office:** Assistant Chief Medical Director for Geriatrics and Extended Care (1 I4B), Department of Veterans Affairs, Washington, DC 20420. **Chief, State Home Per Diem Program.** Telephone: (202) 273-8538.

### **VETERANS STATE HOSPITAL CARE**

Current Year: Grants: \$3,912,000 Loans: \$0,000 Other: \$0,000 Total: \$3,912,000

**OBJECTIVES:** To provide financial assistance to States furnishing hospital care to eligible veterans in State veterans' homes, which meet the standards, prescribed by the Secretary of Veterans Affairs. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: None. This program is excluded from coverage under E.O. 12372. **Application Procedure:** Letter of application from State addressed to Chief Consultant, Geriatrics and Extended Care Strategic Healthcare Group (114), Department of Veterans Affairs, 810 Vermont Avenue, NW., Washington, DC 20420. **Award Procedure:** Recognition by Secretary of Veterans Affairs for purposes of VA and pursuant to Title 38 U.S.C. Section 1741. **Deadlines:** None. **Range of Approval/Disapproval Time:** From 30 to 60 days. **Appeals:** Not applicable. **Renewals:** Not applicable. **ELIGIBLE BENEFICIARIES:** (a) Veteran/Service person/Reservist (including dependents); (b) Handicapped (e.g. Deaf, Blind, Crippled); (c) Physically Afflicted (e.g. TB, Arthritis, Heart Disease); **INFORMATION CONTACTS:** Regional or Local Office: See Appendix IV for Veterans Hospital Facilities. **Headquarters Office:** Chief Consultant, Geriatrics and Extended Care, Strategic Healthcare Group (114), Department of Veterans Affairs, Washington, DC 20420. **Chief, State Home Per Diem Program.** Telephone: (202) 273-8538.

### **VETERANS STATE NURSING HOME CARE**

Current Year: Grants:\$241,696,000 Loans:\$0,000 Other:\$0,000 Total:\$241,696,000

**OBJECTIVES:** To provide financial assistance to States furnishing nursing home care to eligible veterans in State Veterans' Homes, which meet the standards, prescribed by the Secretary of Veterans Affairs. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: None. This program is excluded from coverage under E.O. 12372. Application Procedure: Letter of application from State addressed to Chief Consultant, Geriatrics and Extended Care Strategic Healthcare Group (114) Department of Veterans Affairs, 810 Vermont Avenue, NW., Washington, DC 20420. Award Procedure: Recognition by Secretary of Veteran Affairs for purposes of VA aid pursuant to Title 38 U.S.C. Section 1741. Deadlines: None. Range of Approval/Disapproval Time: From 30 to 60 days. Appeals: Not applicable. Renewals: Not applicable. **ELIGIBLE BENEFICIARIES:** (a) Veteran/Service person/Reservist (including dependents); (b) Handicapped (e.g. Deaf, Blind, Crippled); (c) Physically Afflicted (e.g. TB, Arthritis, Heart Disease); **INFORMATION CONTACTS:** Regional or Local Office: See Appendix IV of the Catalog for Veterans Hospital Facilities. Headquarters Office: Chief Consultant, Geriatrics and Extended Care, Strategic Healthcare Group (114), Department of Veteran's Affairs, Washington, DC 20420. Chief, State Home Per Diem Program. Telephone: (202) 273-8538.

### **VETERANS' EMPLOYMENT PROGRAM**

Current Year: Grants: \$7,300,000 Loans: \$0,000 Other: \$0,000 Total: \$7,300,000

**OBJECTIVES:** To develop programs to meet the employment and training needs of service-connected disabled veterans, veterans of the Vietnam-era, and veterans who were recently separated from military service. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: This program is eligible for coverage under EO. 12372, "Inter-governmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. The standard application forms as furnished by the Federal agency and required by OMB Circular No. A-102 (29 CFR, Part 97) must be used for this program. Application Procedure: This program is subject to the provisions of OMB Circular No. A-110. Award Procedure: The Office of the Assistant Secretary for Veterans' Employment and Training, in conjunction with the Office of the Assistant Secretary for Administration and Management, is responsible for all funding decisions regarding this competitive grant program. Deadlines: The specific deadlines for submission of applications for this program are published in the Solicitation for Grant Application Document and the Federal Register. SGAs may be issued periodically for a specific portion of the funds for special emphasis grants. Range of Approval/Disapproval Time: About 100 days. Appeals: Within 21 days of the determination denying financial assistance the applicant may request a hearing through the Chief Administrative Law Judge, Department of Labor. Renewals: Not applicable. **ELIGIBLE BENEFICIARIES:** (a) Veteran/Service person/Reservist (including dependents); **INFORMATION CONTACTS:** Regional or Local Office: For information regarding program funding and eligibility, contact any Regional Administrator or Director for Veterans' Employment and Training in each State as listed in Appendix IV of the Catalog. Headquarters Office: Office of the Assistant Secretary for Veterans' Employment and Training, Room 5-1316, 200 Constitution Avenue, NW., Washington, DC 20210. Telephone: (202) 219-9105. Contact: Stanley Seidel.

### **VOCATIONAL AND EDUCATIONAL COUNSELING - SERVICE MEMBERS AND VETERANS**

Current Year: Grants: \$0,000 Loans: \$0,000 Other: \$6,000,000 Total: \$6,000,000

**OBJECTIVES:** To offer vocational and educational counseling to service members Within 180 days of their projected discharge or release from active duty and to veterans within 1 year from the date of their discharge or release from active duty. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: None. This program is excluded from coverage under EO. 12372. Application Procedure: Obtain VA Form 28-8832, Application for Counseling, from any VA office or regional office. Complete and submit this form to the nearest regional office. A written statement from an individual requesting vocational and educational counseling is also sufficient with the application form or written statement, submit proof of prior or pending discharge or release from active duty if VA has not already received this evidence. Award Procedure: The



regional office will notify qualified individuals of appointment times for them to begin to receive counseling services. Disqualified applicants will receive notices denying benefits and giving appeal procedures. Deadlines: Qualified individuals may not receive counseling benefits earlier than 180 days before projected discharge or release from active duty or more than 1 year after discharge or release from active duty. Range of Approval/Disapproval Time: Average is 60 days. # Appeals: Available through special board. Average time to process an appeal is 630 days. In the event of a denial, claimants are advised of appeal rights and procedures at the time of notification. Renewals: None. ELIGIBLE BENEFICIARIES: (a) Veteran/Service person/Reservist (including dependents); INFORMATION CONTACTS: Regional or Local Office: See Appendix IV of the Catalog for Veterans Benefits Administration field offices. Headquarters Office: Department of Veterans Affairs, Veterans Benefits Administration, Vocational Rehabilitation and Counseling Service (28), Washington, DC 20420. Telephone: (202) 273-7419.

### **VOCATIONAL REHABILITATION FOR DISABLED VETERANS**

Current Year: Grants: \$403,206,000 Loans: \$2,401,000 Other: \$0,000 Total: \$405,607,000  
OBJECTIVES: To provide all services and assistance necessary to enable service-disabled veterans and service persons hospitalized or receiving outpatient medical care services or treatment for a service-connected disability pending discharge to get and keep a suitable job. When employment is not reasonably feasible, the program can provide the needed services and assistance to help the individual learn skills to achieve maximum independence in daily living.  
APPLICATION AND AWARD PROCESS: Pre-application Coordination: None. This program is excluded from coverage under E.O. 12372. Application Procedure: Obtain an application (VA Form 28-1900) from any VA office or regional office (see Appendix IV of the Catalog) and submit it to the nearest VA regional office. Award Procedure: Awards are authorized at the regional office for direct distribution to beneficiaries. Deadlines: Generally, vocational rehabilitation must be accomplished within a basic 12-year period of eligibility. The 12-year period of eligibility begins with the date of discharge, notification of establishment of service-connected disability meeting the eligibility requirements, or change in character of discharge, whichever is later. # Range of Approval/Disapproval Time: Average is 88.7 days. # Appeals: Available through special board. Average time to process an appeal is 630 days. In the event of a denial, claimants are advised of appeal rights and procedures at the time of notification. Renewals: Under certain limited circumstances, a veteran's eligibility period can extend beyond 12 years and entitlement to training and subsistence can be longer than 48 months. ELIGIBLE BENEFICIARIES: (a) Veteran/Service person/Reservist (including dependents); (b) Handicapped (e.g. Deaf, Blind, Crippled); (c) Physically Afflicted (e.g. TB, Arthritis, Heart Disease); INFORMATION CONTACTS: Regional or Local Office: See Appendix IV of the Catalog for Veterans Benefits Administration field offices. Headquarters Office: Department of Veterans Affairs, Veterans Benefits Administration, Vocational Rehabilitation and Counseling Service (28), Washington, DC 20420. Telephone: (202) 273-7419.

### **VOCATIONAL TRAINING AND REHABILITATION FOR VIETNAM VETERANS' CHILDREN WITH SPINA BIFIDA**

Current Year: Grants: \$2,000 Loans: \$0,000 Other: \$0,000 Total: \$2,000  
OBJECTIVES: To provide vocational training and rehabilitation to certain children born with spina bifida who are children of Vietnam veterans. APPLICATION AND AWARD PROCESS: Pre-application Coordination: None. This program is excluded from coverage under EO. 12372. Application Procedure: An application may be submitted to the Regional Office. There is no prescribed form, but the applicant must provide the child's full name, VA claim number, address, the veteran parent's name, and VA claim number. The letter must clearly identify the benefit sought. Award Procedure: Awards are authorized at the Regional Office. Deadlines: None. Entitlement is established from the date of receipt of the application, but not before October 1, 1997. Range of Approval/Disapproval Time: Not available at this time. # Appeals: Available through special board. In the event of a denial, claimants are advised of appeal rights and procedures at the time of notification. Average time to process an appeal is 630 days. Renewals: None. ELIGIBLE BENEFICIARIES: (a) Veteran/Service person/Reservist (including dependents); INFORMATION CONTACTS: Regional or Local Office: See Appendix IV of the Catalog for

Veterans Benefits Administration field offices. Headquarters Office: Department of Veterans Affairs, Washington, DC 20420. Telephone: (202) 273-7419.

**VOCATIONAL TRAINING FOR CERTAIN VETERANS RECEIVING VA PENSION**

Current Year: Grants: \$42,000 Loans: \$0,000 Other: \$0,000 Total: \$42,000

**OBJECTIVES:** To assist new pension recipients to resume and maintain gainful employment by providing vocational training and other services. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: None. This program is excluded from coverage under E.O. 12372. **Application Procedure:** An application (VA Form 28-8966) may be obtained from any VA office and returned to the regional office. **Award Procedure:** Awards are authorized at the regional office for direct distribution to the beneficiaries. **Deadlines:** Generally, a veteran must have begun a program of vocational training and employment assistance between February 1, 1985, and December 31, 1995, the official period of this temporary program. No veteran may begin training on or after August 1, 1996, unless a rehabilitation plan was prepared and signed prior to that date. **Range of Approval/Disapproval Time:** Average is 100 days. **# Appeals:** Available through special board. In the event of a denial of benefits, claimants are advised of their appeal rights and procedures at the time of notification of the denial. Average time for VA to process an appeal is 630 days. **Renewals:** None. **ELIGIBLE BENEFICIARIES:** (a) Veteran/Service person/Reservist (including dependents); **INFORMATION CONTACTS:** Regional or Local Office: See Appendix IV of Catalog for Veterans Benefits Administration field offices. Headquarters Office: Department of Veterans Affairs, Veterans Benefits Administration, Vocational Rehabilitation and Counseling Service (28), Washington, DC 20420. Telephone: (202) 273-7419.

## **ARTIST HUMANIST PROGRAMS**

### **CREATIVE ARTS GRANTS**

Current Year: Grants: \$425,000 Loans: \$0,000 Other: \$0,000 Total: \$425,000

**OBJECTIVES:** The Creative Arts Exchanges program works with nonprofit organizations to develop cooperative international group projects that introduce American and foreign participants to each other's cultural and artistic life and traditions. Our projects emphasize the relationship between the arts and broader social and diplomacy issues. We seek organizations that have a disciplinary expertise in the arts as well as broad outreach and networking capabilities with American artists. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: Not applicable. Application Procedure: For renewals of projects such as those conducted by the American Association of Museums and American Dance Festival a letter of solicitation is used. For open competitions, the request for proposals is published in the Federal Register. Award Procedure: Funding decisions are at the discretion of the USIA Associate Director for Educational and Cultural Affairs and are based on the advice of a panel of USIA reviewers and various USIA officers. Final technical authority resides with the USIA Office of Contracts. **Deadlines:** Deadlines for submission of proposals are established in the request for proposals or letters of solicitation. **Range of Approval/Disapproval Time:** Decisions are generally made within 3 months of the submission of proposals, subject to the availability and timing of funding. **Appeals:** None. **Renewals:** Renewal grants for several of our long-term projects have been awarded in the past, in order to build on existing successful projects. **ELIGIBLE BENEFICIARIES:** (a) Artist/Humanist; **INFORMATION CONTACTS:** Regional or Local Office: Not applicable. Headquarters Office: Jill Johansen, Creative Arts Exchanges Program, Office of Citizen Exchanges, Bureau of Educational and Cultural Affairs, USIA, 301 4th Street SW., Washington DC 20547. Telephone: (202) 205-2209. Fax (202) 619-5311.

### **CULTURAL EXCHANGE (PERFORMING ARTS)**

Current Year: Grants: \$607,000 Loans: \$0,000 Other: \$0,000 Total: \$607,000

**OBJECTIVES:** To help ensure that the excellence, diversity and vitality of the arts in the United States are represented at international festivals. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: Not applicable. Application Procedure: Artist(s), agents or presenting organizations wishing to apply to the Fund should contact Arts International for an application at: The Fund for U.S. Artists, Arts International, Institute of International Education, 809 United Nations Plaza, New York, NY 10017. Telephone: (212) 984-5370. Fax: (212) 984- 5574. Award Procedure: The Fund is particularly interested in supporting applications invited to festivals in areas of the world where U.S. work is less frequently performed such as Africa, Asia, the Near East and Latin America. **Deadlines:** January 15, May 3 and September 1. **Range of Approval/Disapproval Time:** Six weeks. **Appeals:** None. **Renewals:** None. **ELIGIBLE BENEFICIARIES:** (a) Artist/Humanist; **INFORMATION CONTACTS:** Regional or Local Office: Not applicable. Headquarters Office: The Fund for U.S. Artists, Arts International Institute of International Education, 809 United Nations Plaza, New York, NY 10017.

### **CULTURAL EXCHANGE (VISUAL ARTS)**

Current Year: Grants: \$450,000 Loans: \$0,000 Other: \$0,000 Total: \$450,000

**OBJECTIVES:** To help ensure that the excellence, diversity and vitality of the arts in the United States are represented at international visual and performing arts festivals. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: Curators are invited to contact project coordinator Rex Moser. Telephone: (202) 619-4806, Fax: (202) 619-6315, email: RMOSE@USIA.GOV, to discuss planned project and clarify details of venues, on-site coordination, budget, publication, etc. Application Procedure: Curators wishing to submit a proposal for an international visual arts festivals should contact the project coordinator described in 091 Pre-application Coordination, or request an application from: The Fund for U. S. Artists, Arts International, Institute of International Education, 809 United Nations Plaza, New York, NY 10017. Telephone: (212) 984-5370. Fax: (212) 984-5574. Website: WWW.IIE.ORG. Award

Procedure: Letters are sent periodically to curators describing upcoming festivals for which an official U.S. representation is sought. The event is described, giving parameters of media, scale, formal, etc. required by event organizers. The letters also describe the application process, required format, theme, budget and deadlines. After receipt, the Federal Advisory Committee for International Exhibitions (FACIE), a standing committee of the National Endowment reviews the proposals for the Arts consisting of seven curators and directors of contemporary art museums and galleries. The committee recommends the proposal it thinks would best represent the U.S. at a particular event. Deadlines: Deadlines vary depending on receipt of information from event organizers concerning opening dates and themes. There are normally two deadlines each year, usually in the Spring and Fall. Range of Approval/Disapproval Time: Six weeks. Appeals: None. Renewals: None. ELIGIBLE BENEFICIARIES: (a) Artist/Humanist; INFORMATION CONTACTS: Regional or Local Office: Not applicable. Headquarters Office: the Office of Citizens Exchanges, USIA, WASHINGTON, DC 20547, manages Exhibitions. Contact: Rex Moser. Telephone: (202) 6194806.

### **PROMOTION OF THE HUMANITIES CHALLENGE GRANTS**

Current Year: Grants: \$9,900,000 Loans: \$0,000 Other: \$0,000 Total: \$9,900,000

OBJECTIVES: To support educational and cultural institutions and organizations in order to increase their financial stability and to sustain or improve the quality of humanities programs, services, or resources. Normally, institutions requesting their first NEH challenge grant must raise at least three dollars in new donations from nonfederal sources to receive each Federal dollar. Institutions requesting subsequent challenge grants must raise at least four dollars for each Federal dollar. APPLICATION AND AWARD PROCESS: Pre-application Coordination: None required, but preliminary discussion with Endowment staff and the submission of a draft application at least eight weeks before the deadline are strongly encouraged. This program is excluded from coverage under OMB Circular No. A-102 and E.O. 12372. Application Procedure: Direct application to the Office of Challenge Grants, NEH. Application instructions provided by this office upon receipt of general inquiry. This program is excluded from coverage under OMB Circular No. A-1 10. Award Procedure: Administrators of humanities institutions, panels of scholars, and other appropriate individuals review Applications. The Chairman of the National Endowment makes awards for the Humanities after recommendation by the National Council on the Humanities. Deadlines: May 1 of each year and special deadlines as announced. Deadlines are receipt deadlines. Write or call the NEH Office of Challenge Grants. Range of Approval/Disapproval Time: Seven months (approximately 210 days) after deadline. Appeals: None, but applicant may request written reasons for rejection and reapply with revised proposal to a subsequent application deadline. Renewals: Eligibility to apply for a subsequent award begins in the fourth fiscal year after the close of the previous challenge grant. ELIGIBLE BENEFICIARIES: (a) State; (b) Local; (c) Public nonprofit institution/organization; (d) Other public institution/organization; (e) U.S. Territories; (f) Private non-profit institution/organization; (g) Artist/Humanist; INFORMATION CONTACTS: Regional or Local Office: Not applicable. Headquarters Office: Office of Challenge Grants, Room 420, National Endowment for the Humanities, Washington, DC 20506. (202) 606- 8309.

### **PROMOTION OF THE HUMANITIES FELLOWSHIPS AND STIPENDS**

Current Year: Grants: \$6,050,000 Loans: \$0,000 Other: \$0,000 Total: \$6,050,000

OBJECTIVES: Fellowships and Summer Stipends provide support for scholars to undertake full-time independent research and writing in the humanities. Grants are available for 6 to 12-month fellowships and two months of summer study. Faculty Graduate Study grants provide 9 to 12 months of support for teachers at Historically Black Colleges and Universities to work toward completion of a doctoral degree in the humanities. APPLICATION AND AWARD PROCESS: Pre-application Coordination: This program is excluded from coverage under OMB Circular Nos. A-102 and EO. 12372. Application Procedure: Application materials are available from, and submitted to, the headquarters office listed below. This program is excluded from coverage under OMB Circular No. A-1 10. Award Procedure: panels of scholars and other appropriate individuals review Applications. The Chairman of the National Endowment makes awards for the Humanities after advice from the National Council on the Humanities. Deadlines: Fellowships: Annual

deadline of May 1, for projects beginning after January 1, of the following year. Summer Stipends: annual deadline of October 1, for projects beginning after May 1, of the following year. Faculty Graduate Study: Annual deadline of March 15, for the following academic year. Range of Approval/Disapproval Time: Six to seven months. Appeals: None, but applicant may reapply. Renewals: None. ELIGIBLE BENEFICIARIES: (a) Public nonprofit institution/organization; (b) Black, (c) Individual/Family; (d) Graduate Student; (e) Artist/Humanist; (1) Education (13+); INFORMATION CONTACTS: Regional or Local Office: Not applicable. Headquarters Office: Fellowships and Stipends, Division of Research, National Endowment for the Humanities, Room 318, Washington, DC 20506. Telephone: (202) 606-8466.

#### **PROMOTION OF THE HUMANITIES RESEARCH**

Current Year: Grants: \$5,380,000 Loans:\$0,000 Other:\$0,000 Total: \$5,380,000

OBJECTIVES: To strengthen the intellectual foundations of the humanities through the collaboration of scholars and the support of post- doctoral fellowship programs at independent research institutions. APPLICATION AND AWARD PROCESS: Pre-application Coordination: After application instructions are received, draft applications or brief descriptions of proposed projects may be submitted to determine eligibility and competitiveness at least eight weeks prior to formal application. The standard application forms as furnished by the Federal agency and required by OMB Circular No. A- 102 must be used for this program. This program is excluded from coverage under EO. 12372. Application Procedure: Direct application to Research, Division of Research and Education Programs, Room 318. NEH application instructions are provided upon receipt of initial inquiry outlining eligible project. This program is subject to the provisions of OMB Circular No. A-i 10. Award Procedure: Subject area specialists, panels of scholars, and other appropriate individuals outside the agency review Applications. The Chairman of the National Endowment makes awards for the Humanities after recommendation by the National Council on the Humanities. Deadlines: For collaborative research, September 1, 1999. For support of fellowship programs offered through independent research centers and international research organizations, September 1, 1999. Range of Approval/Disapproval Time: For collaborative research, approximately seven months. For research opportunities offered through independent research centers and international research organizations, approximately seven months. Appeals: None, but applicant may reapply with a revised proposal. Renewals: Renewal applications are eligible; they are evaluated in competition with new applications. ELIGIBLE BENEFICIARIES: (a) State; (b) Local; (c) Sponsored Organization; (d) Public nonprofit institution/organization; (e) Other public institution/organization; (f) Federally Recognized Indian Tribal Governments; (g) U.S. Territories; (h) Specialized group (e.g. health professionals, students, veterans); (i) Private non-profit institution/organization; (j) Quasi-public non-profit organization; (k) Native American Organizations; (1) Artist/Humanist; INFORMATION CONTACTS: Regional or Local Office: Not applicable. Headquarters Office: Division of Research and Education, Room 318, National Endowment for the Humanities, Washington, DC 20506. Telephone: (202) 606-8210.

#### **PROMOTION OF THE HUMANITIES SEMINARS AND INSTITUTES**

Current Year: Grants: \$6,465,000 Loans: \$0,000 Other: \$0,000 Total: \$6,465,000

OBJECTIVES: To promote better teaching and research in the humanities through faculty development. APPLICATION AND AWARD PROCESS: Pre-application Coordination: Informal inquiry is encouraged for prospective directors. The standard application forms as furnished by the Federal agency and required by OMB Circular No. A-102 must be used for this program. This program is excluded from coverage under E.O. 12372. Application Procedure: Proposal instructions are available from the headquarters office. This program is subject to the provisions of OMB Circular No. A-1 10. Award Procedure: Subject area specialists, panels of scholars, and other appropriate individuals review Applications. The Chairman of the National Endowment makes awards for the Humanities after advice from the National Council on the Humanities. Deadlines: March 1, to direct a seminar or institute during the summer of the following year. March 1, to participate in a seminar or institute held during the summer of the same year. Range of Approval/Disapproval Time: Approximately 5 months for prospective directors; approximately 6 weeks for prospective participants. Appeals: None, but director/applicant may request a critique

of the proposal and reapply. Renewals: Reapplication by director/applicant is permitted. ELIGIBLE BENEFICIARIES: (a) Individual/Family; (b) Specialized group (e.g. health professionals, students, veterans); (c) Student/Trainee; (d) Artist/Humanist; INFORMATION CONTACTS: Regional or Local Office: Not applicable. Headquarters Office: Seminars and Institutes, Division of Research and Education Programs, National Endowment for the Humanities, Washington, DC 20506. Telephone: (202) 606-8463.

#### WOODROW WILSON CENTER FELLOWSHIPS IN THE HUMANITIES AND SOCIAL SCIENCES

Current Year: Grants: \$5,840,000 Loans: \$0,000 Other: \$0,000 Total: \$5,840,000

OBJECTIVES: The Woodrow Wilson International Center for Scholars was established by Congress to symbolize and strengthen "the fruitful relationship between the world of learning and the world of public affairs." It aims, in a strictly nonpartisan fashion, to foster scholarships and promote the exchange of views between scholars and decision makers. The Center sponsors research, meetings, and publications on history, economics, politics, international relations, the environment, literature, art history, and many other areas. Fellows from around the world are brought to Washington, DC, to encourage discourse among disciplines and professions. The results of these activities are published. The Center enriches the quality of knowledge and debate in the Nation's capital and throughout the world. APPLICATION AND AWARD PROCESS: Pre-application Coordination: There is no official pre-application process, individuals who have questions about their eligibility or the focus of their proposed research should contact the Fellowships Office. This program is excluded from coverage under EO. 12372. Application Procedure: Applications can be obtained from the Fellowships Office. A complete application must include the following. 1. A completed two page fellowship application form; 2. a list of applicant publications (not to exceed three pages); 3. Three letters of references sent directly to the Center by the application deadline; 4. A project proposal not to exceed 2,000 words (the most important element); and 5. A completed financial information form (included with the application form). Award Procedure: external and internal review committees evaluate Applications. Deadlines: The Center holds one round of competitive selection per year; the annual deadline is October 1. Range of Approval/Disapproval Time: Receipt of applications will be acknowledged no more than one week after receipt. Applicants will be notified by March 1, of the decision on their application. Appeals: There is no official appeals process. Renewals: There is no official renewal process. ELIGIBLE BENEFICIARIES: (a) Individual/Family; (b) Education Professional; (c) Student/Trainee; (d) Graduate Student; (e) Artist/Humanist; INFORMATION CONTACTS: Regional or Local Office: None. Headquarters Office: Woodrow Wilson International Center For Scholars One Woodrow Wilson Plaza, 1300 Pennsylvania Avenue, NW., Washington, DC 20523. Contact: Christina O'Brien. Telephone: (202) 691-4001. Internet: <http://wwics.si.edu>. Fellowships Office: Telephone: (202) 691-4170.

## ***SUBSTANCE ABUSE PROGRAMS***

### **ABSTINENCE EDUCATION**

Current Year: Grants:\$50,000,000 Loans: \$0,000 Other: \$0,000 Total: \$50,000,000

**OBJECTIVES:** To enable States to provide abstinence education and, at the option of the State, where appropriate, mentoring, counseling, and adult supervision to promote abstinence from sexual activity, with a focus on groups that are most likely to bear children out of wedlock.

**APPLICATION AND AWARD PROCESS:** Pre-application Coordination: This program is excluded from coverage under E.O. 12372. Application Procedure: Annual submission of a State application and annual report are required prior to the allocation of funds. Award Procedure: Funds are allocated to States by way of the letter of credit system subsequent to the review and approval of the State application and annual report. Deadlines: July 15 of each year. Range of Approval/Disapproval Time: From 1 to 2 months. Appeals: Not applicable. Renewals: Funds will be made available annually to any State submitting an acceptable application. **ELIGIBLE BENEFICIARIES:** (a) State; (b) Individual/Family; (c) Minority group; (d) Specialized group (e.g. health professionals, students, veterans); (e) Student/Trainee; (1) Women; (g) Drug Addict; (h) Alcoholic; (i) Juvenile Delinquent; U) Child (6-15); (k) Youth (16-21); **INFORMATION CONTACTS:** Regional or Local Office: Not applicable. Headquarters Office: Central Office Contacts and Program Contact: Director, Office of State and Community Health, Maternal and Child Health Bureau, Health Resources and Services Administration, Department of Health and Human Services, Room 18-31, 5600 Fishers Lane, Rockville, MD 20857. Telephone: (301) 443-2204. Grants Management Branch, Maternal and Child Health Bureau, Health Resources and Services Administration, Department of Health and Human Services, Room 18-12, Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857. Telephone (301) 443-1440.

### **CIVIL RIGHTS OF INSTITUTIONALIZED PERSONS**

Current Year: Grants: \$0,000 Loans: \$0,000 Other: \$3,967,000 Total: \$3,967,000

**OBJECTIVES:** To initiate actions for redress in cases involving deprivations of rights of institutionalized persons secured and protected by the Constitution or laws of the United States. To provide equal utilization of any public facility owned or operated by any State or subdivision thereof, without regard to race, religion, or national origin. To enforce civil penalties for certain violent, threatening, obstructive, and destructive conduct intended to injure, intimidate, or interfere with persons seeking to obtain or provide reproductive health services, or interfere with the First Amendment right of religious freedom, or destroy the property of a place of religious worship. To seek relief to redress a pattern or practice of conduct by law enforcement officers that deprives citizens of the United States of their constitutional rights. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: None. Application Procedure: Contact the Special Litigation Section, Civil Rights Divisions, U.S. Department of Justice, P.O. Box 66400, Washington, DC 10530-6400 or any United States Attorney's Office. Award Procedure: Not applicable. Deadlines: Not applicable. Range of Approval/Disapproval Time: Not applicable. Appeals: Not applicable. Renewals: Not applicable. **ELIGIBLE BENEFICIARIES:** (a) Minority group; (b) Handicapped (e.g. Deaf, Blind, Crippled); (c) Mentally Disabled; (d) Drug Addict; (e) Alcoholic; (1) Juvenile Delinquent; (g) Senior Citizen (60+); **INFORMATION CONTACTS:** Regional or Local Office: None. Headquarters Office: Chief, Special Litigation Section, Civil Rights Division, Department of Justice, P.O. Box 66400, Washington, DC 20530-6400. Telephone: (202) 514-6255. Contact: Office of Public Affairs. Telephone: (Voice) (202) 514-2007; (TDD) (202) 514-1888.

### **CLEARINGHOUSE SERVICES. CIVIL RIGHTS DISCRIMINATION COMPLAINTS**

Current Year: Grants: \$0,000 Loans: \$0,000 Other: \$8,740,000 Total: \$8,740,000

OBJECTIVES: (1) To serve as a national clearinghouse for information to the public in respect to discrimination or denials of equal protection of the Laws because of race, color, religion, sex, age, disability or national origin; to hold public hearings and collect and study information on discrimination or denials of equal protection; (2) To receive and refer complaints alleging denial of civil rights because of the aforementioned factors; to receive, investigate, and refer complaints alleging denial of voting rights. APPLICATION AND AWARD PROCESS: Pre-application Coordination: None. This program is excluded from coverage under EO. 12372. Application Procedure: Direct request to the Commission. Award Procedure: Not applicable. Deadlines: None. Range of Approval/Disapproval Time: Not applicable. Appeals: Not applicable. Renewals: Not applicable. ELIGIBLE BENEFICIARIES: (a) Anyone/general public; INFORMATION CONTACTS: Regional or Local Office: Western Regional Office: Philip Montez, 3660 Wilshire Boulevard, Suite 810, Los Angeles, CA 90010. Telephone: (213) 894-3437, TDD (213) 894-3435. Eastern Regional Office: Ki-Taek Chun, 624 Ninth Street, NW., Suite 500, Washington, DC 20425. Telephone: (202) 376-7533, TDD (202) 376-8116. Central Regional Office: Melvin Jenkins, Gateway Tower II, 400 State Avenue, Suite 908, Kansas City, Kansas 66101-2406. Telephone: (913) 551-1400, TDD (913) 551-1414. Rocky Mountain Regional Office: John F. Dulles III, 1700 Broadway, Suite 710, Denver, CO 80290. Telephone: (303) 866-1040, TDD (303) 866-1049. Southern Regional Office: Bobby Doctor, 61 Forsyth Street, SW. Suite 1840T, Atlanta, GA, 30303. Telephone: (404) 562-7000, TDD (404) 562- 7004. Midwestern Regional Office: Constance Davis, 55 West Monroe Street, Suite 410, Chicago, IL 60603. Telephone: (312) 353-8311, TDD (312) 353-8362. Headquarters Office: Commission on Civil Rights, 624 Ninth Street NW., Washington, DC 20425. Telephone: (202) 376-8177. TDD (202) 376- 8116. Complaints: (202) 376-8582 or Toll Free 1-800-552-6843 or Regional Office listed above. COOPERATIVE AGREEMENTS FOR STATE TREATMENT OUTCOMES AND PERFORMANCE PILOT STUDIES ENHANCEMENT

Current Year: Grants: \$5,000,000 Loans: \$0,000 Other: \$0,000 Total: \$5,000,000

OBJECTIVES: To enable project States to collect information on SAPT Block Grant funded treatment services and monitor common substance abuse treatment effectiveness data measures across various State management information systems (MIS), This program will support evaluation programs to design or enhance State MISs or Outcome Management Systems which examine treatment effectiveness and costs Through standardized performance and outcome measures while incorporating these common data measures on an inter-State (i.e., with the States acting mutually together) basis. APPLICATION AND AWARD PROCESS: Pre-application Coordination: This program is eligible for coverage under EO. 12372, "Intergovernmental Review of Federal Programs. An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. # Application Procedure: All applicants must use application form PHS 5161-1 (Rev. 5/96). Application kits containing the necessary forms and instructions may be obtained by contacting: The National Clearinghouse for Alcohol and Drug Information, P.O. Box 2345, Rockville, MD 20857 at telephone: 1(800) 729-6686. Applications will be objectively reviewed by initial review group(s) composed primarily of nonfederal experts. Award Procedure: Cooperative agreements in support of State applications are recommended for approval by CSAT to the AOD Single State Agency. Cooperative agreements in support of technical assistance center applications are recommended for approval by the initial review groups and awarded by CSAT to domestic private nonprofit (and for-profit) organizations such as community-based organizations, universities, colleges, and hospitals. Deadlines: Contact the Headquarters Office listed below for application deadline. Range of Approval/Disapproval Time: The range is from 120 days to 180 days from receipt date to award date. Appeals: None. Renewals: None. ELIGIBLE BENEFICIARIES: (a) Interstate; (b) Intrastate; (c) State; (d) Individual/Family; (e) Anyone/general public; (f) Drug Addict; INFORMATION CONTACTS: Regional or Local Office: Not applicable. # Headquarters Office: Program contact: Dr. Sheila Harmison, Division for State and Community Assistance, Center for Substance Abuse Treatment, Rockwall II Building, Room 880, Telephone: (301) 443-3820. Grants Management contact: Peggy Jones, Division of Grants Management, Office of Program Support, Substance Abuse and Mental Health Services Administration, Rockwall II Building,



Room 630, Telephone: (301) 443-9666. The mailing address for all individuals listed above is 5600 Fishers Lane, Rockville, MD 20857.

**DEMONSTRATION COOPERATIVE AGREEMENTS FOR DEVELOPMENT AND IMPLEMENTATION OF CRIMINAL JUSTICE TREATMENT NETWORKS**

Current Year: Grants: \$8,200,000 Loans: \$0,000 Other: \$0,000 Total: \$8,200,000

**OBJECTIVES:** To fund integrated criminal justice treatment networks made up of a consortium of criminal justice, substance abuse treatment, primary health and mental health care, and allied social services and job placement agencies in the following three offender populations: Adult Female Offenders, Juvenile Justice Populations and Adult Male Offenders. Each network will develop a strategy to link existing criminal justice-primary care-substance abuse-treatment partnerships into a comprehensive continuum of services in addiction treatment, public health, primary care, mental health, and courts and corrections, with the pivotal points of referral and supervision being either the courts or community corrections (probation and parole agencies). **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: A letter of intent from prospective applicants is requested 30 days prior to the application receipt date, and should be sent to: Office of Review, Substance Abuse and Mental Health Administration, Rockwall II Building, Suite 630, Rockville, MD 20857, ATTN: Letter of Intent. This program is eligible for coverage under E.O. 12372, 'Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. Application Procedure: All applicants are to use the standard application form PHS 5 161-1 (Rev. July 1992), which contains Standard Form 424 (Face Page). Application kits containing the necessary forms and instructions may be obtained by contacting: The National Clearinghouse for Alcohol and Drug Information, P.O. Box 2345, Rockville, MD 20857. Telephone: 1-800-729-6686. Applicants should reference CSAT Grant announcement, 'Demonstration Grants for the Development and Implementation of Criminal Justice Treatment Networks." Award Procedure: Cooperative Agreement Grants in support of projects recommended for approval by the initial review groups and the Advisory Council and the Director, CSAT are awarded by CSAT to the applicant. Deadlines: No new applications are being accepted. Range of Approval/Disapproval Time: Approximately 90 to 120 days. Appeals: None. Renewals: Not applicable. **ELIGIBLE BENEFICIARIES:** (a) Drug Addict; (b) Alcoholic; (c) Juvenile Delinquent; **INFORMATION CONTACTS:** Regional or Local Office: Not applicable. Headquarters Office: Program Contacts: Nicholas Demos, Division of Practice and Systems Development, Center for Substance Abuse Treatment, Substance Abuse and Mental Health Services Administration, Public Health Service, Department of Health and Human Services, Rockwall II Building, 7th Floor, 5600 Fishers Lane, Rockville, MD 20857. Telephone: (301) 443-6533. Grants Management Contact: Ms. Andrea Brandon, Grants Management Officer, Grants Management Office, Office of Program Support, Substance Abuse and Mental Health Services Administration, Public Health Service, Department of Health and Human Services, Rockwall II Building, Suite 618, 5600 Fishers Lane, Rockville, MD 20857. Telephone: (301) 443-9667.

**EMERGENCY SHELTER GRANTS PROGRAM**

Current Year: Grants: \$150,000,000 Loans: \$0,000 Other: \$0,000 Total: \$150,000,000

**OBJECTIVES:** The program is designed to help improve the quality of emergency shelters and transitional housing for the homeless, to make available additional shelters, to meet the costs of operating shelters, to provide essential social services to homeless individuals, and to help prevent homelessness. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: This program is eligible for coverage under E.O. 12372, 'Intergovernmental Review of Federal Programs." An applicant should consult the State office or official designated as the single point of contact for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. The Consolidated Plan required by 24 CFR Part 91 must be used for this program. Application Procedure: To be eligible, each grantee must have a HUD-approved Consolidated Plan, which contain descriptions of the communities homeless assistance needs, details available resources, and provides a five year plan and a yearly action plan. The yearly action plan is updated annually, along with any revisions

in the overall document. Each participating grantee must submit certifications required by HUD. Award Procedure: The HUD State or local field office reviews the grantee's Consolidated Plan and, if approved, executes a grant agreement. Deadlines: Each State, metropolitan city, urban county, and territory grantee should submit its Consolidated Plan to its local HUD office no later than 45 days before the start of its program year as required by 24 CFR Part 91. Range of Approval/Disapproval Time: The Consolidated Plan is generally approved in 10 working days or deemed approved by HUD within 45 days of receipt. Appeals: None. Renewals: None. ELIGIBLE BENEFICIARIES: (a) Individual/Family; (b) Anyone/general public; INFORMATION CONTACTS: Regional or Local Office: Contact appropriate HUD State or Field Office listed in Appendix IV of the Catalog. Headquarters Office: John Garrity, Director, Office of Special Needs Assistance Programs, Room 7266. Telephone: (202) 708-4300.

### **HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS**

Current Year: Grants: \$225,000,000 Loans: \$0,000 Other: \$0,000 Total: \$225,000,000

OBJECTIVES: To provide States and localities with the resources and incentives to devise long-term comprehensive strategies for meeting the housing needs of persons with AIDS or related diseases and their families. APPLICATION AND AWARD PROCESS: Pre-application Coordination: An environmental assessment is required for this program. Any activity provided in an application that HUD determines would have a significant adverse impact on the human environment would not be eligible for funding. All components of this program are excluded from coverage under EO. 12372. Application Procedure: Government recipients must have submitted a Consolidated Plan, an annual action plan and certifications to HUD. The Consolidated Plan and annual action plan cover four major formula- distribution HUD community development programs, including HOPWA. The annual action plan must describe how funds will be used. Ten percent of HOP WA funds are awarded on a competitive basis through a national competition. Application packages prescribing the specific information that applicants must submit will be available from HUD when the competition is announced in a Notice of Fund Availability published in the Federal Register. The fiscal year 99 appropriation act authorizes the Secretary to use up to one percent of program funds for technical assistance activities. Award Procedure: HUD reviews Consolidated Plan submissions and competitive applications. HUD prepares a Grant Agreement for formula applicants and for those applications selected on a competitive basis. Deadlines: A Notice of Funding Availability (NOFA) for competitive grants announces deadlines for applications. For formula grants, action plans associated with the Consolidated Plan must be submitted based on the grantee's operating year, but no earlier than December 1 or no later than August 16 of the fiscal year for which funds are allocated. Range of Approval/Disapproval Time: Processing of Consolidated Plan submissions will take place in HUD Field Offices and selection of successful competitive applicants will take place in I-HUD Headquarters with post-selection technical submissions (if any) processed in HUD Field Offices. HUD will make its final selections and obligate funds as soon as the applications are processed. Appeals: None. Renewals: Not applicable. ELIGIBLE BENEFICIARIES: (a) Individual/Family; (b) Anyone/general public; INFORMATION CONTACTS: Regional or Local Office: Designated Community Planning and Development staff in each HUD Field Office. HUD Field Offices are listed in Appendix IV of the Catalog. Headquarters Office: David Vos, Director, Office of HIV/AIDS Housing, Community Planning and Development, Department of Housing and Urban Development, 451 Seventh Street SW, Room 7154, Washington, DC 20410. (202) 708-1934, 1-800-877-8339 TTY, information on HOPWA is also available on the HUD home page on the world wide web at <http://www.hud.gov/home.html>, as well as, specific HOP WA information at <http://www.hud.gov/cpd/hopwahom.html>.

### **MATERNAL AND CHILD HEALTH FEDERAL CONSOLIDATED PROGRAMS**

Current Year: Grants: \$114,546,000 Loans: \$0,000 Other: \$0,000 Total: \$114,546,000

OBJECTIVES: To carry out special maternal and child health (MCH) projects of regional and national significance; to conduct training and research; to conduct genetic disease testing, counseling, and information development and dissemination programs; and to support comprehensive hemophilia diagnostic and treatment centers. These grants are funded with a set-aside from the MCH Block grant program. SPRANS grants are funded with 15 percent of the

Block Grant appropriation of up to \$600 million, and when the appropriation exceeds \$600 million, an additional 12.75 percent is set aside for the Community Integrated Service Systems grants. APPLICATION AND AWARD PROCESS: Pre-application Coordination: Not applicable. This program is excluded from coverage under E.O. 12372. Application Procedure: Informal inquiries regarding the program and intent to submit an application should be directed to the Central Office. The standard application forms PHS 5 161-1 and SF424, PHS 6025 (Training), PHS 398 (Research) as furnished by DHHS and required by 45 CFR Part 92, and 45 CFR Part 74, must be used for this program. Application procedures differ by subprogram category and may be obtained from the Central Office (see listing below for address). This program is subject to the provisions of 45 CFR Part 92 for State and local governments, and 45 CFR Part 74 for nonprofit organizations. Award Procedure: Committees composed of staff of DHHS and/or nongovernmental experts review Project applications. Applications are reviewed based on their merit, are then recommended for approval or disapproval, and are ranked according to the priority score the committees have assigned. The Director of the Maternal and Child Health Bureau makes final decisions regarding funding. Deadlines: March 1 through August 1, depending upon the specific program. Consult Central Office for application deadlines. Range of Approval/Disapproval Time: From 3 to 6 months. Appeals: None. Renewals: After initial award, projects may be renewed annually up to the limit of the project period upon the submission and approval of a satisfactory continuation application. ELIGIBLE BENEFICIARIES: (a) Specialized group (e.g. health professionals, students, veterans); (b) Health Professional; (c) Student Trainee; (d) Women; (e) Infant (0-5); (f) Child (6-15); INFORMATION CONTACTS: Regional or Local Office: Consult appropriate DHHS Regional Office (see Appendix IV of the Catalog for a listing of the regional offices). Headquarters Office: Central Office Contacts: Program Office: Director, Maternal and Child Health Bureau, Health Resources and Services Administration, Public Health Service, Department of Health and Human Services, Room 18-05, 5600 Fishers Lane, Rockville, MD 20857. Telephone: (301) 443-2170. Grants Management Contact: Grants Management Branch, Maternal and Child Health Bureau, Health Resources and Services Administration, Public Health Service, Room 18-12, Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857. Telephone: (301) 443-1440.

#### **SAFE AND DRUG-FREE SCHOOLS AND COMMUNITIES STATE GRANTS**

Current Year: Grants: \$441,000,000 Loans: \$0,000 Other: \$0,000 Total: \$441,000,000

OBJECTIVES: To support programs to meet the National Education Goal that, by the year 2000, every school in the United States will be free of drugs, violence, and the unauthorized presence of firearms and alcohol. To offer a disciplined environment conducive to learning, by preventing violence in and around schools and strengthen programs that prevent the illegal use of alcohol, tobacco, and drugs, involve parents, and coordinated with related Federal, State, and community efforts and resources. APPLICATION AND AWARD PROCESS: Pre-application Coordination: This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information or the process the State requires to be followed in applying for assistance, if the State has selected the program for review. Application Procedure: Each State must submit to the Department of Education an application covering a five-year period, which is amended as needed. Award Procedure: the Office of Elementary and Secondary Education review Applications from States for compliance with the statute. If it is determined that the application meets the statutory requirements, the Assistant Secretary awards the State its allotment. For Native Hawaiians program, peer reviewers recommend granters based on the quality of applications submitted. Deadlines: Contact the headquarters office for application deadlines. Range of Approval/Disapproval Time: The estimated range of time needed to approve/disapprove a State's application is approximately sixty days. For Native Hawaiians Program, approximately sixty days are needed to review and award grants after receipt of application. Appeals: Not applicable. Renewals: State applications are amended as needed. Awards are generally made effective July 1 of each calendar year. For Native Hawaiians Program, continuation grants are negotiated at the time of initial award. ELIGIBLE BENEFICIARIES: (a) Interstate; (b) Intrastate; (c) State; (d) Local; (e) Public nonprofit institution/organization; (f) Private non-profit institution/organization; (g) Drug Addict; (h) Alcoholic;

(i) School; INFORMATION CONTACTS: Regional or Local Office: Not applicable. Headquarters Office: Department of Education, Office of Elementary and Secondary Education, Safe and Drug-Free Schools Program, 400 Maryland Avenue, SW., Room 3E3 14, Washington, DC 20202-6123. Telephone (202) 260-3954.

### **SHELTER PLUS CARE**

Current Year: Grants: \$230,000,000 Loans: \$0,000 Other: \$0,000 Total: \$230,000,000

OBJECTIVES: The Shelter Plus Care Program provides rental assistance, in connection with supportive services funded from sources other than this program, to homeless persons with disabilities (primarily persons who are seriously mentally ill; have chronic problems with alcohol, drugs, or both, or have acquired immunodeficiency syndrome and related diseases) and their families. The program provides assistance through four components: (1) Tenant-based Rental Assistance (TRA); (2) Sponsor-based Rental Assistance (SRA); (3) Project-based Rental Assistance (PRA); (4) and Single Room Occupancy for Homeless Individuals (SRO). APPLICATION AND AWARD PROCESS: Pre-application Coordination: An environmental assessment is required for this program. Any site that would have a significant adverse impact on the human environment will not be eligible for funding. All components of this program are excluded from coverage under E.O. 12372. Application Procedure: A separate application package prescribing the specific information that applicants must submit is available from HUD. The standard application form as furnished by HUD must be used for this program. Any proposed project under this program must be consistent with the applicable HUD-approved Consolidated Plan. Award Procedure: HUD reviews applications, rates and ranks those meeting threshold requirements, and makes conditional grant awards to those applications most highly ranked, in accordance with the NOFA. Deadlines: A Notice of Fund Availability announces deadlines for completed applications and time frames for HUD selections. Range of Approval/Disapproval Time: Processing of applications and selection of successful applicants will take place at HUD Headquarters. HUD will make selection and obligate funds as soon as the applications can be processed. Appeals: None. Renewals: Dependent on fund availability. ELIGIBLE BENEFICIARIES: (a) Individual/Family; (b) Mentally Disabled; (c) Drug Addict; (d) Alcoholic; INFORMATION CONTACTS: Regional or Local Office: Designated contact person or monitor for the Shelter Plus Care Program in HUD Field Offices with a Community Planning and Development Division. Headquarters Office: John D. Garrity, Deputy Director, Office of Special Needs Assistance Programs, Community Planning and Development, Department of Housing and Urban Development, Room 7262, 451 7th Street, SW., Washington, DC 20410. Telephone: (202) 708-4300.

### **SUPPORTIVE HOUSING PROGRAM**

Current Year: Grants: \$561,250,000 Loans: \$0,000 Other: \$0,000 Total: \$561,250,000

OBJECTIVES: The Supportive Housing Program is designed to promote the development of supportive housing and supportive services to assist homeless persons in the transition from homelessness and to enable them to live as independently as possible. Program funds may be used to provide: (a) transitional housing within a 24-month period as well as up to six months of follow-up services to former residents to assist their adjustment to independent living; (b) permanent housing provided in conjunction with appropriate supportive services designed to maximize the ability of persons with disabilities to live as independently as possible; (c) supportive housing that is, or is part of, a particularly innovative project for, or alternative method of, meeting the immediate and long-term needs of homeless individuals and families; (d) supportive services for homeless individuals not provided in conjunction with supportive housing, and (e) safe havens for homeless individuals with serious mental illness currently residing on the streets who may not yet be ready for supportive services. APPLICATION AND AWARD PROCESS: Pre-application Coordination: An environmental assessment is required for this program. Any application that HUD determines would have a significant adverse impact on the human environment would not be eligible for funding. All components of this program are excluded from coverage under EO. 12372. Application Procedure: One application package prescribing the specific information that applicants must submit is available. The standard

application forms as furnished by BUD must be used for this program. Any proposed project under this program must be consistent with the applicable HUD-approved Consolidated Plan and must be permissible under applicable zoning ordinances and regulations. Award Procedure: HUD reviews applications, rates and ranks those meeting threshold requirements, and prepares a Grant Agreement for those applications selected. Deadlines: A Notice of Fund Availability announces deadlines for completed applications and time frames for BUD selections. Range of Approval/Disapproval Time: Processing of applications will take place in BUD Field Offices and at BUD Headquarters, and selection of successful applicants will take place at BUD Headquarters. BUD will make its final selections and obligate funds as soon as the applications can be processed. Appeals: None. Renewals: Information on renewals is contained in the Notice of Fund Availability and the application package. ELIGIBLE BENEFICIARIES: (a) Individual/Family; (b) Anyone/general public; INFORMATION CONTACTS: Regional or Local Office: Designated contact person for the Supportive Housing Program in BUD Field Offices with a Community Planning and Development Division. Headquarters Office: John Garrity, Director, Office of Special Needs Assistance Programs, Community Planning and Development, Department of Housing and Urban Development, 451 7th Street SW., Washington, DC 20410. Telephone: (202) 7084300.

### **TRANSITIONAL HOUSING LOAN PROGRAM**

Current Year: Grants: \$0,000 Loans: \$68,000 Other: \$0,000 Total: \$68,000

OBJECTIVES: To assist nonprofit organizations in the provision of leased transitional housing exclusively for veterans who are in (or who have recently been in) a program for the treatment of substance abuse. APPLICATION AND AWARD PROCESS: Pre-application Coordination: An information and application package can be requested at any time by telephoning the program office. Application documents include VA forms 10-0146, IO-0146b, IO-0146c, 10-0146d, and IO-0146e. Consultation or assistance in completing application materials is also available through the Headquarters Office. This program is excluded from coverage under EO. 12372. Application Procedure: The VA forms included in the application package for the Transitional Housing Loan Program, and furnished by the Federal agency, must be used for the loan program. Applications will initially be screened for completeness and evidence of basic requirements. Favorable financial status, and successful previous experience assisting substance abusers will be verified; and assessment of plans for provision of transitional housing and use of loan proceeds will be conducted. Award Procedure: the Secretary of Veterans Affairs to the Director, Mental Health and Behavioral Sciences Service delegates formal approval of the award of assistance. Mental Health and Behavioral Sciences Service administer program. Deadlines: Applications for loans may be made at any time by contacting the Headquarters Office listed below. Range of Approval/Disapproval Time: Loan approval/disapproval decisions will be made within 20 to 40 workdays after receipt of complete loan application package. Appeals: If an application would have been selected but for a procedural error committed by VA, VA will select that application for granting of a loan when sufficient funds become available, if there is no material change in the information that was initially furnished by the applicant. A new application will not be required for this purpose. Renewals: Not applicable. ELIGIBLE BENEFICIARIES: (a) Veteran/Service person/Reservist (including dependents); (b) Drug Addict; (c) Alcoholic; INFORMATION CONTACTS: Regional or Local Office: Not applicable. Headquarters Office: Program Coordinator, Transitional Housing Loan Program, Office of the Associate Director for Psychosocial Rehabilitation Services (302/11 6D), Veterans Affairs Medical Center, 100 Emancipation Drive, Hampton, VA 23667. Telephone: (757) 722-9961, Ext. 3628. (This is not a toll-free number.) FTS: (700) 959-3628.

### **VETERANS REHABILITATION ALCOHOL AND DRUG DEPENDENCE**

Current Year: Grants: \$0,000 Loans: \$0,000 Other: \$411,533,000 Total: \$411,533,000

OBJECTIVES: To provide medical, social, vocational and rehabilitation therapies to eligible alcohol and drug dependent veterans. APPLICATION AND AWARD PROCESS: Pre-application Coordination: None. This program is excluded from coverage under EO. 12372. Application Procedure: Apply personally to any VA medical center, outpatient clinic, or regional office; through any veteran's service organization representative; or by mailing VA Form 10-10

(Application for Medical Benefits) to nearest medical center. Award Procedure: Not applicable. Deadlines: None. Range of Approval/Disapproval Time: The same day if the applicant applies in person; generally within 7 days if by mail. Appeals: None. Renewals: None. ELIGIBLE BENEFICIARIES: (a) Veteran/Service person/Reservist (including dependents); (b) Handicapped (e.g. Deaf, Blind, Crippled); (c) Physically Afflicted (e.g. TB, Arthritis, Heart Disease); (d) Drug Addict; (e) Alcoholic; INFORMATION CONTACTS: Regional or Local Office: Contact the nearest VA medical center, outpatient clinic, domiciliary, or Veterans Regional Office. (See Appendix W of the Catalog for the list of addresses under Veterans Health Administration). Headquarters Office: Director, Mental Health and Behavioral Sciences Services (1 1C), Department of Veterans Affairs, Washington, DC 20420. Telephone: (202) 273-8437.

## **HANDICAPPED ASSISTANCE**

### **BOOKS FOR THE BLIND AND PHYSICALLY HANDICAPPED**

Current Year: Grants: \$0,000 Loans: \$0,000 Other: \$46,824,000 Total: \$46,824,000

**OBJECTIVES:** To provide library service to the blind and physically handicapped residents of the United States and its Territories, and to American citizens living abroad. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: This program is excluded from coverage under OMB Circular No. A-102. This program is excluded from coverage under E.O. 12372. **Application Procedure:** Applications can be made to the National Library Service for the Blind and Physically Handicapped in Washington, DC, or the 57 regional libraries, or 83 sub-regional libraries. This program is excluded from coverage under OMB Circular No. A-i 10. **Award Procedure:** Not applicable. **Deadlines:** Not applicable. **Range of Approval/Disapproval Time:** Not applicable. **Appeals:** Not applicable. **Renewals:** Not applicable. **ELIGIBLE BENEFICIARIES:** (a) U.S. Territories; (b) Handicapped (e.g. Deaf, Blind, Crippled); (c) Physically Afflicted (e.g. TB, Arthritis, Heart Disease); **INFORMATION CONTACTS:** Regional or Local Office: Fifty-seven regional and 83 sub-regional libraries in the United States. Each State has an agency distributing talking book machines. Local public libraries have information available. Otherwise contact the headquarters office listed in this program. **Headquarters Office:** Frank Kurt Cylke, Director, National Library Service for the Blind and Physically Handicapped, Library of Congress, 1291 Taylor Street, NW., Washington DC 20542. Telephone: (202) 707- 5100.

### **CAPITAL ASSISTANCE PROGRAM FOR ELDERLY PERSONS AND PERSONS WITH DISABILITIES**

Current Year: Grants: \$67,136,000 Loans: \$0,000 Other: \$0,000 Total: \$67,136,000

**OBJECTIVES:** To provide financial assistance in meeting the transportation needs of elderly persons and persons with disabilities where public transportation services are unavailable, insufficient or inappropriate. The Section 5310 program is designed to supplement FTAs other capital assistance programs by funding transportation projects for elderly persons and persons with disabilities in all areas - urbanized, small urban, and rural. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: This program is eligible for coverage under EO. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance. The standard application forms as furnished by the Federal agency and required by 49 CFR Parts 18 or Part 19 must be used for this program. **Application Procedure:** Applicant should submit application to the State agency designated by the Governor to administer the program. This agency will evaluate, select and approve eligible applicants and submit a program of projects to the Federal Transit Administration. This program is subject to the provisions of OMB Circular No. A-110 and 49 CFR Parts 18 and 19. **Award Procedure:** The Federal Transit Administration approves the State's Program of Projects. ETA is responsible for providing notification of approval to the State-designated agency. **Deadlines:** As prescribed by the State agency designated to administer the Section 5310 program. **Range of Approval/Disapproval Time:** As prescribed by the State agency designated to administer the Elderly and Persons with Disabilities program. FTA approves grants on a quarterly release cycle. **Appeals:** Interested persons are afforded the opportunity of a public hearing for capital projects. **Renewals** are given as determined by the designated State agency. **ELIGIBLE BENEFICIARIES:** (a) Handicapped (e.g. Deaf, Blind, Crippled); (b) Senior Citizen (60+); **INFORMATION CONTACTS:** Regional or Local Office: See Appendix IV of the Catalog for the address of Federal Transit Administration's Regional Offices. **State- Designated Agency:** The Governor in each State has designated a State agency to administer the Section 5310 program. **Headquarters Office:** Federal Transit Administration, Office of Program Management, Office of Resource Management and State Programs, 400 7th Street, SW., Washington, DC 20590. Telephone: (202) 366-2053. Sue Masselink, Program Coordinator, (202) 366-1630.

### **EMPLOYMENT PROMOTION OF PEOPLE WITH DISABILITIES**

Current Year: Grants: \$0,000 Loans: \$0,000 Other: \$4,421,000 Total: \$4,421,000

**OBJECTIVES:** To promote employment opportunities for people with disabilities. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: None. This program is excluded from coverage under EO. 12372. **Application Procedure:** Contact headquarters office for information and literature. **Award Procedure:** Not applicable. **Deadlines:** None. **Range of Approval/Disapproval Time:** Not applicable. **Appeals:** Not applicable. **Renewals:** Not applicable. **ELIGIBLE BENEFICIARIES:** (a) Handicapped (e.g. Deaf, Blind, Crippled); (b) Physically Afflicted (e.g. TB, Arthritis, Heart Disease); (c) Mentally Disabled; **INFORMATION CONTACTS:** Regional or Local Office: Governor's Committees on Employment of People with Disabilities headquartered in every State capitol. There are nearly 600 local committees. **Headquarters Office:** Executive Director, President's Committee on Employment of People With Disabilities, 1331 F Street NW., Washington, DC 20004. Telephone: (202) 376-6200. Contact: John Lancaster. Telephone: (202) 376-6200. TDD (202) 376-6205 .FAX (202) 376-6219. E-Mail info@pcepd.gov.

### **MEDICARE HOSPITAL INSURANCE**

Current Year: Grants: \$135,604,000 Loans: \$0,000 Other: \$0,000 Total: \$135,604,000,000

**OBJECTIVES:** To provide hospital insurance protection for covered services to persons age 65 or above, to certain disabled persons and to individuals with chronic renal disease. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: None. This program is excluded from coverage under EO. 12372. **Application Procedure:** Telephone or visit the local Social Security Office. Individuals entitled to Social Security or railroad retirement are enrolled without application. This program is excluded from coverage under OMB Circular Nos. A-102 and A-110. **Award Procedure:** The individual will be notified by mail of enrollment, whether automatic or applied for. **Deadlines:** None. **Range of approval disapproval Time:** Not applicable. **Appeals:** Telephone or visit the local Social Security Office or Medicare payment organization responsible for the initial determination. The appeal process ranges from reviews of the initial determinations to formal hearings and, in cases meeting certain criteria, reviews by Federal Courts. **Renewals:** Not applicable. **ELIGIBLE BENEFICIARIES:** (a) Individual/Family; (b) Handicapped (e.g. Deaf, Blind, Crippled); (c) Physically Afflicted (e.g. TB, Arthritis, Heart Disease); (d) Mentally Disabled; (e) Senior Citizen (60+); (f) Pension Recipient; **INFORMATION CONTACTS:** Regional or Local Office: Consult Appendix IV of the Catalog for a listing of Regional Offices. **Headquarters Office:** Mrs. Carol Cronin, Director, Center for Beneficiary Services, Health Care Financing Administration, Room C5-19-07, 7500 Security Boulevard, Baltimore, MD 21244. Telephone: (410) 786-2744.

### **PENSION FOR NON-SERVICE-CONNECTED DISABILITY FOR VETERANS**

Current Year: Grants: \$2,366,613,000 Loans: \$0,000 Other: \$0,000 Total: \$2,366,613,000

**OBJECTIVES:** To assist wartime veterans in need whose non-service- connected disabilities are permanent and total preventing them from following a substantially gainful occupation. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: None. This program is excluded from coverage under EO. 12372. **Application Procedure:** An application (VA Form 21-526) may be obtained from a local or regional VA Office (see Appendix IV of the Catalog) and submitted to the Regional Office. **Award Procedure:** Awards are authorized at the regional office. **Deadlines:** None. Entitlement is established from the date of receipt of the application, or the date the veteran became permanently and totally disabled, if disability prevents the veteran from applying for 30 days or more and if the application is received within 1 year of the date of disablement. **Range of Approval/Disapproval Time:** Approximately 89 percent in 180 days or less. **Appeals:** Available through special board. In the event of a denial, claimants are advised of appeal rights and procedures at the time of notification. **Renewals:** None. **ELIGIBLE BENEFICIARIES:** (a) Veteran/Service person/Reservist (including dependents); (b) Handicapped (e.g. Deaf, Blind, Crippled); (c) Physically Afflicted (e.g. TB, Arthritis, Heart Disease); (d) Senior Citizen (60+); **INFORMATION CONTACTS:** Regional or Local Office: See Appendix IV of the Catalog for Veterans Benefits Administration field offices. **Headquarters Office:** Department of Veterans Affairs, Washington, DC 20420. Telephone: (202) 273-7210.



### **REHABILITATION SERVICES AMERICAN INDIANS WITH DISABILITIES**

Current Year: Grants: \$17,628,000 Loans: \$0,000 Other: \$0,000 Total: \$17,628,000

**OBJECTIVES:** To provide vocational rehabilitation services to American Indians with disabilities that reside on Federal or State reservations in order to prepare them for suitable employment.

**APPLICATION AND AWARD PROCESS:** Pre-application Coordination: This program is excluded from coverage under EO. 12372. The standard application form as furnished by the Federal agency and required by OMB Circular No. A-102 must be used for this program. Application Procedure: Applications should be submitted to the Department of Education, Application Control Center, 600 Independence Avenue, SW., Washington, DC 20202. This program is subject to the provisions of OMB Circular No. A-i 10. Award Procedure: Awards are made on approval of the Commissioner of Rehabilitation Services and the Assistant Secretary, OSERS, for new projects and the Commissioner of Rehabilitation Services for continuation projects. Deadlines: Contact headquarters or regional offices for application deadlines. Range of Approval/Disapproval Time: The range is approximately 90 to 120 days. Appeals: None. Renewals: Projects with multi-year project periods may be continued based on an annual review of accomplishments and availability of adequate funds. Funds for years two, and three of a multi-year project are available through the submission of a continuation application. **ELIGIBLE BENEFICIARIES:** (a) Individual/Family; (b) Native American Organizations; (c) Student/Trainee; (d) American Indian; (e) Handicapped (e.g. Deaf, Blind, Crippled); (f) Physically Afflicted (e.g. TB, Arthritis, Heart Disease); (g) Mentally Disabled; **INFORMATION CONTACTS:** Regional or Local Office: The RSA Regional Offices. See Appendix IV of the Catalog for a list of RSA Regional Offices. Headquarters Office: Rehabilitation Services Administration, Office of the Assistant Secretary for Special Education and Rehabilitative Services, Department of Education, Washington, DC 20202. Contact: Thomas Finch. Telephone: (202) 205-8292.

### **REHABILITATION SERVICES INDEPENDENT LIVING SERVICES FOR OLDER INDIVIDUALS WHO ARE BLIND**

Current Year: Grants: \$11,169,000 Loans: \$0,000 Other: \$0,000 Total: \$11,169,000

**OBJECTIVES:** To provide independent living services to individuals aged 55 or older who are blind, whose severe visual impairments make competitive employment extremely difficult to attain, but for whom independent living in their own homes or communities is feasible.

**APPLICATION AND AWARD PROCESS:** Pre-application Coordination: The standard application forms as furnished by the Federal agency and required by OMB Circular No. A-102 must be used for this program. This program is eligible for coverage under EO. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. Application Procedure: Any application for a grant must contain assurances that the designated State unit will seek to incorporate any new methods and approaches relating to services for older individuals who are blind into the State plan for Independent Living Services. This program is excluded from coverage under OMB Circular No. A-1 10. Award Procedure: Awards are made on approval of the Commissioner of Rehabilitation Services and the Assistant Secretary, OSERS, based on a review of findings of Federal and nonfederal reviewers. Deadlines: Contact the headquarters or regional offices for application deadlines. Range of Approval/Disapproval Time: From 90 to 120 days. Appeals: None. Renewals: Project periods can be up to five years. Previous project periods have been limited to 36 months. Projects may be continued based on annual review of accomplishments, submittal of a continuation application, and the availability of funds. Renewals are available only through the new application process. **ELIGIBLE BENEFICIARIES:** (a) Individual/Family; (b) Handicapped (e.g. Deaf, Blind, Crippled); (c) Senior Citizen (60+); **INFORMATION CONTACTS:** Regional or Local Office: Information may be obtained from the regional offices (Regional Commissioner, Rehabilitation Services Administration) listed in Appendix IV of the Catalog. Headquarters Office: Raymond Melhoff, Rehabilitation Services Administration, OSERS, Department of Education, MES Building, Room 3416, 330 C Street, SW., Washington, DC 20202-2741. Telephone: (202) 205-9320.

### **RESIDENT OPPORTUNITY AND SUPPORTIVE SERVICES**

Current Year: Grants:\$100,800,000 Loans:\$0,000 Other:\$0,000 Total:\$100,800,000

**OBJECTIVES:** To programmatically address the needs of public housing residents by providing supportive services, resident empowerment activities and/or assisting residents in becoming economically self-sufficient. The primary focus of the program is on "welfare to work" and on independent living for the elderly and persons with disabilities. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: This program is excluded from coverage under EO. 12372. Application Procedure: An application package prescribing the specific information to be submitted will be made available through HUD Headquarters and its field offices. HUD provides the application and standard forms for this program. Award Procedure: HUD will review, rate and rank those applications in accordance with selection criteria in the Notice of Funding Availability (NOFA) published in the Federal Register. Awards will be made in rank order until all funds are expended. Deadlines: The NOFA will announce the deadline for application submission. Range of Approval/Disapproval Time: Processing of applications and selection of successful applicants will be undertaken by HUD. HUD will make final selection and obligate funds. Appeals: None. Renewals: Not applicable. **ELIGIBLE BENEFICIARIES:** (a) Public nonprofit institution/organization; (b) Other public institution/organization; (c) Federally Recognized Indian Tribal Governments; (d) Individual/Family; (e) Minority group; (f) American Indian; (g) Handicapped (e.g. Deaf, Blind, Crippled); (h) Physically Afflicted (e.g. TB, Arthritis, Heart Disease); (i) Mentally Disabled; (j) Senior Citizen (60+); **INFORMATION CONTACTS:** Regional or Local Office: Designated persons in the Offices of Public Housing and Native American Programs listed in Appendix IV of the Catalog. Headquarters Office: Customer Services and Amenities Division, Office of Public and Assisted Housing Delivery, Public and Indian Housing, Department of Housing and Urban Development, Room 4224, 451 Seventh Street, SW., Washington, DC 20410. Telephone: (202) 7084214. A telecommunications device for hearing and speech-impaired persons (TDD) is available at (202) 708-0850. These are toll-free numbers.

### **SOCIAL SECURITY DISABILITY INSURANCE**

Current Year: Grants: \$50,204,000,000 Loans: \$0,000 Other: \$0,000 Total: \$50,204,000,000

**OBJECTIVES:** To replace part of the earnings lost because of a physical or mental impairment, or a combination of impairments, severe enough to prevent a person from working. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: None. This program is excluded from coverage under E.O. 12372. Application Procedure: Telephone or visit the local Social Security Office. Award Procedure: After review of the application is completed, the applicant (or representative payee) will be notified by mail. Deadlines: An individual should apply for disability benefits when he or she believes the entitlement requirements may be met. Retroactivity of benefit payments is limited to 1 year before filing. Range of Approval/Disapproval Time: Not applicable. Appeals: Telephone or visit any Social Security Office. The appeal process ranges from a reconsideration through hearings and appeals levels to a review by the Federal courts. Renewals: Not applicable. **ELIGIBLE BENEFICIARIES:** (a) Individual/Family; (b) Student/Trainee; (c) Women; (d) Handicapped (e.g. Deaf, Blind, Crippled); (e) Physically Afflicted (e.g. TB, Arthritis, Heart Disease); (f) Infant (0-5); (g) Child (6-15); (h) Youth (16-21); (i) Senior Citizen (60+); **INFORMATION CONTACTS:** Regional or Local Office: Consult Appendix IV of the Catalog. Headquarters Office: Office of Public Inquiries, Room 4100, Annex, Social Security Administration, Baltimore, MD 21235. Telephone: (410) 965-2736.

### **SPECIALLY ADAPTED HOUSING FOR DISABLED VETERANS**

Current Year: Grants:\$19,373,000 Loans: \$0,000 Other: \$0,000 Total: \$19,373,000

**OBJECTIVES:** To help certain severely disabled veterans acquire a home, which is suitably adapted to meet the special needs of their disabilities. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: None. This program is excluded from coverage under EO. 12372. Application Procedure: Initial application for determination of basic eligibility may be made on VA Form 264555 to the VA regional office holding the veteran's claim folder. After eligibility is determined, a VA employee will personally assist the veteran throughout subsequent processing, including advice on a suitable house plan and lot, adaptive features, location of a qualified

architect and builder, and submission of the documents necessary for final grant approval. Award Procedure: The VA Regional Office disburses the grant proceeds after conditions of the contract and grant approval are fulfilled. Deadlines: None. Range of Approval/Disapproval Time: From 30 to 60 days for determination of basic eligibility and medical feasibility; 30 to 60 days after receipt of supplemental application with supporting papers. Appeals: Denial of eligibility is appealable through the Board of Veterans' Appeals. In the event of a denial, claimants are advised of appeal rights and procedures at the time of notification. Renewals: Not applicable. ELIGIBLE BENEFICIARIES: (a) Veteran/Service person/Reservist (including dependents); (b) Handicapped (e.g. Deaf, Blind, Crippled); (c) Physically Afflicted (e.g. TB, Arthritis, Heart Disease); INFORMATION CONTACTS: Regional or Local Office: Applicants should communicate with the nearest VA Regional Office. The VA office will provide case development and assistance with jurisdiction over the location of the property involved. See Appendix IV of the Catalog for addresses of these offices listed under Veterans Benefits Administration. Information maybe obtained from the nearest Regional Office by calling toll free 1-800-827-1000. Headquarters Office: Department of Veterans Affairs, Washington, DC 20420. Telephone: (202) 273-7355.

### **SUPPLEMENTAL SECURITY INCOME**

Current Year: Grants: \$28,161,000,000 Loans: \$0,000 Other: \$0,000 Total: \$28,161,000,000  
OBJECTIVES: To ensure a minimum level of income to persons who have attained age 65 or are blind or disabled, and whose income and resources are below specified levels. APPLICATION AND AWARD PROCESS: Pre-application Coordination: None. This program is excluded from coverage under EO. 12372. Application Procedure: Telephone or visit the local Social Security Office. Award Procedure: The individual (and representative payee, if any,) will be notified by mail of award or denial. Deadlines: None. Benefits are not paid prior to the month following the month of application. However, an emergency advance payment may be available in the month of filing the application. Range of Approval/Disapproval Time: Not applicable. Appeals: Telephone or visit the local Social Security Office. The appeal process ranges from a district office conference to a review by the Federal Courts. Appeals must be filed within 60 days of the date on which the applicant receives a written notice of unfavorable decision. Renewals: A re-determination of a person's benefit amount and continuing eligibility will be made on a scheduled basis at periodic intervals. Unscheduled re-determinations are made when changes in circumstances are reported. The length of time between scheduled re-determination varies depending on the likelihood that the beneficiary's situation may change in a way that affects payment amount or eligibility. ELIGIBLE BENEFICIARIES: (a) Individual/Family; (b) Handicapped (e.g. Deaf, Blind, Crippled); (c) Physically Afflicted (e.g. TB, Arthritis, Heart Disease); (d) Senior Citizen (60+); (e) Low Income; INFORMATION CONTACTS: Regional or Local Office: Consult Appendix IV of the Catalog. Headquarters Office: Office of Public Inquiries, Room 4100, Annex, Social Security Administration, Baltimore, MD 21235. Telephone: (410) 965-2736.

### **SUPPORTED EMPLOYMENT SERVICES FOR INDIVIDUALS WITH SEVERE DISABILITIES**

Current Year: Grants: \$38,152,000 Loans: \$0,000 Other: \$0,000 Total: \$38,152,000  
OBJECTIVES: To provide grants for time limited services leading to supported employment for individuals with the most severe disabilities to enable such individuals to achieve the employment outcome of supported employment. APPLICATION AND AWARD PROCESS: Pre-application Coordination: This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. The standard application forms as furnished by the Federal agency and required by OMB Circular No. A-102 must be used for this program. Application Procedure: Each State agency must submit a State plan supplement for a 5-year period as part of the State plan under Title I of the Rehabilitation Act of 1973, as amended. Vocational rehabilitation agencies submit the State Plan and supplement to the appropriate Department of Education regional office. This program is excluded from coverage under OMB Circular No. A-1 10. Award Procedure: Notice of annual allotment to the State, quarterly grant award notice, and funds are withdrawn under the Electronic Transfer System. Deadlines: A 5-year State plan supplement to the State plan for vocational rehabilitation services

is submitted to the RSA Regional Office for approval on the date as a complete single or unified W/A State plan. Range of Approval/Disapproval Time: State plans must be approved within 90 days of being submitted to RSA, for a 5-year period. Appeals: After reasonable effort has been made to resolve the questions involved, the State may appeal to the United States Court of Appeals for the circuit in which the State is located. Renewals: Not applicable. ELIGIBLE BENEFICIARIES: (a) State; (b) Handicapped (e.g. Deaf, Blind, Crippled); INFORMATION CONTACTS: Regional or Local Office: Department of Education Regional Offices. See Appendix IV of the Catalog for a list of Regional Offices. Headquarters Office: Office of Program Operations, Rehabilitation Services Administration, Office of the Assistant Secretary for Special Education and Rehabilitative Services, Department of Education, Washington, DC 20202-2574. Contact: Mark E. Shoob. Telephone: (202) 205-9406.

#### **SUPPORTIVE HOUSING FOR THE ELDERLY**

Current Year: Grants: \$736,683,000 Loans: \$0,000 Other: \$0,000 Total: \$736,683,000

OBJECTIVES: To expand the supply of housing with supportive services for the elderly. APPLICATION AND AWARD PROCESS: Pre-application Coordination: This program is excluded from coverage under OMB Circular No. A-102. An environmental assessment is required for this program. This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. Application Procedure: A Notice of Fund Availability is published in the Federal Register each fiscal year announcing the availability of funds to HUD Field Offices. Applicants must submit a Request for Fund Reservation, using HUD Form 92015-CA, in response to the Notice of Fund Availability (or a Funding Notification issued by the local HUD Field Office). This program is excluded from coverage under OMB Circular No. A-110. Award procedure: Applications are reviewed and selected for funding within the funding allocation of the particular HUD Field Office. Those selected for funding must meet basic program requirements including, but not limited to: eligibility as a private nonprofit organization, commitment to provide the minimum capital investment and prior experience in housing or related supportive service activities. The Request for Capital Advance Financing, using HUD Form 92013, is reviewed to determine acceptability of project site and market, correctness of zoning, effect on environment, value of site and financial feasibility. Deadlines: Applications must be submitted within the time period specified in the Notice of Fund Availability (or Funding Notification), usually 60 to 90 days. Range of Approval/Disapproval Time: At the fund reservation stage, the sponsor usually is advised of the decision within 4 to 5 months from the end of the application period, but in any event, usually by the end of the same fiscal year (September 30). Appeals: None. Renewals: None. ELIGIBLE BENEFICIARIES: (a) Handicapped (e.g. Deaf, Blind, Crippled); (b) Physically Afflicted (e.g. TB, Arthritis, Heart Disease); (c) Mentally Disabled; (d) Senior Citizen (60+); INFORMATION CONTACTS: Regional or Local Office: Contact the appropriate HUD office listed in the Catalog Address Appendix IV. Headquarters Office: Office of Business Products, Department of Housing and Urban Development, Washington, DC 20410. Telephone: (202) 708-2866.

#### **TRAINING INTERPRETERS FOR INDIVIDUALS WHO ARE DEAF AND INDIVIDUALS WHO ARE DEAF-BLIND**

Current Year: Grants: \$2,105,000 Loans: \$0,000 Other: \$0,000 Total: \$2,105,000

OBJECTIVES: To support projects that increases the numbers and improves the skills of manual, oral, and cued speech interpreters providing services to individuals who are deaf and individuals who are deaf-blind. APPLICATION AND AWARD PROCESS: Pre-application Coordination: The standard application forms as furnished by the Federal agency and required by Circular No. A-102 must be used for this program. This program is eligible for coverage under EO. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State; for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. Application Procedure: Application is made to Department of Education, Application Control Center, 400 Maryland Ave., SW., Washington, DC 20202-4725. This program is subject

to the provisions of OMB Circular No. A-1 10. Award Procedure: a panel of at least three individuals reviews all new applications. Each panel will include one or more nonfederal consultants with experience and training with interpreting for individuals who are deaf and individuals who are deaf-blind. Deadlines: Contact the headquarters office for application deadlines. Range of Approval/Disapproval Time: Approximately 120 to 160 days. Appeals: None. Renewals: Renewals are available only through the new application process. Projects with an approved multi-year project period may be continued based on the availability of adequate funds and an annual review of accomplishments to determine satisfactory performance. ELIGIBLE BENEFICIARIES: (a) State; (b) Local; (c) Private non-profit institution/organization; (d) Education Professional; (e) Handicapped (e.g. Deaf, Blind, Crippled); INFORMATION CONTACTS: Regional or Local Office: Not applicable. Headquarters Office: Office of Special Education and Rehabilitative Services, Department of Education, 400 Maryland Ave., SW., Washington, DC 20202-2736. Contact: Mary Lovley. Telephone: (202) 205-9152 or (202) 205-8352 (TDD).

## **SMALL BUSINESS ASSISTANCE**

### **BUSINESS DEVELOPMENT**

Current Year: Grants: \$0,000 Loans: \$0,000 Other: \$4,077,000 Total: \$4,077,000

**OBJECTIVES:** To foster business ownership by individuals who are both socially and economically disadvantaged; and to promote the competitive viability of such firms by providing business development assistance including, but not limited to, management and technical assistance, access to capital and other forms of financial assistance, business training and counseling, and access to sole source and limited competition Federal contract opportunities, to help the firms to achieve competitive viability. **ELIGIBLE BENEFICIARIES:** (a) Minority group; (b) Small business; (c) Black; (d) American Indian; (e) Spanish Origin; (f) Oriental; (g) Other Nonwhites; **APPLICATION AND AWARD PROCESS:** Application Procedure: Written application to SBA offices listed in Appendix IV of the Catalog, Division of Program Certification and Eligibility. Application forms, detailed instructions, and if necessary, assistance in completing application is available at SBA District offices and on SBA's home page at <http://www.sba.gov>. Award Procedure: Applicant is notified of program participation approval or decline by a letter from the SBA headquarters office. Broad range of business development assistance, including procurement, and access to capital and other forms of financial assistance and business training and counseling is provided to approved program participants. **Deadlines:** Applications for program participation are accepted on an ongoing basis. **Range of Approval/Disapproval Time:** Approximately 90 days. **Appeals:** Within 45 days of the date of decline letter, applicant has right to request that the decision be reconsidered. For applications declined solely on the basis of negative finding with regard to social disadvantage, economic disadvantaged ownership or control of business by socially or economically disadvantaged individuals, the applicant within 45 days of the date of the decline letter or reaffirmation of decline, has a right to appeal the decision to the SBA's Office of Hearing and Appeals. **INFORMATION CONTACTS:** Small Business Administration, 409 Third Street, SW., Washington, DC 20416. Telephone: (202) 205-6421.

### **ADVANCED TECHNOLOGY PROGRAM**

Current Year: Grants: \$189,152,000 Loans: \$0,000 Other: \$0,000 Total: \$189,152,000

**OBJECTIVES:** To work in partnership with industry to foster the development and broad dissemination of challenging, high-risk technologies that offer the potential for significant, broad-based economic benefits for the nation. **ELIGIBLE BENEFICIARIES:** (a) Sponsored Organization; (b) Small business; **APPLICATION AND AWARD PROCESS:** Application Procedure: Proposals should be submitted only in response to formal competition announcements and requests for proposals periodically published in the Commerce Business Daily. Award Procedure: Competitive award process. **Deadlines:** Deadlines for proposal submissions are contained in the formal competition announcements and requests for proposals published in the Commerce Business Daily. **Range of Approval/Disapproval Time:** 120 to 180 days. **Appeals:** None. **Renewals:** ATP awards may be renewed within the statutory time limitation based on satisfactory performance and availability of funds from Congress. **INFORMATION CONTACTS:** Regional or Local Office: Advanced Technology Program, National Institute of Standards and Technology, 100 Bureau Drive Stop 4701 Gaithersburg, MD 20899-4701. Telephone: 1-800-AIP-FUND. FAX: (301) 926-9524. E-mail: [atp@nist.gov](mailto:atp@nist.gov).

### **BUSINESS DEVELOPMENT ASSISTANCE TO SMALL BUSINESS**

Current Year: Grants: \$0,000 Loans: \$0,000 Other: \$1,280,000 Total: \$1,280,000

**OBJECTIVES:** To help the prospective, as well as the present small businessperson improve skills to manage and operate a business. **ELIGIBLE BENEFICIARIES:** (a) Specialized group (e.g. health professionals, students, veterans); (b) Small business; (c) Veteran/Service person/Reservist (including dependents); **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: None. Application Procedure: Personal or written application to SBA field offices. Award Procedure: Not applicable. **Deadlines:** None. **Range of Approval/Disapproval**

Time: Not applicable. Appeals: Not applicable. Renewals: Upon request. INFORMATION CONTACTS: Regional or Local Office: Initial contact should be made with the field offices (see Appendix IV of the SBA Catalog). Headquarters Office: Associate Administrator for Business Initiatives, Small Business Administration, 409 3rd Street, SW., Washington, DC 20416. Telephone: (202) 205-6665. SBA ON-LINE: For information on SBA's publications, programs and services, SBA's electronic bulletin board system, SBA ON-LINE, can be accessed by calling 1-800-6974636, 1-9004634636, or 202-401-9600 or via Internet, on "SBA Online."

### **BUSINESS SERVICES**

Current Year: Grants: \$0,000 Loans: \$0,000 Other: \$1,910,000 Total: \$1,910,000

OBJECTIVES: To promote the interest and participation of business concerns, especially small businesses and small disadvantaged businesses, women-owned small businesses, and businesses located in labor-surplus areas in government procurement, and to provide publications to assist businesses in their marketing efforts. ELIGIBLE BENEFICIARIES: (a) Small business; (b) Profit organization; (c) Other private institution/organization; APPLICATION AND AWARD PROCESS: Pre-application Coordination: None. Application Procedure: Contact the nearest GSA Business Counseling Offices by letter, telephone, or in person. Award Procedure: Not applicable. Deadlines: None. Range of Approval/Disapproval Time: Not applicable. Appeals: Not applicable. Renewals: Not applicable. INFORMATION CONTACTS: Regional or Local Office: Small Business Center, General Services Administration Headquarters Office: Associate Administrator, Office of Enterprise Development (E). Telephone: (202) 501-1021.

### **CERTIFIED DEVELOPMENT COMPANY LOANS (504 LOANS)**

Current Year: Grants: \$0,000 Loans: \$3,000,000,000 Other: \$0,000 Total: \$3,000,000,000

OBJECTIVES: To assist small business concerns by providing long-term, fixed-rate financing for fixed assets through the sale of debentures to private investors. ELIGIBLE BENEFICIARIES; (a) Small business; (b) Private non-profit institution/organization; (c) Small Business Person; APPLICATION AND AWARD PROCESS: Application Procedure: Application must be made on SBA Form 1244 and requirements set forth thereon must be fully complied with by the Certified Development Company and the small business being assisted. Award Procedure: the SBA Office notifies Applicant in writing. Deadlines: None. Range of Approval/Disapproval Time: Within 10 working days after formal acceptance of application. Appeals: Requests for reconsideration of a declined loan will be granted at any time within 6 months from the date of decline, providing that reasonable evidence is submitted to substantially overcome the stated reasons for decline. Renewals: Not applicable. INFORMATION CONTACTS: Regional or Local Office: See Appendix IV of the Catalog for a listing of the Small Business Administration offices. Headquarters Office: Office of Financial Assistance, Small Business Administration, 409 3rd Street SW., Washington, DC 20416. Telephone: (202) 205-6490.

### **ECONOMIC INJURY DISASTER LOANS**

Current Year: Grants: \$0,000 Loans: \$0,000 Other: \$0,000 Total: \$0,000

OBJECTIVES: To assist business concerns suffering economic injury as a result of Presidential, Small Business Administration (SBA), and/or Secretary of Agriculture declared disasters. BENEFICIARY ELIGIBILITY: Small businesses and small agricultural cooperatives benefit. Credentials/Documentation: Financial Statements to prove cause and extent of economic injury, establish eligibility and demonstrate repayment ability. A signed IRS Form 8821 to enable SBA to obtain information from IRS and complete copies of Federal tax returns for the past 3 prior years. APPLICATION AND AWARD PROCESS: Application Procedure: Applications are filed with the nearest available SBA disaster area office or special disaster field office. One copy of SBA Form 5 and Form 1368 are provided for this purpose. Award Procedure: Applicant is notified of approval by authorization letter from SBA disaster office. Deadlines: Deadlines are established for each declaration. Range of Approval/Disapproval Time: From? to 21 days depending on complexity of case and availability of resources. Appeals: Requests for reconsideration of a declined application may be made within 6 months of the initial decline action; 30 days from the reconsideration decline action. Renewals: Not applicable. INFORMATION CONTACTS: :

Regional or Local Office: For reference to the Disaster Area Office, see Appendix IV of the Catalog under the Small Business Administration. Headquarters Office: Office of Disaster Assistance, Small Business Administration, 409 3rd Street, SW., Washington, DC 20416. Program Contact: Herbert Mitchell. Telephone: (202) 205-6734. E-Mail address: disaster.assistance@sba.gov.

#### **EMPLOYMENT OPPORTUNITIES FOR LOWER INCOME PERSONS AND BUSINESSES**

Current Year: Grants: \$0,000 Loans: \$0,000 Other: \$0,000 Total: \$0,000

OBJECTIVES: Section 3 of the HUD Act of 1968 requires that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, be directed to low-and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low-and very low-income persons. ELIGIBLE APPLICANTS: (a) Small business (less than 500 employees); (b) Anyone/general public; APPLICATION AND AWARD PROCESS: Application Procedure: Complaints may be sent to any HUD Field Office Fair Housing Enforcement Center, Program Operations and Compliance Center or Headquarters. Award Procedure: Not applicable. Deadlines: Complaints must be received within 180 days of the date of the alleged non-compliance with Section 3. Range of Approval/Disapproval Time: Approximately six months. Appeals: Not applicable. Renewals: Not applicable. INFORMATION CONTACTS: Regional or Local Office: HUD Field Office, Fair Housing Enforcement Center or Program Operations and Compliance Center: Director, Fair Housing and Equal Opportunity in the appropriate HUD Office listed in Appendix IV of the Catalog. Headquarters Office: John H. Wailer, Office of Fair Housing and Equal Opportunity, Department of Housing and Urban Development, 451 7th Street, SW., Room 5112, Washington, DC 20410. Telephone: (202) 708-2251.

#### **EMPLOYMENT SERVICE**

Current Year: Grants: \$761,735,000 Loans: \$0,000 Other: \$0,000 Total: \$761,735,000

OBJECTIVES: To place persons in employment by providing a variety of placement-related services without charge to jobseekers and to employers seeking qualified individuals to fill job openings. ELIGIBLE APPLICANTS: (a) State (includes District of Columbia, public institutions of higher education and hospitals); (b) U.S. Territories and possessions (includes institutions of higher education and hospitals); APPLICATION AND AWARD PROCESS: Application Procedure: Each State prepares a Statewide Plan. The State Plan is developed as provided under Section 8 of the Wagner-Peyser Act, as amended and in accordance with the regulations. This program is excluded from coverage under OMB Circular No. A-1 10. Award Procedure: Review of State Plan occurs at Employment and Training Administration regional offices. Final award is provided the grantee agencies before July 1, the start of the program year. Deadlines: Established each year (contact Federal agency for deadline for application submission). Range of Approval/Disapproval Time: As provided in regulations. Appeals: As provided in regulations. Renewals: Not applicable. INFORMATION CONTACTS: Regional or Local Office: Contact the nearest office of the State Employment Security Agency or the appropriate Employment and Training Administration regional office listed in Appendix IV of the Catalog. Headquarters Office: Director, United States Employment Service, Employment and Training Administration, Department of Labor, Washington, DC 20210. Telephone: (202) 219-5257. Contact: John R. Beverly, III.

#### **HISTORICALLY BLACK COLLEGES AND UNIVERSITIES ENTREPRENEURIAL TRAINING AND TECHNICAL ASSISTANCE**

Current Year: Grants: \$480,000 Loans: \$0,000 Other: \$0,000 Total:\$480,000

OBJECTIVES: To support the efforts of Historically Black Colleges and Universities (HBCU5) to achieve their principal mission; utilize the resources of HBCUs to increase ability of small and disadvantaged businesses (S/DBEs) to participate in transportation-related projects; and assist S/DBEs to obtain information on DOT procurement opportunities and provide training to enhance DBEs and small businesses opportunity to successfully compete on DOT contracts and DOT-funded projects. ETI'AP is intended to increase collaboration and establish partnerships among HBCUs, other minority educational institutions, LOSP organizations, SBDCs, MBDCs, State



supportive services contractors, local transportation agencies; and DOT, its grantees, recipients, contractors, subcontractors and S/DBEs. ELIGIBLE APPLICANTS: (a) Public non-profit institution/organization (includes institutions of higher education and hospitals); (b) Minority Group; APPLICATION AND AWARD PROCESS: Application Procedure: Announcements are published in the Commerce Business Daily. This program is subject to the provisions of OMB Circular No. A-1 10. Award Procedure: an independent review panel evaluates Applications. The Director, OSDBU, makes decisions on acceptability. The Department of Transportation will award the cooperative agreements. Only one project will be awarded to an HBCU; therefore, institutions with multiple campuses should coordinate and submit only one application per HBCU. Further, in order to avoid duplication of efforts, only one cooperative agreement will be awarded in any State. Deadlines: To be determined. Range of Approval/Disapproval Time: Selections for award are announced by DOT press release. Appeals: Not applicable. Renewals: Renewals will be based upon funding availability and program evaluation. INFORMATION CONTACTS: Regional or Local Office: Not applicable. Headquarters Office: Patricia A. Martin, Program Coordinator, Office of Small and Disadvantaged Business Utilization, S40, Office of the Secretary, 400 Seventh Street, SW., Room 9414, Washington, DC 20590, or toll free (800) 532-1169. Telephone: (202) 366-2852.

#### **MANAGEMENT AND TECHNICAL ASSISTANCE FOR SOCIALLY AND ECONOMICALLY DISADVANTAGED BUSINESSES**

Current Year: Grants: \$2,600,000 Loans: \$0,000 Other: \$0,000 Total: \$2,600,000

OBJECTIVES: To provide management and technical assistance and access to capital and other forms of financial assistance and business training and counseling through qualified individuals, public or private organizations to 8(a) certified firms and other existing or potential businesses, which are economically and socially disadvantaged; businesses operating in areas of high unemployment or low income; firms owned by low-income persons; or participants in activities authorized by Sections 7(i), 7(j) and 8(a) of the Small Business Act. ELIGIBLE APPLICANTS: (a) Public non-profit institution/organization (includes institutions of higher education and hospitals); (b) Other public institution/organization; (c) Federally Recognized Indian Tribal Governments; (d) Individual/Family; (e) Profit organization; (f) Private non-profit institution/organization (includes institutions of higher education and hospitals); (g) Quasi-public non-profit institution/organization; (h) Other private institutions/organizations; APPLICATION AND AWARD PROCESS: Application Procedure: Application proposal forwarded to District Office Director for appropriate geographic area. (See Appendix IV under Small Business Administration for a listing of field Offices.) The standard application forms as furnished by the Federal agency and required by OMB Circular No. State and local governments must use A-102 for this program. Award Procedure: The Office of Procurement makes Decisions on acceptance and Grants Management based upon recommendations of the Associate Administrator for 8(a) Business Development or his/her designee. The Grants Management Officer notifies successful applicants by Notice of Award. Decisions on services from lending and financial institutions and sureties, and business training and counseling will be made by the Associate Administrator for 8(a) Business Development. Deadlines: As announced within individual "Request for Application Proposals." Range of Approval/Disapproval Time: Variable. Appeals: Not applicable. Renewals: Contact the Federal agency. INFORMATION CONTACTS: Regional or Local Office: SBA District Offices listed in Appendix IV of the Catalog. Headquarters Office: Associate Administrator for Minority Enterprise Development, 409 3rd Street, SW., Washington, DC 20416. Telephone: (202) 205-6410

#### **MICROLOAN DEMONSTRATION PROGRAM**

Current Year: Grants: \$12,000,000 Loans: \$71,995,000 Other: \$0,000 Total: \$83,995,000

OBJECTIVES: To assist women, low-income, and minority entrepreneurs, business owners, and other individuals possessing the capability to operate successful business concerns and to assist small business concerns in those areas suffering from a lack of credit due to economic downturns. Under the Program, the Small Business Administration (SBA) will make loans or provide guaranties to private, non-profit, and quasi-governmental organizations (intermediary lenders) who will use the loan funds to make short-term, fixed interest rate micro-loans in amounts up to \$25,000 to start-up, newly established, and growing small business concerns.

These micro-loans are to be used exclusively for working capital, inventory, supplies, furniture, fixtures, machinery, and/or equipment. In addition, the SBA will make grants to participating intermediary lenders to provide marketing, management, and technical assistance to borrowers receiving micro-loans. In addition, the SBA will make grants to non-profit organizations, which are not intermediary lenders, to provide marketing, management, and technical assistance to low-income individuals seeking private sector financing for their businesses. Under the Program, SBA will also provide training for intermediary lenders and non-lenders participating in the Program. ELIGIBLE APPLICANTS: (a) Public non-profit institution/organization (includes institutions of higher education and hospitals); (b) Private non-profit institution/organization (includes institutions of higher education and hospitals); (c) Quasi-public non-profit institution/organization; APPLICATION AND AWARD PROCESS: Application Procedure: Micro-loan Borrowers: Apply directly to intermediary lenders. Intermediary Lenders: Apply to the SBA Office of Financial Assistance prior to deadlines and according to established procedures. Award Procedure: SBA notifies Intermediaries. The intermediaries notify micro-borrowers. Deadlines: Not applicable. Range of Approval/Disapproval Time: Loan applicants can expect an answer from the SBA approved intermediary lender Within 15 days from the date of application acceptance. Appeals: Decisions on the part of the SBA are final. SBA will not become involved in appeals by micro-borrowers to intermediary lenders except in the case of suspected violation of Federal regulations. Renewals: Based on performance. INFORMATION CONTACTS: Regional or Local Office: Not applicable. Headquarters Office: Small Business Administration, Office of Financial Assistance, Micro-enterprise Development Branch, 409 Third Street SW., Eighth Floor, Washington, DC 20416. Mail Code 7881. Telephone: (202) 205-6490.

#### **NURSING RESEARCH**

Current Year: Grants: \$58,130,000 Loans: \$0,000 Other: \$0,000 Total: \$58,130,000

OBJECTIVES: The National Institute of Nursing Research supports clinical and basic research to establish a scientific basis for the care of individuals across the life span—from management of patients during illness and recovery to the reduction of risks for disease and disability and the promotion of healthy lifestyles. According to its broad mandate, the Institute seeks to understand and ease the symptoms of acute and chronic illness, to prevent or delay the onset of disease or disability or slow its progression, to find effective approaches to achieving and sustaining good health, and to improve the clinical settings in which care is provided. The NINR's research extends to problems encountered by patients, families, and caregivers. It also emphasizes the special needs of at-risk and underserved populations. These efforts are crucial in translating scientific advances into cost-effective health care that does not compromise quality. NINR accomplishes its mission by supporting grants to universities and other research organizations as well as by conducting intramural research at laboratories in Bethesda, Maryland. The research fosters multidisciplinary collaborations to ensure a comprehensive approach to research an illness and disabling conditions. This approach is especially relevant in research aimed at long-term care for the elderly, the special needs of women across the lifespan, bioethical issues related to genetic testing and counseling, bio-behavioral aspects of managing the prevention and treatment of infectious diseases, and environmental influences on risk factors related to chronic illnesses. In addition, the Institute supports comprehensive research training programs to prepare individuals with requisite interdisciplinary skills to conduct nursing research. Small Business Innovation Research (SBIR) program: To expand and improve the SBIR program; to increase private sector commercialization of innovations derived from Federal research and development; to increase small business participation in Federal research and development; and to foster and encourage participation of socially and economically disadvantaged small business concerns and women-owned small business concerns in technological innovation Small Business Technology Transfer (STTR) program: To stimulate and foster scientific and technological innovation through cooperative research and development carried out between small business concerns and research institutions; to foster technology transfer between small business concerns and research institutions; to increase private sector commercialization of innovations derived from Federal research and development; and to foster and encourage participation of socially and economically disadvantaged small business concerns and women-owned small business concerns in technological innovation. Centers Program: To promote interdisciplinary research,

offer an environment for research training and career development, and concentrate research through Core Centers for Nursing Research. ELIGIBLE APPLICANTS: (a) State (includes District of Columbia, public institutions of higher education and hospitals); (b) Local (includes State-designated Indian Tribes, excludes institutions of higher education and hospitals); (c) Public non-profit institution/organization (includes institutions of higher education and hospitals); (d) Individual/Family; (e) Private non-profit institution/organization (includes institutions of higher education and hospitals); APPLICATION AND AWARD PROCESS: Application Procedure: Research Grants: Application Form PHS 398 (Rev. May 1995) is the standard form. Application kits are available at most institutional offices of sponsored research and may be obtained from the Office of Extramural Outreach and Information Resources, National Institutes of Health, 6701 Rockledge Drive, MSC 7910, Bethesda, MD 20892-7910, telephone 301/435-0714, e-mail: ASKNIH@odrockml.od.nih.gov. Completed applications should be submitted to the Center for Scientific Review, National Institutes of Health, Bethesda, MD 20892. The standard application forms, as furnished by PHS and required by 45 CFR, Part 92 for State and local governments, must be used for this program. NRSAs (Individual): Application material for pre-doctoral research training is available from the National Institute of Nursing Research; application material for postdoctoral research is available from the Division of Research Grants (see address above). This program is subject to the provisions of 45 CFR, Part 92 for State and local governments and OMB Circular No. A-110 for nonprofit organizations. SBIR and STTR Grant Solicitations and SBIR Contract Solicitation may be obtained electronically through the NIH's "Small Business Funding Opportunities" home page at [www.nih.gov/grants/funding/sbir.htm](http://www.nih.gov/grants/funding/sbir.htm) on the World Wide Web. A limited number of hard copies of these publications are produced. Subject to availability, they may be obtained by contacting the NIH support services contractor: phone: (301) 206-9385; fax: (301) 206-9722; e-mail: [a2y@cu.nih.gov](mailto:a2y@cu.nih.gov). The Solicitations include submission procedures, review considerations, and grant application or contract proposal forms. SBIR and STTR grant applications should be submitted to the Center for Scientific Review, 6701 Rockledge Drive, Room 1040 - MSC 7710, Bethesda, MD 20892-77 10. Award Procedure: Research Grants and NRSAs (Institutional): All accepted applications are reviewed for scientific merit by an appropriate initial review group and then by a national advisory council (Individual NRSA applications are not reviewed by council.) All applications favorably recommended compete for available funds on the basis of scientific merit and program emphasis. All accepted a national advisory council or board evaluates SBIR/SITR applications for scientific and technical merit by an appropriate scientific peer review panel and. All applications receiving a priority score compete for available SBIR/SITR set-aside funds on the basis of scientific and technical merit and commercial potential of the proposed research, program relevance, and program balance among the areas of research. Deadlines: Research Grants: February 1, June 1, and October 1. Renewals: March 1, July 1, and November 1. Individual NRSA's: April 5, August 5, and December 5. Institutional NRSA's: May 10 only. SBIR: April 15, August 15, and December 15. SITR: December 1 only. Range of Approval/Disapproval Time: Research Grants: From 6 to 9 months. NRSAs: From 6 to 9 months. SBIR/STR: About 7-1/2 months. Appeals: Research Grants: A principal investigator (P.I.) may question the substantive or procedural aspects of the review of his/her application by communicating with the staff of the NINR. Renewals: Research Grants: Renewal applications are accepted. NRSAs: Awards may be made for up to 5 years. No individual may receive more than 5 years of aggregate NRSA support beyond the pre-doctoral level, and no individual may receive NRSA support for more than 3 years of support beyond the postdoctoral level. Institutional awards may be renewed. INFORMATION CONTACTS: Regional or Local Office: Not applicable. Headquarters Office: Program Contract: For research in neuro-function such as pain, sleep, Alzheimer's disease, other brain disorders, and general acute care, contact Dr. Karin Helmers. Reproductive and infant health, including low birth weight infants and prenatal care, contact Dr. Cars Krulewicz. Immune, infectious, and neoplastic diseases, contact Dr. June Lunney. Cardiopulmonary, critical care, trauma, and transplantation issues, contact Dr. Hilary Sigmon. Long-term care and chronic illnesses including arthritis, diabetes, and urinary incontinence, contact Dr. Nell Armstrong. Human development, health and risk behaviors, and women's health issues, contact Dr. Janice Phillips. Address: National Institute of Nursing Research, National Institutes of Health, Building 45, Room 3AN 12, 45 Center Drive MSC 6300, Bethesda, MD 20892-6300. Telephone: (301) 594-6906. Grants Management Contact: Mr. Jeff Carow; Grants

Management Officer, National Institute of Nursing Research, National Institutes of Health, Building 45, Room 3AN32, 45 Center Drive MSC 6301, Bethesda, MD 20892-6301. Telephone: (301) 594-6869.

### **PHYSICAL DISASTER LOANS**

Current Year: Grants: \$0,000 Loans: \$1,100,000,000 Other: \$0,000 Total: \$1,100,000,000

OBJECTIVES: To provide loans to the victims of declared physical- type disasters for uninsured losses.

ELIGIBLE APPLICANTS: (a) Public non-profit institution/organization (includes institutions of higher education and hospitals); (b) Other public institution/organization; (c) Individual/Family; (d) Small business (less than 500 employees); (e) Profit organization; (f) Private non-profit institution/organization (includes institutions of higher education and hospitals); (g) Quasi-public non-profit institution/organization; (h) Other private institutions/organizations; APPLICATION AND AWARD PROCESS: Application Procedure: Application is made on a standard form for either a home or business type loan and filed in a single copy with the nearest available SBA Disaster Area office or special disaster office. Only one copy required. Award Procedure: Applicant is notified of approval by authorization letter from SBA Disaster Area or Special Disaster Branch. Deadlines: Eligibility to file terminates 60 days from the date of the disaster declaration, or on other deadlines if extended. Range of Approval/Disapproval Time: From 7 to 21 days depending on complexity of case and availability of resources. Appeals: Reconsideration can be requested of a declined application at any time within 6 months of the decline, and appeals within 30 days from the reconsideration decline action. Renewals: Not applicable. INFORMATION CONTACTS: Regional or Local Office: For reference to the Disaster Area Office, see Appendix IV of the Catalog under the Small Business Administration. Headquarters Office: Office of Disaster Assistance, Small Business Administration, 409 3rd Street, SW., Washington, DC 20416. Program Contact: Herbert Mitchell. Telephone: (202) 205-6734. E-Mail address: disaster.assistance@sba.gov.

### **PROCUREMENT ASSISTANCE TO SMALL BUSINESSES**

Current Year: Grants: \$0,000 Loans: \$0,000 Other: \$16,930,000 Total: \$16,930,000

OBJECTIVES: To assist small business in obtaining a "fair" share of contracts and subcontracts for Federal government supplies and services and a "fair" share of property sold by the government. ELIGIBLE APPLICANTS: (a) Small business (less than 500 employees); APPLICATION AND AWARD PROCESS: Application Procedure: Forms to obtain necessary assistance are provided by SBA field offices. Award Procedure: Not applicable. Deadlines: None. Range of Approval/Disapproval Time: The range is about 15 days for certificate of competency; no approval is required on other programs. Appeals: Not applicable. Renewals: Not applicable. INFORMATION CONTACTS: Headquarters Office: Associate Administrator for Government Contracting, Small Business Administration, 409 3rd Street, SW., Washington, DC 20416. Telephone: (202) 205-6460.

### **SERVICE CORPS OF RETIRED EXECUTIVES ASSOCIATION**

Current Year: Grants: \$0,000 Loans: \$0,000 Other: \$3,500,000 Total: \$3,500,000

OBJECTIVES: To use the management experience of retired and active business management professionals to counsel and train potential and existing small business owners. All client counseling information is confidential. ELIGIBLE APPLICANTS: (a) Individual/Family; (b) Small business (less than 500 employees); (c) Profit organization; APPLICATION AND AWARD PROCESS: Application Procedure: Personal or written application (SBA Form 641, Request for Counseling). Award Procedure: Not applicable. Deadlines: None. Range of Approval/Disapproval Time: Not applicable. Appeals: Not applicable. Renewals: None. INFORMATION CONTACTS: Headquarters Office: National SCORE Office, 409 3rd Street, SW., Washington, DC 20024. Telephone: (202) 205-6762 or 800-634-0245 or Small Business Administration, Office of Business Development, 409 3rd Street, SW., Washington, DC 20416. Telephone: (202) 205-7414. Contacts: W. Kenneth Yancey, Jr. Executive Director. Telephone: 1(800) 634-0245; or Christine Goodno, M.A., ABC, Public Information and Communications Director. Telephone: 1(800) 634- 0245 or (202) 205-6762.

### **SMALL BUSINESS DEVELOPMENT CENTER**

Current Year: Grants: \$90,296,000 Loans: \$0,000 Other: \$0,000 Total: \$90,296,000

**OBJECTIVES:** To provide management counseling, training, and technical assistance to the small business community through Small Business Development Centers (SBDCs). **ELIGIBLE APPLICANTS:** (a) Local (includes State-designated Indian Tribes, excludes institutions of higher education and hospitals); (b) Public nonprofit institution/organization (includes institutions of higher education and hospitals); (c) Private non-profit institution/organization (includes institutions of higher education and hospitals); **APPLICATION AND AWARD PROCESS:** Application Procedure: All eligible entities within a State interested in establishing an SBDC should coordinate with each other in order to develop a proposal for a statewide SBDC service plan. This program is subject to the provisions of 13 CFR 143 (for State and local governments) and A-i 10 (for nonprofit organizations). The proposal should be submitted to the local SBA District Office, listed in Appendix IV of the Catalog. Award Procedure: Central Office of SBA executes cooperative agreements to approved applicants. Deadlines: Fiscal Year: September 30. Calendar Year: December 31. Range of Approval/Disapproval Time: Varies with individual proposals. Appeals: Varies with individual proposals. Renewals: This program is on going and is renewed annually subject to availability of funds. SBDCs are required to update their proposal and submit a current year budget. **INFORMATION CONTACTS:** Headquarters Office: Small Business Administration, Office of Small Business Development Center, 409 Third Street, SW., 4th Floor, Washington, DC 20416. Telephone: (202) 205-6766. Fax: (202) 205-7727.

### **SMALL BUSINESS INNOVATION RESEARCH**

Current Year: Grants: \$13,309,000 Loans: \$0,000 Other: \$0,000 Total: \$13,309,000

**OBJECTIVES:** To stimulate technological innovation in the private sector, strengthen the role of small businesses in meeting Federal research and development needs, increase private sector commercialization of innovations derived from USDA-supported research and development efforts, and foster and encourage participation, by women-owned and socially disadvantaged small business firms in technological innovation. **ELIGIBLE APPLICANTS:** (a) Small business (less than 500 employees); **APPLICATION AND AWARD PROCESS:** Application Procedure: Formal proposal to SBIR Program, CSREES, USDA, as outlined in the SBLR program solicitation. Application procedures are contained in the SBIR program solicitation. This program is excluded from coverage under OMB Circular No. A-i 10. Award Procedure: The SBIR Program staff reviews and evaluates all proposals with the assistance and advice of a peer panel of qualified scientists and other appropriate persons who are specialists in the field covered by the proposal. Deadlines: Deadlines are announced in the Federal Register and SBIR Program Solicitation for each fiscal year. Deadline for submission for fiscal year 1999 proposals was September 3, 1998. The deadline for submission of fiscal year 2000 proposals is expected to be September 2, 1999. Range of Approval/Disapproval Time: Six months from application receipt to notification of approval/disapproval. Appeals: Phase I applications may be revised and resubmitted during a later funding cycle, provided the subject matter of the proposal is not changed, and the topic area under which the proposal was originally submitted is still listed in the solicitation. Phase I grantees may apply for a Phase II grant only once for each project funded. Renewals: None. **INFORMATION CONTACTS:** Regional or Local Office: None. Headquarters Office: SBIR Director, Cooperative State Research, Education, and Extension Service, Department of Agriculture, Ag Box 2243, 14th and Independence Ave., SW., Washington, DC 20250-2243. Telephone: (202) 401-4002.

### **SMALL BUSINESS INVESTMENT COMPANIES**

Current Year: Grants: \$0,000 Loans: \$1,400,000,000 Other: \$0,000 Total: \$1,400,000,000

**OBJECTIVES:** To establish privately owned and managed investment companies, which are licensed and regulated by the U.S. Small Business Administration; to provide equity capital and long term loan funds to small businesses; and to provide advisory services to small businesses. **ELIGIBLE APPLICANTS:** (a) Small business (less than 500 employees); **APPLICATION AND AWARD PROCESS:** Application Procedure: Request information and appropriate forms from

SBA Central office. Complete application requirements and submit with a minimum application fee payment of \$10,000 to SBA Central Office. Award Procedure: Applicant is notified by issuance of a license from the Investment Division of the Small Business Administration. Deadlines: None. Range of Approval/Disapproval Time: Average of 120 days. Appeals: Proponents may reapply at any time. Renewals: None. INFORMATION CONTACTS: Regional or Local Office: None. Headquarters Office: Associate Administrator for Investment, Investment Division, Small Business Administration, 409 Third Street, SW., Washington, DC 20416. Telephone: (202) 205-6510.

### **SMALL BUSINESS LOANS**

Current Year: Grants: \$0,000 Loans: \$10,000,000,000 Other: \$0,000 Total: \$10,000,000,000

OBJECTIVES: To provide guaranteed loans to small businesses, which are unable to obtain financing in the private credit marketplace, but can demonstrate an ability to repay loans granted. Guaranteed loans are made available to low-income business owners or businesses located in areas of high unemployment, nonprofit sheltered workshops and other similar organizations which produce goods or services; to small businesses being established, acquired or owned by handicapped individuals; and enable small businesses to manufacture, design, market, install, or service specific energy measures. The SBA's 7(a) lending authority includes: 1) the Low Documentation Loan Program (Low Doc); 2) the Cap Line Program; 3) FA\$ TRAK Program, formerly the Small Loan Express; 4) the Women's Pre-qualification Program; and 5) Minority Pre-qualification Program ELIGIBLE APPLICANTS: (a) Small business (less than 500 employees); APPLICATION AND AWARD PROCESS: Application Procedure: Applications are filed by the participating lender in the field office serving the territory in which the applicant's business is located. Where the participating lender is in another territory, applications may be accepted and processed by the field office serving that territory, provided there is mutual agreement between the two field offices involved. (See listing of field offices in Appendix IV of the Catalog.) Award Procedure: authorization letter from the District SBA Office, or participating bank notifies Applicant. Deadlines: None. Range of Approval/Disapproval Time: From 1 to 10 days from date of application acceptance, depending on type of loan and type of lender program. Appeals: If reconsideration is requested within 6 months after decline or withdrawal, no new application is required. Renewals: Not applicable. INFORMATION CONTACTS: Regional or Local Office: Headquarters Office: Director, Loan Policy and Procedures Branch, Small Business Administration, 409 Third Street, SW., Washington, DC 20416. Telephone: (202) 205-6570.

### **SUPPORT MECHANISMS FOR DISADVANTAGED BUSINESSES**

Current Year: Grants: \$1,100,000 Loans: \$0,000 Other: \$0,000 Total: \$1,100,000

OBJECTIVES: To develop support mechanisms, including liaison and assistance programs, which will provide outreach and referrals for technical assistance to small disadvantaged business enterprises (DBE5) to successfully compete on transportation-related contracts. Recipients will provide a communications network link between the Department of Transportation; its grantees, recipients, contractors, subcontractors; and minority, women-owned and disadvantaged business enterprises (DB Es) in order to increase their participation in existing DOT programs and DOT funded projects. ELIGIBLE APPLICANTS: (a) State (includes District of Columbia, public institutions of higher education and hospitals); (b) Local (includes State-designated Indian Tribes, excludes institutions of higher education and hospitals); (c) Public non-profit institution/organization (includes institutions of higher education and hospitals); (d) Other public institution/organization; (e) Federally Recognized Indian Tribal Governments; (f) Small business (less than 500 employees); (g) Private non-profit institution/organization (includes institutions of higher education and hospitals); (h) Other private institutions/organizations; APPLICATION AND AWARD PROCESS: Application Procedure: Application proposal forwarded to Director, Office of Small and Disadvantaged Business Utilization. This program is subject to the provisions of OMB Circular No. A-i 10. Award Procedure: A review panel will review and score each application based upon the evaluation criteria included in the announcement. The Director, OSDBU, makes final decisions on acceptance. The Director, OSDBU, notifies successful applicants by letter. Deadlines: As announced within individual "Request for Application/Proposals." Range of Approval/Disapproval Time: Variable. Appeals: Not applicable.

Renewals: Variable. INFORMATION CONTACTS: Regional or Local Office: Not applicable. Headquarters Office: Office of Small and Disadvantaged Business Utilization, S-40, Office of the Secretary, 400 Seventh Street, SW., Washington, DC 20590. Telephone (202) 366-1930; toll-free (800) 532- 1169.

### **Small Private Business**

#### **ATTESTATIONS BY EMPLOYERS USING NON-IMMIGRANT ALIENS IN SPECIALTY OCCUPATIONS**

Current Year: Grants: \$0,000 Loans: \$0,000 Other: \$31,300,000 Total: \$31,300,000

OBJECTIVES: To provide greater protection for U.S. and foreign workers without interfering with an employer's right to obtain temporary aliens to work in specialty occupations. ELIGIBLE APPLICANTS: (a) Specialized group (e.g. health professionals, students, veterans); (b) Small business (less than 500 employees); (c) Profit organization; (d) Private non-profit institution/organization (includes institutions of higher education and hospitals); (e) Quasi-public non-profit institution/organization; (f) Other private institutions/organizations; APPLICATION AND AWARD PROCESS: Application Procedure: Employers contact the appropriate office of the Employment and Training Administration and aliens contact a U.S. Consul abroad of the Immigration and Naturalization Service in the United States. Award Procedure: None. Deadlines: None. Range of Approval/Disapproval Time: From 1 to 7 days. Appeals: No procedure for appealing ETA's determination to accept or reject a Labor Condition Application. Complaints regarding misrepresentation in the attestation or failure of the employer to carry out the terms of the attestation may be filed with the Wage and Hour Division, Employment Standards Administration, Department of Labor. Renewals: Treated as filing of new labor condition applications. INFORMATION CONTACTS: Regional or Local Office: Contact the local office of the State Employment Service and Employment and Training Administration regional offices listed in Appendix IV of the catalog. Headquarters Office: Director, United States Employment Service, Employment and Training Administration, Department of Labor, 200 Constitution Avenue, NW., Washington, DC 20210. Telephone: (202) 219- 5257. Contact: John M. Beverly.

### **ENERGY-RELATED INVENTIONS**

Current Year: Grants: \$2,900,000 Loans: \$0,000 Other: \$0,000 Total: \$2,900,000

OBJECTIVES: To encourage innovation in developing non-nuclear energy technology by providing assistance to individual and small business companies in the development of promising energy-related inventions. ELIGIBLE APPLICANTS: (a) Anyone/general public; APPLICATION AND AWARD PROCESS: Application Procedure: Proposals should be prepared to respond to details contained in the competitive program solicitation. The details of the solicitation are posted on the Office of Industrial Technologies homepage at <http://www.oit.gov>. This program is subject to the provisions of OMB Circular No. A-1 10. Award Procedure: Size of the Federal grant awards range from up to \$40,000 for ideas at the conceptual stage, or up to \$100,000 for the developmental stage of an idea. The level of financial assistance will be determined during the review process by DOE. Proposals will be evaluated and selected for grant awards by a panel of knowledgeable program and technical personnel. In addition to financial assistance this program offers technical guidance and commercialization support to successful applicants. Deadlines: Applications are due on the date and time specified in the program solicitation. Range of Approval/Disapproval Time: The range is from 90 to 120 days from the close of the solicitation to award announcement Appeals: Unsuccessful applicants are entitled to a debriefing by DOE program and procurement officials with a clear explanation of why the proposal was not accepted for funding. Renewals: Not applicable. INFORMATION CONTACTS: Regional or Local Office: Jennifer Squire, Golden Field Office, U.S. Department of Energy, 1617 Cole Blvd., Golden, CO 80401. Telephone: (303) 275-4764; Internet: [Jennifer\\_squire@nrel.gov](mailto:Jennifer_squire@nrel.gov); or Jim Damm, Contract Specialist. Telephone: (303) 275-4744, Fax: (303) 2754788. Internet: [jim\\_danim@nrel.gov](mailto:jim_danim@nrel.gov). Headquarters Office: Sandra Glatt, Office of Industrial Technologies, (EE-23), Department of Energy, 1000 Independence Avenue, SW., Washington, DC 20585. Telephone: (202) 586-3987.

### **LABOR CERTIFICATION FOR ALIEN WORKERS**

Current Year: Grants: \$0,000 Loans: \$0,000 Other: \$31,300,000 Total: 31,300,000

**OBJECTIVES:** To protect jobs of American workers and assure that the wages and working conditions of U.S. workers will not be adversely affected by the admission of nonagricultural workers. To assist employers by supplementing the work force with needed skills.

**ELIGIBLE APPLICANTS:** (a) Other public institution/organization; (b) Individual/Family; (c) Private non-profit institution/organization (includes institutions of higher education and hospitals); (d) Quasi-public non-profit institution/organization; (e) Other private institutions/organizations;

**APPLICATION AND AWARD PROCESS:** Application Procedure: Employers contact the appropriate local office of the State employment security system, and aliens contact a U.S. Consul abroad or the Immigration and Naturalization Service in the United States. Award Procedure: None. Deadlines: None. Range of Approval/Disapproval Time: From 6 months to 2 years. Appeals: Review of denials for permanent alien workers may be made to the Department of Labor's Office of Administrative Law Judges. Denials of temporary nonagricultural workers are appealed to the Immigration and Naturalization Service. Renewals: Not applicable. **INFORMATION CONTACTS:** Regional or Local Office: Contact the local office of the State employment service and Employment and Training Administration regional offices listed in Appendix IV of the Catalog. Headquarters Office: Director, United States Employment Service, Employment and Training Administration, Department of Labor, 200 Constitution Avenue, NW., Washington, DC 20210. Telephone: (202) 219- 5257. Contact: John Beverly.

### **MANAGEMENT AND TECHNICAL ASSISTANCE FOR MINORITY BUSINESS ENTERPRISES**

Current Year: Grants: \$0,000 Loans: \$0,000 Other: \$542,000 Total: \$542,000

**OBJECTIVES:** (1) To support increased participation of minority, and women-owned small businesses and operated business enterprises (MBE's); (2) to develop energy-related minority small business assistance programs; (3) to encourage public/private partnerships to provide technical assistance to MBE's; (4) to transfer applicable technology from national Federal laboratories to MBE's; and (5) to increase DOE's high technology research and C development contracting activities.

**ELIGIBLE APPLICANTS:** (a) Minority Group; **APPLICATION AND AWARD PROCESS:** Application Procedure: MBES are to contact DOE and request assistance. This program is excluded from coverage under OMB Circular No. A-1 10. Award Procedure: Not Applicable. Deadlines: None. Range of Approval/Disapproval Time: Not applicable. Appeals: Not applicable. Renewals: Not applicable. **INFORMATION CONTACTS:** Regional or Local Office: Not applicable. Headquarters Office: Office of Economic Impact and Diversity, Department of Energy, ED-I, Forrestal Building, Room SB-I 10, Washington. DC 20585. Contact: Sterling Nichols. Telephone: (202) 586-8698.



## **MINORITY ASSISTANCE**

### **MINORITY BUSINESS DEVELOPMENT CENTERS**

Current Year: Grants: \$9,600,000 Loans: \$0,000 Other: \$0,000 Total: \$9,600,000

**OBJECTIVES:** To provide business development services for a minimal fee to minority firms and individuals interested in entering, expanding or improving their efforts in the marketplace. Minority business development center operators provide a wide range of services to clients, from initial consultations to the identification and resolution of specific business problems. **ELIGIBLE APPLICANTS:** (a) Anyone/general public; **APPLICATION AND AWARD PROCESS:** Award Procedure: The application package will advise the applicant where to submit the application. Each application will be reviewed and evaluated by MBDA. Name checks, verification of academic credentials and post-award audits may be required from applicants. **Deadlines:** Deadlines for formal competitive awards are outlined in the Federal Register and Commerce Business Daily. **Range of Approval/Disapproval Time:** From 4 to 6 months. Unsuccessful applicants shall be notified in writing at the same time that notification is sent to the successful applicant. **Appeals:** All decisions are final. There is no administrative appeal process. **Renewals:** MBDC awards are made for a period of one year with the possibility of renewals for up to two additional years. Performance evaluations will be conducted, and funding levels will be established for each of the three budget periods. The MBDC will receive continued funding after the initial competitive year at the discretion of MBDA based upon the availability of funds, the MBDC's performance, and agency priorities. **INFORMATION CONTACTS:** Regional or Local Office: Contact nearest Minority Business Development Agency Regional Office listed in Appendix IV of the Catalog. Headquarters Office: Juanita E. Berry, Chief, Field Coordination Division, Room 5079, Minority Business Development Agency, Department of Commerce, 14th and Constitution Avenue, NW., Washington, DC 20230. Telephone: (202) 482-6022. :180

### **CRITERIA FOR**

### **MORTGAGE INSURANCE FOR THE PURCHASE OR REFINANCING OF EXISTING MULTIFAMILY HOUSING PROJECTS**

Current Year: Grants: \$0,000 Loans: \$0,000 Other: \$0,000 Total: \$0,000

**OBJECTIVES:** To provide mortgage insurance to lenders for the purchase or refinancing of existing multifamily housing projects, whether conventionally financed or subject to federally insured mortgages at the time of application for mortgage insurance. **ELIGIBLE APPLICANTS:** (a) Anyone/general public; **APPLICATION AND AWARD PROCESS:** Application Procedure: The applicant will submit a formal application for conditional or firm commitment, through a HUD approved mortgage. This program is excluded from coverage under OMB Circular No. A-1 10. Award Procedure: The local HUD field office reviews the application to determine proposal eligibility. If the project meets program requirements, the local HUD field office issues the commitment to the lender to insure the project. **Deadlines:** Deadlines are established on a case-by-case basis. **Range of Approval/Disapproval Time:** Processing time, depending on the degree of preparation of the sponsor, will range from 3 to 6 months. **Appeals:** When application for mortgage insurance is refused, HUD will state the reasons for refusal. **Renewals:** The term of a commitment to insure may be extended under certain circumstances when more time is required. **INFORMATION CONTACTS:** Regional or Local Office: Persons are encouraged to communicate with the nearest local HUD field Office listed in the Catalog Address Appendix IV. Headquarters Office: Office of Business Products, Department of Housing and Urban Development, Washington, DC 20410. Telephone: (202) 708-0624.

### **WOMEN'S BUSINESS OWNERSHIP ASSISTANCE**

Current Year: Grants: \$9,000,000 Loans: \$0,000 Other: \$0,000 Total: \$9,000,000

**OBJECTIVES:** To fund nonprofit economic development organizations to assist, through training and counseling, small business concerns owned and controlled by women, and to remove, in so

far as possible, the discriminatory barriers that are encountered by women in accessing capital and promoting their businesses. ELIGIBLE APPLICANTS: (a) Public non-profit institution/organization (includes institutions of higher education and hospitals); (b) Other public institution/organization; (c) Minority Group; (d) Specialized group (e.g. health professionals, students, veterans); (e) Profit organization; (f) Private nonprofit institution/organization (includes institutions of higher education and hospitals); (g) Quasi-public non-profit institution/organization; (h) Other private institutions/organizations; (i) Public non-profit institution/organization (includes institutions of higher education and hospitals); (j) Other public institution/organization; (k) Minority Group; (l) Specialized group (e.g. health professionals, students, veterans); (m) Profit organization; (n) Private nonprofit institution/organization (includes institutions of higher education and hospitals); (o) Quasi-public non-profit institution/organization; (p) Other private institutions/organizations; APPLICATION AND AWARD PROCESS: Application Procedure: Applications are accepted in accordance with and up to the data specified in the Program Announcement issued annually. In addition to properly completed application for Federal Assistance: (Standard Forms 424, 424A and 424B), application procedures require a written proposal addressing all items of the selection criteria published in the Program Announcement. All application/proposals are submitted to the SBA Office of Procurement and Grants Management, 5th Floor, 409 3rd Street, SW., Washington DC 20416. Award Procedure: SBA Central Office, Office of Procurement and Grants Management enters into a cooperative agreement with every approved applicant. Deadlines: Applications/proposals must be submitted by the date indicated in the Program Announcement. Range of Approval/Disapproval Time: Within 120 days from filing deadline. Appeals: Not applicable. Renewals: None. INFORMATION CONTACTS: Regional or Local Office: Women's Business Ownership Representative. See Appendix IV of the Catalog for a listing of the Small Business Administration offices. Headquarters Office: Small Business Administration, Office of Women's Business Ownership, 409 Third Street, SW., Washington, DC 20416. Telephone: (202) 205-6673. Contact: Sally Murrell.

## **MINORITY GRANTS**

### **COOPERATIVE AGREEMENTS TO IMPROVE THE HEALTH STATUS OF MINORITY POPULATIONS**

Current Year Grants: \$7,839,000 Loans: \$0,000 Other: \$0,000 Total: \$7,839,000

OBJECTIVES: To provide support for activities which have the potential to improve the health status and/or quality of life of racial/ethnic minorities, with the objective of reducing the excessive burden and death borne by minority and disadvantaged populations in the United States. APPLICATION AND AWARD PROCESS: Pre-application Coordination: This program does not require pre-application coordination. This program is excluded from coverage under E.O. 12372. Application Procedure: Requests for the standard PHS application form (SF PHS 1561-1, Revised June 1999) and instructions for submission should be directed to Mrs. Carolyn A. Williams, Grants Management Officer, Office of Minority Health, Office of Public Health and Science, Office of the Secretary, Rockwell II Building, Suite 1000, Rockville, Maryland 20852. Telephone: (301) 594-0758. A signed ~ original and two copies of the application are required. Applications are screened upon receipt for completeness, responsiveness and conformance to the program announcement. Those applications judged to be unacceptable based on this initial screening will be returned. Accepted applications will be reviewed for technical merit and funding recommendations made to the Deputy Assistant Secretary for Minority Health. Award Procedure: After considering the recommendations, the Deputy Assistant Secretary for Minority Health makes final decision on funding projects and a notice of grant award is issued. Deadlines: Contact Headquarters Office listed below for application deadlines. Range of Approval/Disapproval Time: From 90 to 120 days. Appeals: None. Renewals: None. ELIGIBLE BENEFICIARIES: (a) Federally Recognized Indian Tribal Governments; (b) Minority group; (c) Native American Organizations; (d) Black; (e) American Indian; (f) Other Non-White; INFORMATION CONTACTS: Regional or Local Office: Not applicable. Headquarters Office: Program Contact: Ms. Cynthia H. Amis, Director, Division of Program Operations, Office of Minority Health, Office of Public Health and Science, Office of the Secretary, Rockwell II Building,

Suite 1000, 5515 Security Lane, Rockville Maryland 20852. Telephone: (301) 594-0769. Grants Management Contact: Mrs. Carolyn A. Williams, Grants Management Officer, Office of Minority Health, Office of Public Health and Science, Office of the Secretary, Rockwall II, Suite 1000, 5515 Security Lane, Rockville, MD 20852. Telephone: (301) 594-0758.

**EMPLOYMENT DISCRIMINATION STATE AND LOCAL FAIR EMPLOYMENT PRACTICES  
AGENCY CONTRACTS**

Current Year: Grants: \$27,086,000 Loans: \$0,000 Other: \$0,000 Total: \$27,086,000

**OBJECTIVES:** To assist EEOC in the enforcement of Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967 and the Americans with Disabilities Act of 1990 by investigating and resolving charges of employment discrimination based on race, color, religion, sex, national origin, age, and/or disability. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: EEOC District Director will provide guidance. This program is excluded from coverage under OMB Circular No. A-102 and E.O. 12372. Application Procedure: Application must be made to the EEOC District Office, which will review it and make a recommendation to the Office of Field Programs, EEOC Headquarters. This program is excluded from coverage under OMB Circular Numbers A-102 and A-110. Award Procedure. By negotiation. Recommendation made to Commissioners. Decision made by final vote of the Commissioners. **Deadlines:** Contact EEOC Headquarters for deadlines. Range of Approval/Disapproval Time: From 1 to 3 months. Appeals: Not applicable. Renewals: By negotiation and vote of the Commission. **ELIGIBLE BENEFICIARIES:** (a) Minority group; (b) Black; (c) American Indian; (d) Spanish Origin; (e) Oriental; (f) Other Non-White; (g) Women; (h) Senior Citizen (60+); **INFORMATION CONTACTS:** Regional or Local Office: EEOC District office listed in Appendix IV of the Catalog. Headquarters Office: Contact Michael J. Dougherty, Director, State and Local Programs, Office of Field Programs, Equal Employment Opportunity Commission, 1801 L Street NW., Room 8030, Washington, DC 20507. Telephone: (202) 663-4944.

**EMPLOYMENT DISCRIMINATION TITLE VII OF THE CIVIL RIGHTS ACT OF 1964**

Current Year: Grants: \$0,000 Loans: \$0,000 Other: \$279,000,000 Total: 5279,000,000

**OBJECTIVES:** To provide for enforcement of the Federal prohibition against employment discrimination in the private and public sector based on race, color, religion, sex or national origin. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: None. This program is excluded from coverage under E.O. 12372. Application Procedure: A charge may be filed by any aggrieved individual, any individual on behalf of an aggrieved individual, or by any organization, i.e., labor union, association, legal representative, etc., either as an aggrieved entity or on behalf of an aggrieved individual. Charges may be filed either orally or in writing with the appropriate field office of the EEOC. Award Procedure: A charge is sufficient when the Commission receives from the person making the charge a written statement sufficiently precise to identify the parties and to describe generally the action or practices complained of. **Deadlines:** Individuals with complaints or desiring to bring their own suit under the Act must file a charge of discrimination alleging discrimination with the EEOC within 180 days of the alleged unlawful practice (or within 300 days, if there is a State or local agency with its own discrimination law.) When EEOC completes its investigation without obtaining relief for persons covered by a charge, covered persons will be given written notice of their right to sue. Persons can also request a notice of right to sue before EEOC finishes its investigation after the charge has been on file 180 days. (When a right to sue is issued on request, EEOC usually stops investigating). Suit must be brought within 90 days of receipt of the notice of right to sue letter. Range of Approval/Disapproval Time: Not applicable. Appeals: None. Renewals: Not applicable. **ELIGIBLE BENEFICIARIES:** (a) Individual/Family; (b) Minority group; (c) Specialized group (e.g. health professionals, students, veterans); (d) Black; (e) American Indian; (f) Spanish Origin; (g) Oriental; (h) Other Non-White; (i) Refugee/Alien; (j) Women; **INFORMATION CONTACTS:** Regional or Local Office: Any EEOC office listed in Appendix IV of the Catalog. Headquarters Office: Contact Public Information Unit, Office of Communications and Legislative Affairs. Equal Employment Opportunity Commission, 1801 L Street, NW., Washington, DC 20507. Telephone: 202- 6634900 (Voice) or 202-663-4494 (TTY).

### **FAIR HOUSING ASSISTANCE PROGRAM STATE AND LOCAL**

Current Year: Grants: \$23,959,000 Loans: \$0,000 Other: \$0,000 Total: \$23,959,000

**OBJECTIVES:** To provide assistance to State and local fair housing enforcement agencies to support complaint processing, training, technical assistance, education and outreach, data and information systems and other activities that will further fair housing within the agency's jurisdiction. The intent of the Fair Housing Assistance Program (FHAP) is to build an intergovernmental enforcement effort to further fair housing and to assist State and local fair housing enforcement agencies to assume a greater share of the responsibility for administering fair housing laws. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: This program is excluded from coverage under E.O. 12372. Application Procedure: Not applicable. Award Procedure: Not applicable. Deadlines: Not applicable. Range of Approval/Disapproval Time: Not applicable. Appeals: Not applicable. Renewals: None. **ELIGIBLE BENEFICIARIES:** (a) Individual/Family; (b) Anyone/general public; (c) Black; (d) American Indian; (e) Spanish Origin; (f) Oriental; (g) Other Non-White; **INFORMATION CONTACTS:** Regional or Local Office: HUD Field Office of Fair Housing and Equal Opportunity in the appropriate Hub Office listed in the Catalog address Appendix IV. Headquarters Office: Ivy Davis or Laretta Dixon, Office of Fair Housing and Equal Opportunity, Department of Housing and Urban Development, 451-7th Street, SW., Washington, DC 20410. Telephone: (202) 708-0800 for Ms. Davis. Telephone: (202)708-0800 for Ms. Dixon.

### **GAINING EARLY AWARENESS AND READINESS FOR UNDERGRADUATE PROGRAMS**

Current Year: Grants: \$120,000,000 Loans: \$0,000 Other: \$0,000 Total: \$120,000,000

**OBJECTIVES:** To encourage eligible entities to provide or maintain a guarantee to eligible low-income students who obtain a secondary diploma (or its recognized equivalent), of the financial assistance necessary to permit the students to attend an institution of higher education; and supports eligible entities in providing additional counseling, mentoring, academic support, outreach, and supportive services to elementary and middle schools, and secondary school students who are at risk of dropping out of school; and information to students and their parents about the advantages of obtaining a postsecondary education and the college financing options for the students and their parents. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: This program is eligible for coverage under Executive Order 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his/her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. Application Procedure: In any fiscal year in which funds are available for new awards, the Department of Education publishes a notice in the Federal Register inviting applications and establishing a deadline date. An application package is available from the Office of Higher Education Programs. Copies are available on the web page and will also be mailed upon request. This program is subject to the provisions of OMB Circular No. A-i 10. Award Procedure: Peer review panels composed of representatives from public and private higher education, State, and local education agencies having expertise in elementary, secondary, and higher education are designated to review applications. Deadlines: The deadline date is published in the Federal Register. Range of Approval/Disapproval Time: Notification usually is made within 4 months of the deadline for submission of applications. Appeals: None. Renewals: Applications for renewal of multi-year projects are processed and funded before those for new projects. Renewals are subject to the availability of funds. **ELIGIBLE BENEFICIARIES:** (a) Individual/Family; (b) Minority group; (c) Anyone/general public; (d) Student/Trainee; (e) Black; (f) American Indian; (g) Spanish Origin; (h) Oriental; (i) Other Non-White; (j) U.S. Citizen; (k) Women; (l) Youth (16-21); (m) Low Income; (n) Education (9-12); (o) Education (13+); **INFORMATION CONTACTS:** Regional or Local Office: Not applicable. Headquarters Office: Department of Education, Office of Postsecondary Education, Office of the Deputy Assistant Secretary for Higher Education Programs, 600 Independence Avenue, SW., Portals Building, Suite 600, Washington, DC 20202-5131. Contact: Karen W. Johnson on (202) 708-8596. Fax: (202) 708-9046.

### **HISTORICALLY BLACK COLLEGES AND UNIVERSITIES ENTREPRENEURIAL TRAINING AND TECHNICAL ASSISTANCE**

Current Year: Grants: \$480,000 Loans: \$0,000 Other: \$0,000 Total: \$480,000

**OBJECTIVES:** To support the efforts of Historically Black Colleges and Universities (HBCUs) to achieve their principal mission; utilize the resources of HBCUs to increase ability of small and disadvantaged businesses (S/DBEs) to participate in transportation-related projects; and assist S/DBEs to obtain information on DOT procurement opportunities and provide training to enhance DBEs and small businesses opportunity to successfully compete on DOT contracts and DOT-funded projects. ETTAP is intended to increase collaboration and establish partnerships among HBCUs, other minority educational institutions, LOSP organizations, SBDCs, MBDCs, State supportive services contractors, local transportation agencies; and DOT, its grantees, recipients, contractors, subcontractors and S/DBEs. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: This program is eligible for coverage under E.O. 12372, Intergovernmental Review of Federal Programs. An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. Application Procedure: Announcements are published in the Commerce Business Daily. This program is subject to the provisions of OMB Circular No. A-110. Award Procedure: an independent review panel evaluates Applications. The Director, OSDBU, makes decisions on acceptability. The Department of Transportation will award the cooperative agreements. Only one project will be awarded to an HBCU; therefore, institutions with multiple campuses should coordinate and submit only one application per HBCU. Further, in order to avoid duplication of efforts, only one cooperative agreement will be awarded in any State. Deadlines: To be determined. Range of Approval/Disapproval Time: Selections for award are announced by DOT press release. Appeals: Not applicable. Renewals: Renewals will be based upon funding availability and program evaluation. **ELIGIBLE BENEFICIARIES:** (a) Public nonprofit institution/organization; (b) Individual/Family; (c) Minority group; (d) Small business; (e) Profit organization; (f) Student/Trainee; (g) Small Business Person; (h) Black; (i) Women; **INFORMATION CONTACTS:** Regional or Local Office: Not applicable. Headquarters Office: Patricia A. Martin, Program Coordinator, Office of Small and Disadvantaged Business Utilization, S-40, Office of the Secretary, 400 Seventh Street, SW., Room 9414, Washington, DC 20590, or toll free (800) 532-1169. Telephone: (202) 366-2852.

#### **INSTITUTE FOR INTERNATIONAL PUBLIC POLICY**

Current Year: Grants: \$1,000,000 Loans: \$0,000 Other: \$0,000 Total: \$1,000,000

**OBJECTIVES:** To establish an institute for international public policy. This institute shall conduct a program to significantly increase the numbers of African Americans and other under represented minorities in the international service, including private international voluntary organizations and the foreign service of the United States. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: Technical assistance in preparing applications is available from the agency information contact listed below. An informal pre-application conference with the agency information contact is recommended. This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. Application Procedure: Eligible consortia may submit an application for funding when a new competition is announced in the Federal Register. Application forms and guidelines for the submission of applications are available from the International Studies Team of the International Education and Graduate Programs Service (LEGPS). Award Procedure: Final recommendations are made to the Secretary following advice from a panel of consultants. Deadlines: Deadlines will be announced in the Federal Register. Range of Approval/Disapproval Time: The range is approximately 90 days. Appeals: There are no appeals. Renewals: The project period may last up to 60 months. Applicants submit non-competing continuation applications according to instructions published by the Department. **ELIGIBLE BENEFICIARIES:** (a) State; (b) Public nonprofit institution/organization; (c) Other public institution/organization; (d) Minority group; (e) Native American Organizations; (f) Student Trainee; (g) Black; (h) American Indian; (i) Spanish Origin; (j) Oriental; (k) Migrant; **INFORMATION CONTACTS:** Regional or Local Office: Not applicable. Headquarters Office:

International Studies Team, International Education and Graduate Programs Service, Higher Education Programs, Office of Postsecondary Education, Department of Education, 400 Maryland Avenue, SW., Washington DC 20202-5332. Contact: Tanyelle Richardson. Telephone: (202) 401-9798.

#### **MINORITY BUSINESS DEVELOPMENT CENTERS**

Current Year: Grants: \$9,600,000 Loans: \$0,000 Other: \$0,000 Total: \$9,600,000

**OBJECTIVES:** To provide business development services for a minimal fee to minority firms and individuals interested in entering, expanding or improving their efforts in the marketplace. Minority business development center operators provide a wide range of services to clients, from initial consultations to the identification and resolution of specific business problems. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: Pre-award and post award conferences will be scheduled for most MBDA projects. These conferences will be announced in the Federal Register. This program is excluded from coverage under E.O. 12372. Application Procedure: The standard application forms as furnished by the Federal agency and required by 15 CFR Part 24 must be used for this program. This program is subject to the provisions of OMB Circular No. A-110. Award Procedure: The application package will advise the applicant where to submit the application. Each application will be reviewed and evaluated by MBDA. Name checks, verification of academic credentials and post-award audits may be required from applicants. **Deadlines:** Deadlines for formal competitive awards are outlined in the Federal Register and Commerce Business Daily. Range of Approval/Disapproval Time: From 4 to 6 months. Unsuccessful applicants shall be notified in writing at the same time that notification is sent to the successful applicant. Appeals: All decisions are final. There is no administrative appeal process. Renewals: MBDC awards are made for a period of one year with the possibility of renewals for up to two additional years. Performance evaluations will be conducted, and funding levels will be established for each of the three budget periods. The MBDC will receive continued funding after the initial competitive year at the discretion of MBDA based upon the availability of funds, the MBDC's performance, and agency priorities. **ELIGIBLE BENEFICIARIES:** (a) Individual/Family; (b) Other private institution/organization; (c) Small Business Person; (d) Black; (e) American Indian; (f) Spanish Origin; (g) Oriental; (h) Other Non-White; **INFORMATION CONTACTS:** Regional or Local Office: Contact nearest Minority Business Development Agency Regional Office listed in Appendix IV of the Catalog. Headquarters Office: Juanita E. Berry, Chief, Field Coordination Division, Room 5079, Minority Business Development Agency, Department of Commerce, 14th and Constitution Avenue, NW., Washington, DC 20230. Telephone: (202) 482-6022.

#### **MINORITY COMMUNITY HEALTH COALITION DEMONSTRATION**

Current Year: Grants: \$5,041,000 Loans: \$0,000 Other: \$0,000 Total: \$5,041,000

**OBJECTIVES:** To support minority community health coalitions to develop, implement, and conduct demonstration projects which coordinate integrated community-based screening and outreach services, and include linkages for access and treatment to minorities in high-risk, low-income communities; and to support minority community health coalitions involving non-traditional partners in carrying out projects to increase the educational understanding of MW/ADS, increase testing, and improve access to HIV/AIDS, increase testing, and improve access to HIV/AIDS prevention and treatment serious. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: This program does not require pre-application coordination. This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in the State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. When indicated in individual program announcements, applications are subject to review in accordance with the National Planning and Resource Development, Public Law 93-641, as amended. Application Procedure: Requests for the standard PHS application form (SF PHS 5 161-1) revised June 1999 and instructions for submission should be directed to Mrs. Carolyn Williams, Grants Management Officer, Division of Management Operations, Office of Minority Health, Office of Public Health and Science, Office of the Secretary, Rockwall II Building, Suite 1000, 5515 Security Lane, Rockville, MD 20852.

Telephone: (301) 594-0758. A signed original and 2 copies of the application are required. Applications are screened upon receipt for completeness, responsiveness and conformance to program announcement. Those applications judged to be unacceptable based on this initial screening will be returned. Accepted applications will be reviewed for technical merit by an ad hoc review panel composed of nonfederal experts who make funding recommendations to the Deputy Assistant Secretary for Minority Health. Award Procedure: After considering the recommendations of the review panel, the Deputy Assistant Secretary for Minority Health makes final decision on funding projects and a notice of grant award is issued. Deadlines: Contact Headquarters Office listed below for application deadlines. Range of Approval/Disapproval Time: From 90 to 120 days. Appeals: None. Renewals: None. ELIGIBLE BENEFICIARIES: (a) Minority group; (b) Black; (c) American Indian; (d) Spanish Origin; (e) Oriental; INFORMATION CONTACTS: Regional or Local Office: Not applicable. Headquarters Office: Program Contact: Ms. Cynthia H. Amis, Director, Division of Program Operations, Office of Minority Health, Office of Public Health and Science, Office of the Secretary, Rockwall II Building, Suite 1000, 5515 Security Lane, Rockville, MD 20852. Telephone: (301) 594-0769. Grants Management Contact: Mrs. Carolyn A. Williams, Grants Management Officer, Division of Management Operations, Office of Minority Health, Office of Public Health and Science, Office of the Secretary, Rockwall II Building, Suite 1000, 5515 Security Lane, Rockville, MD 20852. Telephone: (301) 594-0758.

**MINORITY INTERNATIONAL RESEARCH TRAINING GRANT IN THE BIOMEDICAL AND BEHAVIORAL SCIENCES**

Current Year: Grants: \$2,700,000 Loans: \$0,000 Other: \$0,000 Total: \$2,700,000

OBJECTIVES: (1) To enable qualified minority undergraduate students, graduate students and faculty members to participate in international biomedical and behavioral research programs; (2) to acquaint minority students and scientists with the full range of career opportunities in biomedical and behavioral research; (3) to strengthen teaching programs at U.S. institutions; and (4) to strengthen ties with research institutes abroad. APPLICATION AND AWARD PROCESS: Pre-application Coordination: This program is excluded from coverage under E.O. 12372. # Application Procedure: Applications are to be submitted on the institutional training grant application form PHS 398 (Rev. 04/98). Application kits are available at most institutional business offices or may be obtained from: Division of Extramural Outreach and Information, National Institutes of Health, 6701 Rockledge Drive, MSC 7910, Bethesda, MD 20892-7910. Telephone: 301/435-0714, e-mail: grantsinfo@nih.gov. The title and number of the announcement must be typed in Section 2a on the face page of the application. Completed applications should be sent to the Center for Scientific Review, National Institutes of Health. Award Procedure: an NIH initial review group, followed by a second level review by the Fogarty International Center National Advisory Board, will review Applications for scientific and technical merit. Deadlines: Contact Headquarters Office listed below for deadline dates. Range of Approval/Disapproval Time: From 4 to 6 months. Appeals: A principal investigator (P.1.) may question the substantive or procedural aspects of the review of his or her application by communicating with the staff of the Center. A description of the NIH Peer Review Appeal procedures is available on the NIH homepage [http://www.nih.gov/grants/guide/1997/97\\_11\\_21/n2.html](http://www.nih.gov/grants/guide/1997/97_11_21/n2.html). Renewals: None. ELIGIBLE BENEFICIARIES: (a) Minority group; (b) Specialized group (e.g. health professionals, students, veterans); (c) Education Professional; (d) Student/Trainee; (e) Graduate Student; (f) Black; (g) American Indian; (h) Spanish Origin; (i) Other Non-White; INFORMATION CONTACTS: Regional or Local Office: Not applicable. Headquarters Office: Dr. Jean Flagg-Newton, Division of International Training and Research, Fogarty International Center, National Institutes of Health, Department of Health and Human Services, Building 31, Room B2C32, Bethesda, MD 20892-2220. Telephone: (301) 496- 1653. Grants Management Contact: Ms. Silvia Mandes, Grants Management Officer, Fogarty International Center, National Institutes of Health, Department of Health and Human Services, Building 31, Room B2C39, Bethesda, MD 208 92-2220. Telephone: (301) 496-1653.

**MINORITY SCIENCE AND ENGINEERING IMPROVEMENT**

Current Year: Grants: \$7,500,000 Loans: \$0,000 Other: \$0,000 Total: \$7,500,000

**OBJECTIVES:** To (1) effect long-range improvement in science and engineering education at predominantly minority institutions and (2) increase the participation of underrepresented ethnic minorities, particularly minority women, in scientific and technological careers. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: The standard application forms as furnished by the Federal agency and required by OMB Circular No. A-102 must be used for this program. This program is eligible for coverage under EO. 12372, "Inter-governmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. **Application Procedure:** By submission of a formal application describing the planned project and proposed amount of the grant. See 34 CFR 637 and the specific program guidelines. Application forms are provided by MSEIP. This program is subject to the provisions of OMB Circular No. A-1b. **Award Procedure:** Panels of outside experts with knowledge of the fields covered by the application review all applications. Grants awards are recommended to the Secretary by the program office, in the order of merit. **Deadlines:** Deadlines are published in the Federal Register. **Range of Approval/Disapproval Time:** From three to six months. **Appeals:** None. **Renewals:** Not applicable. **ELIGIBLE BENEFICIARIES:** (a) Sponsored Organization; (b) Public nonprofit institution/organization; (c) U.S. Territories; (d) Minority group; (e) Specialized group (e.g. health professionals, students, veterans); (f) Private non-profit institution/organization; (g) Native American Organizations; (h) Student/Trainee; (i) Scientist/Researcher; (j) Black; (k) American Indian (l) Spanish Origin; (in) Oriental; (n) Other Non-White; (o) Migrant; (p) Education (13+); **INFORMATION CONTACTS:** Regional or Local Office: Not applicable. Headquarters Office: Institutional Development and Undergraduate Education Service, Office of Postsecondary Education, Department of Education, Washington, DC 20202-5251. Contact: Ms. Deborah C. Newkirk. Telephone: (202) 708-9338. Fax: (202) 401-7532; E-mail: Deborah.NewkirkI@ed.gov.

#### **PROMOTION OF THE HUMANITIES FELLOWSHIPS AND STIPENDS**

Current Year: Grants: \$6,050,000 Loans: \$0,000 Other: \$0,000 Total: \$6,050,000

**OBJECTIVES:** Fellowships and Summer Stipends provide support for scholars to undertake full-time independent research and writing in the humanities. Grants are available for 6 to 12-month fellowships and two months of summer study. Faculty Graduate Study grants provide 9 to 12 months of support for teachers at Historically Black Colleges and Universities to work toward completion of a doctoral degree in the humanities. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: This program is excluded from coverage under OMB Circular Nos. A-b02 and E.O. 12372. **Application Procedure:** Application materials are available from, and submitted to, the headquarters office listed below. This program is excluded from coverage under OMB Circular No. A-b 10. **Award Procedure:** panels of scholars and other appropriate individuals review Applications. The Chairman of the National Endowment makes awards for the Humanities after advice from the National Council on the Humanities. **Deadlines:** Fellowships: Annual deadline of May 1, for projects beginning after January 1, of the following year. Summer Stipends: annual deadline of October 1, for projects beginning after May 1, of the following year. Faculty Graduate Study: Annual deadline of March 15, for the following academic year. **Range of Approval/Disapproval Time:** Six to seven months. **Appeals:** None, but applicant may reapply. **Renewals:** None. **ELIGIBLE BENEFICIARIES:** (a) Public nonprofit institution/organization; (b) Black; (c) Individual/Family; (d) Graduate Student; (e) Artist/Humanist; (0 Education (13+); **INFORMATION CONTACTS:** Regional or Local Office: Not applicable. Headquarters Office: Fellowships and Stipends, Division of Research, National Endowment for the Humanities, Room 318, Washington, DC 20506. Telephone: (202) 606-8466.

#### **SMALL FARMER OUTREACH TRAINING AND TECHNICAL ASSISTANCE PROGRAM**

Current Year: Grants: \$3,000,000 Loans: \$0,000 Other: \$0,000 Total: \$3,000,000

**OBJECTIVES:** To reverse the decline of small, limited resource and economically socially disadvantaged farmers and ranchers. The intended outcome is to encourage and assist socially disadvantaged farmers and ranchers to own and operate farms, participate in agricultural programs, and become an integral part of the agricultural community. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: None. This program is excluded from



coverage under EO. 12372. Application Procedure: After being invited to submit a proposal through a Notice in the Federal Register. Eligible educational institutions or 1890/1862 Land-Grant Institutions, including Tuskegee University Indian Tribal Community Colleges, Alaska native community colleges, Hispanic Serving Post Education Institutions and Community based organization should submit Cooperative Agreement and Grant Application Package, provided by the USDA Office of Outreach, and a written proposal in an original and two copies to the address reflected in the applicable Notice or publication. Award Procedure: the Director of the Office of Outreach makes Award. Deadlines: Dates governing the acceptance, review, and selection of projects will be published in the Federal Register Notice or other applicable publication announcing the invitation to submit proposals. Range of Approval/Disapproval Time: Notice of action taken on proposals will generally be within 90 days of final date of submission dateline. Appeals: Not applicable. Renewals: Applicants that have previously received a grant, and have achieved the goals established for the previous grant, must reapply for an additional grant under the initial grant procedures. ELIGIBLE BENEFICIARIES: (a) Farmer/Rancher/Agriculture Producer; (b) Black; (c) American Indian; (d) U.S. Citizen; (e) Women; INFORMATION CONTACTS: Regional or Local Office: Contact appropriate NRCS, RD and FSA State Office listed in Appendix IV of Catalog. Headquarters Office: Department of Agriculture, Assistant Secretary for Administration, USDA Office of Outreach, Room 538-A Whitten Bldg., USDA, Washington, DC 20250. Telephone: (202) 720-6350, Fax: (202) 720-7489.

#### **ADMINISTRATIVE COST GRANTS FOR INDIAN SCHOOLS**

Current Year: Grants: \$42,160,000 Loans: \$0,000 Other: \$0,000 Total: \$42,160,000

OBJECTIVES: To provide grants to tribes and tribal organizations operating schools for the purpose of paying administrative and indirect costs. APPLICATION AND AWARD PROCESS: Pre-application Coordination: None. This program is excluded from coverage under E.O. 12372. Application Procedure: No separate application is required. The additional allocation will be calculated by the Bureau of Indian Affairs and added to the underlying award. Award Procedure: The headquarters office calculates the amount of the award and the Education Line Officer notifies the grantee. Deadlines: None. Range of Approval/Disapproval Time: Not applicable. Appeals: An applicant who disputes the amount of the award may request an informal conference with the deciding official, or may appeal the denial of the application to the Interior Board of Indian Appeals, or may bring suit in U.S. District Court. Full appeal procedures are found in 25 CFR, Part 900. Renewals: Awards are renewed automatically based on satisfactory performance by the grantee. ELIGIBLE BENEFICIARIES: (a) Federally Recognized Indian Tribal Governments; (b) Native American Organizations; (c) American Indian; INFORMATION CONTACTS: Regional or Local Office: See Education Line Officers' addresses in Appendix IV of the Catalog. Headquarters Office: Office of Indian Education Programs, Bureau of Indian Affairs, MS-3512 M~, 1849 C Street, NW., Washington, DC 20240. Contact: Rodney Young. Telephone: (202) 219-1129.

#### **AGRICULTURE ON INDIAN LANDS**

Current Year: Grants: \$3,400,000 Loans: \$0,000 Other: \$0,000 Total: \$3,400,000

OBJECTIVES: To protect and restore the agronomic and rangeland resources on trust lands and facilitate the development of renewable agricultural resources in accordance with principles of sustained yield management to maintain productivity under multiple use concepts. APPLICATION AND AWARD PROCESS: Pre-application Coordination: Informal pre-application conference is recommended. Technical assistance in preparing the application is available upon request. Application Procedure: Initial applications must contain the information specified in 25 CFR, Part 900, Subpart C, "Contract Proposal Contents." Completed applications should be submitted to the local BL4 agency office listed in Appendix IV of the Catalog. Award Procedure: In most cases, the award can be approved at the agency level. In some instances, the application will be forwarded to the Area Director for approval. The dollar value of Agriculture awards depends upon the amount that has been prioritized by the individual tribe through tribal participation in the BIAs budget formulation process. Deadlines: Applications may be submitted at any time. Range of Approval/Disapproval Time: Applications will be processed within 90 days. Appeals: An unsuccessful applicant may request an informal conference with the deciding official, or may appeal the denial of the application to the Interior Board of Indian Appeals, or may bring suit in

U.S. District Court. Full appeal procedures are found in 25 CFR, Part 900. Renewals: (a) Agriculture awards may be renewed indefinitely upon satisfactory performance by the contractor/grantee. A notice of intent to renew should be submitted at least 90 days prior to the expiration of the current award. (b) Noxious Weed Eradication assistance is awarded for projects on a year-by-year basis and is not intended to provide perennial support for tribal programs. ELIGIBLE BENEFICIARIES: (a) Federally Recognized Indian Tribal Governments; (b) Native American Organizations; (c) American Indian; INFORMATION CONTACTS: Regional or Local Office: Applications may be filed with the local Bureau of Indian Affairs agency office as listed in Appendix IV of the Catalog. Headquarters Office: Office of Trust Responsibilities, Division of Water and Land Resources, Branch of Agriculture and Range, Bureau of Indian Affairs, 1849 C Street NW., MS-4513 MIB, Washington, DC 20240. Telephone: (202) 208-3598. Contact: Mark Bradford.

#### AID TO TRIBAL GOVERNMENTS

Current Year: Grants: \$86,100,000 Loans: \$0,000 Other: \$0,000 Total: \$86,100,000

OBJECTIVES: To provide funds to Indian tribal governments to support general tribal government operations, to maintain up-to-date tribal enrollment, to conduct tribal elections, and to develop appropriate tribal policies, legislation, and regulations. APPLICATION AND AWARD PROCESS: Pre-application Coordination: An informal conference with Bureau of Indian Affairs agency representative is recommended. This program is excluded from coverage under E.O. 12372. Application Procedure: Initial applications must contain the information specified in 25 CFR Part 900, Subpart C, 'Contract Proposal Contents.' Completed applications should be submitted to the local Bureau of Indian Affairs agency or area office listed in Appendix IV of the Catalog. Award Procedure: The dollar value of the award depends upon the amount that has been prioritized by the individual Indian tribe through participation in the Bureau of Indian Affairs' Tribal Priority Allocation budget formulation process. Deadlines: Applications may be submitted at any time. Range of Approval/Disapproval Time: Applications will be processed within 90 days. Appeals: An unsuccessful applicant may request an informal conference with the deciding official, or may appeal the denial of the application to the Interior Board of Indian Appeals, or may bring suit in U.S. District Court. Full appeal procedures are found in 25 CFR Part 900. Renewals: Awards may be renewed indefinitely upon satisfactory performance by the contractor/grantee. A notice of intent to renew should be submitted at least 90 days prior to the expiration of the current award. The amount of the award may be adjusted as a result of individual tribal priorities established in the budget formulation process. ELIGIBLE BENEFICIARIES: (a) Federally Recognized Indian Tribal Governments; (b) Native American Organizations; (c) American Indian; INFORMATION CONTACTS: Regional or Local Office: Applications may be filed with the local Bureau of Indian Affairs agency or area office as listed in Appendix IV of the Catalog. Headquarters Office: Chief, Division of Tribal Government Services, Bureau of Indian Affairs, 1849 "C" Street, NW., MS-4641 MIB, Washington, DC 20240. Telephone: (202) 208-4097.

#### **ASSISTANCE FOR INDIAN CHILDREN WITH SEVERE DISABILITIES**

Current Year: Grants: \$3,740,000 Loans: \$0,000 Other: \$0,000 Total: \$3,740,000

OBJECTIVES: To provide for the special education and related services of Indian children with severe disabilities. APPLICATION AND AWARD PROCESS: Pre-application Coordination: A parent, classroom teacher, Tribal educator or other concerned party must identify a student as needing services and inform the head of the school attended by the student. This program is excluded from coverage under EQ. 12372. Application Procedure: The Individual Education Program is submitted to either the Institutionalized Program Coordinator at the Aberdeen Area Office or the Ft. Defiance Education Line Office or to the Office of Indian Education Programs Office in Washington, DC. Award Procedure: The multidisciplinary team in conjunction with the concerned Institutionalized Coordinator determines in what institution the child will receive services. Deadlines: None. Range of Approval/Disapproval Time: 10 to 45 days. Appeals: The appeals process is outlined in the Individuals with Disabilities Education Act, Public Law 101-476, 20 U.S.C. 1400. Renewals: Individual Education Programs must be updated annually on the anniversary date of the Individual Education Program for as long as the student requires services. ELIGIBLE BENEFICIARIES: (a) American Indian; (b) Handicapped (e.g. Deaf, Blind, Crippled); (c) Education (0-8); INFORMATION CONTACTS: Regional or Local Office: See Education Line

Officers' addresses in Appendix IV of the Catalog. Headquarters Office: Office of Indian Education Programs, Bureau of Indian Affairs, MS 3512 MIB, 1849 C Street, NW., Washington, D.C. 20240. Contact: Ken Whitehorn Telephone (202) 208-6675.

### **BUSINESS AND INDUSTRY LOANS**

Current Year: Grants: \$0,000 Loans: \$1,050,000,000 Other: \$0,000 Total: \$1,050,000,000

**OBJECTIVES:** To assist public, private, or cooperative organizations (profit or nonprofit), Indian tribes or individuals in rural areas to obtain quality loans for the purpose of improving, developing or financing business, industry, and employment and improving the economic and environmental climate in rural communities including pollution abatement and control. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: This program is eligible for coverage under EO. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. All pre-application letters must be coordinated fully with appropriate State agencies in keeping with E.O. 12372, "Intergovernmental Review of Federal Programs," in a manner that will assure maximum support of the State's strategies for development of its rural areas. The application form as furnished by the Federal agency must be used for this program. An environmental assessment is required and an environmental impact statement may be required for this program. This program is excluded from coverage under OMB Circular No. A-102. Application Procedure: Part A of Form FMHA 449-1 is used for direct loans and Form 4279-1 is used for guaranteed loans and filed at the Rural Development State Office. These programs are excluded from coverage under OMB Circular No. A-1 10. Award Procedure: Applications are forwarded to the Rural Development State Director for review and final approval. Deadlines: Not applicable. Range of Approval/Disapproval Time: From 60 to 120 days. Appeals: If an application is denied, the reasons for denial are fully stated. The lender or applicant may individually or jointly request mediation or an appeal hearing by the National Appeals Staff within 30 days provided the request is in writing. The Hearing Officer notifies the requestor and State Director of the decision. Renewals: Not applicable. **ELIGIBLE BENEFICIARIES:** (a) Local; (b) Federally Recognized Indian Tribal Governments; (c) Individual/Family; (d) Profit organization; (e) Private non-profit institution/organization; (f) Quasi-public non-profit organization; (g) American Indian; (h) U.S. Citizen; (i) Veteran/Service person/Reservist (including dependents); (j) Rural; **INFORMATION CONTACTS:** Regional or Local Office: Consult your local telephone directory for appropriate Rural Development State Office listed in Appendix IV of the Catalog. Headquarters Office: Administrator, Rural Business-Cooperative Service, Department of Agriculture, Washington, DC. 20250-3201. Telephone: (202) 690-4730. FAX: (202) 6904737.

### **EVEN START INDIAN TRIBES AND TRIBAL ORGANIZATIONS**

Current Year: Grants: \$2,025,000 Loans: \$0,000 Other: \$0,000 Total: \$2,025,000

**OBJECTIVES:** To help break the cycle of poverty and illiteracy and improve the educational opportunities of low-income families through timely literacy programs that integrates early childhood education, adult basic education, and parenting education. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: None. This program is excluded from coverage under EO. 12372. Application Procedure: Applications from Federally recognized Indian tribes and tribal organizations must be submitted in accordance with the regulations, instructions, and forms included in the grant application package. Award Procedure: The Department of Education notifies successful applicants of awards. The Department's Grant and Contracts Service do actual negotiation and awarding of grants in cooperation with program staff. Deadlines: Deadlines are announced in the Federal Register. Range of Approval/Disapproval Time: Approximately 60 to 120 days. Appeals: None. Renewals: Grants are for up to 4 years with annual renewals subject to the approval of the Department of Education and the availability of funds. Applicants may reapply at the end of the grant period, but may not receive funds for more than 8 years. **ELIGIBLE BENEFICIARIES:** (a) Native American Organizations; (b) Student/Trainee; (c) American Indian; (d) Preschool; **INFORMATION CONTACTS:** Regional or Local Office: Not applicable. Headquarters Office: Department of Education, Compensatory

Education Programs, Office of Elementary and Secondary Education, 400 Maryland Avenue, SW., Washington, DC 20202-6132. Contact: Patricia McKee. Telephone: (202) 260-0991.

#### **HEALTH PROFESSIONS PREGRADUATE PROGRAM FOR INDIANS**

Current Year: Grants: \$1,703,000 Loans: \$0,000 Other: \$0,000 Total: \$1,703,000

**OBJECTIVES:** To provide scholarships to American Indians and Alaska Natives for the purpose of completing pre-graduate education leading to a baccalaureate degree only in the following areas: (1) Pre-Medicine: priority as follows: senior, junior, sophomore, freshman; (2) Pre-Dentistry: priority as follows: senior, junior, sophomore, freshman. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: Pre-application is not required. This program is excluded from coverage under EO. 12372. Application Procedure: Application form OMB No. 0917-0006 and instructions are provided by the Indian Health Service and are usually available to interested individuals in February. An application form and required documentation (official transcripts, letter of acceptance by college, curriculum verification, Indian eligibility, tuition verification, faculty evaluations) are submitted to 11-IS Headquarters for review and approval/disapproval. Award Procedure: Grants are awarded on a competitive basis. Approved funding includes payments for stipends and books that are made directly to the individual recipient. Tuition and fee payments are made to the recipient's college or university. Deadlines: Contact INS Area offices for application deadlines. New applications are usually available in February with a submission deadline of April 1. Range of Approval/Disapproval Time: Applicants are notified by July 31. Appeals: None. Renewals: Continuation applications must be submitted annually. Continued funding is subject to the availability of funds and satisfactory performance. **ELIGIBLE BENEFICIARIES:** (a) American Indian; (b) Other Non-White; **INFORMATION CONTACTS:** Regional or Local Office: Not applicable. Headquarters Office: Program Contact: Ms. Patricia Lee-McCoy, INS Scholarship Program, Indian Health Service, Twinbrook Metro Plaza, Suite 100, 12300 Twinbrook Parkway, Rockville, MD 20852. Telephone: (301) 443-6197. Grants Management Contact: M. Kay Carpentier, Grants Management Officer, Grants Management Branch; Division of Acquisition and Grants Management, Indian Health Service, Twinbrook Metro Building, 12300 Twinbrook Parkway, Suite 100, Rockville, MD 20852. Telephone: (301) 443-0243.

#### **HEALTH PROFESSIONS PREPARATORY PROGRAM FOR INDIANS**

Current Year: Grants: \$2,000,000 Loans: \$0,000 Other: \$0,000 Total: \$2,000,000

**OBJECTIVES:** To make scholarships to American Indians and Alaska Natives for the purpose of completing compensatory pre-professional education to enable the recipient to qualify for enrollment or re-enrollment in a health professions school or curriculum. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: Pre-application is not required. This program is excluded from coverage under EO. 12372. Application Procedure: Application forms and instructions are provided by the Indian Health Service (1115) Scholarship Program acting through the INS Area Program Offices. Application forms and required documentation (official transcripts, letter of acceptance by college, curriculum verification, Indian eligibility, tuition verification, faculty evaluations) should be submitted to IHS Headquarters for review and approval/disapproval. Award Procedure: Payments for stipends and books are made directly to the individual applicant. Tuition payments and fees are made to the college or university, upon receipt of an invoice. Deadlines: Contact 1115 Area offices for application deadlines. New applications are usually available to interested individuals in February with a submission deadline of April 1. Range of Approval/Disapproval Time: Applicants are notified by July 31. Appeals: None. Renewals: Continuation applications must be submitted annually. Continued funding subject to availability of funds and satisfactory performance. **ELIGIBLE BENEFICIARIES:** (a) American Indian; **INFORMATION CONTACTS:** Regional or Local Office: See Appendix IV of the Catalog for Indian Health Service Area Offices. Headquarters Office: Program Contact: Ms. Patricia Lee-McCoy, Scholarship Branch, Division of Health Professions Support, Indian Health Service, Twinbrook Metro Plaza, Suite 110, 12300 Twinbrook Parkway, Rockville, MD 20852. Telephone: (301) 443-6197. Grants Contact: Ms. M. Kay Carpenter, Grants Management Officer, Grants Management Branch, Division of Acquisition and Grants Management, Indian Health Service, Twinbrook Metro Plaza, 12300 Twinbrook Parkway, Suite 100, Rockville, MD 20852. Telephone: (301) 443-0243.

## **INDIAN EMPLOYMENT ASSISTANCE**

Current Year: Grants: \$8,500,000 Loans: \$0,000 Other: \$0,000 Total: \$8,500,000

**OBJECTIVES:** To provide vocational training and employment opportunities to eligible American Indians and reduce Federal dependence. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: None. This program is excluded from coverage under EO. 12372. Application Procedure: (a) Initial applications by Indian Tribal Governments to administer the program must contain the information specified in 25 CFR, Part 900, Subpart C, and "Contract Proposal Contents." Completed applications should be submitted to the local Bureau of Indian Affairs agency office listed in Appendix IV. (b) Individual American Indian applicants should apply for program services on Bureau of Indian Affairs Form BIA-8 205 at the nearest Bureau Employment Assistance office or tribal government offices. Award Procedure: (a) The dollar value of the awards to Indian Tribal Governments depends upon the amount that has been prioritized by the individual Tribe through tribal participation in the Bureau of Indian Affairs' Tribal Priority Allocation budget formulation process. (b) Applications for individual benefits are approved by the Bureau Agency Superintendent or authorized tribal representative. Deadlines: None. Range of Approval/Disapproval Time: Applications by Tribal Governments to administer the program will be processed within 90 days. Applications by individuals for benefits will be processed within 30 days. Appeals: (a) A Tribal Government whose request to administer the program is denied may request an informal conference with the deciding official, or may appeal the denial of the application to the Interior Board of Indian Appeals, or may bring suit in U.S. District Court. Full appeal procedures are found in 25 CFR, Part 900. (b) An individual may appeal the BIA agency Superintendent's decision to the Area Director. The complete appeal process for an individual is found in 25 CFR Part 2, "Appeals from Administrative Action." An appeal of a Tribal contractor's decision must be made under the Tribe's appeal procedures. Renewals: (a) Awards to Tribal Governments to administer the program may be renewed indefinitely upon satisfactory performance by the contractor/grantee. A notice of intent to renew should be submitted at least 90 days prior to the expiration of the current award. The amount of the award may be adjusted as a result of individual tribal priorities established in the budget formulation process. (b) Renewals of grants to individual beneficiaries are based on evidence of satisfactory performance and the availability of funds. **ELIGIBLE BENEFICIARIES:** (a) American Indian; **INFORMATION CONTACTS:** Regional or Local Office: Applications may be filed with the local Bureau of Indian Affairs agency office as listed in Appendix IV of the Catalog or with the Tribal Government administering the program. Headquarters Office: Office of Economic Development, Division of Job Placement and Training, Bureau of Indian Affairs, 1849 C Street NW, MS: 4640 MIB, Washington, DC 20240. Telephone: (202) 208-2671. Contact: Deano Poleahla.

## **INDIAN HOUSING ASSISTANCE**

Current Year: Grants: \$13,500,000 Loans: \$0,000 Other: \$0,000 Total: \$13,500,000

**OBJECTIVES:** To use the Housing Improvement Program (HIP) resources of the Bureau of Indian Affairs to substantially eliminate substandard Indian housing. This effort is assisted by the Indian Health Service (Department of Health and Human Services), which provides water and sanitary systems for houses repaired or built with HIP funds. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: Funds may be used in conjunction with other Federal, such as Indian Health Service for water and sanitary facilities, or privately financed programs that are appropriate to repair or build housing. An informal conference with Bureau of Indian Affairs agency representative is recommended. This program is excluded from coverage under EO. 12372. Application Procedure: Initial applications from Indian tribes and tribal organizations must contain the information specified in 25 CFR Part 900, Subpart C, "Contract Proposal Contents." Completed application should be submitted to the local Bureau of Indian Affairs agency or area office listed in Appendix IV. Individual Indians should submit written applications to the local, tribal servicing housing office, or local Bureau of Indian Affairs agency or area office listed in Appendix IV. Award Procedure: The dollar value of the award to Indian tribes and tribal organizations is determined through the use of annual tribal work plans identifying eligible applicants and through prioritization under the Bureau of Indian Affairs' Tribal Priority Allocation budget formulation process. Deadlines: For Indian tribes and tribal organizations, applications may be submitted at

any time. For individual Indians, as set at the local level. Range of Approval/Disapproval Time: Applications by Indian tribes and tribal organization will be process within 90 days. For applications from individual Indians, there is no set time. Appeals: Indian tribes and tribal organizations whose request to administer the program is denied may request an informal conference with the deciding official, or may appeal the denial of the application to the Interior Board of Indian Appeals, or may bring suit in U.S. District Court. Full appeal procedures are found in 25 CFR part 900. An individual whose request is denied may appeal a Bureau of Indian Affairs official's decision to the Area Director under the procedures contained in 25 CFR Part 2, "Appeals From Administrative Actions." Renewals: Awards to Indian tribes and tribal organization to administer the program may be renewed indefinitely upon satisfactory performance by the contractor. A notice of intent to renew should be submitted at least 90 days prior to the expiration of the current award. The amount of the award may be adjusted as a result of changes in the identified tribal housing needs and in individual tribal priorities established in the budget formulation process. For individuals Indians, awards represent one-time direct assistance grants. ELIGIBLE BENEFICIARIES: (a) American Indian; INFORMATION CONTACTS: Regional or Local Office: Nearest Bureau of Indian Affairs Agency or Area Office. See Catalog Appendix IV for addresses. Headquarters Office: Division of Human Services, Office of Tribal Services, Bureau of Indian Affairs, MS 4641 M-, 1849 C St., NW., Washington, DC 20240. Contact: June Henkel, Telephone: (202) 208-2721.

#### **MINORITY BUSINESS DEVELOPMENT CENTERS**

Current Year: Grants: \$9,600,000 Loans: \$0,000 Other: \$0,000 Total: \$9,600,000

OBJECTIVES: To provide business development services for a minimal fee to minority firms and individuals interested in entering, expanding or improving their efforts in the marketplace. Minority business development center operators provide a wide range of services to clients, from initial consultations to the identification and resolution of specific business problems. APPLICATION AND AWARD PROCESS: Pre-application Coordination: Pre-award and post award conferences will be scheduled for most MBDA projects. These conferences will be announced in the Federal Register. This program is excluded from coverage under E.O. 12372. Application Procedure: The standard application forms as furnished by the Federal agency and required by 15 CFR Part 24 must be used for this program. This program is subject to the provisions of OMB Circular No. A-110. Award Procedure: The application package will advise the applicant where to submit the application. Each application will be reviewed and evaluated by MBDA. Name checks, verification of academic credentials and post-award audits may be required from applicants. Deadlines: Deadlines for formal competitive awards are outlined in the Federal Register and Commerce Business Daily. Range of Approval/Disapproval Time: From 4 to 6 months. Unsuccessful applicants shall be notified in writing at the same time that notification is sent to the successful applicant. Appeals: All decisions are *final*. There is no administrative appeal process. Renewals: MBDC awards are made for a period of one year with the possibility of renewals for up to two additional years. Performance evaluations will be conducted, and funding levels will be established for each of the three budget periods. The MBDC will receive continued funding after the initial competitive year at the discretion of MBDA based upon the availability of funds, the MBDC's performance, and agency priorities. ELIGIBLE BENEFICIARIES: (a) Individual/Family; (b) Other private institution/organization; (c) Small Business Person; (d) Black; (e) American Indian; (t) Spanish Origin; (g) Oriental; (h) Other Non-White; INFORMATION CONTACTS: Regional or Local Office: Contact nearest Minority Business Development Agency Regional Office listed in Appendix IV of the Catalog. Headquarters Office: Juanita E. Berry, Chief, Field Coordination Division, Room 5079, Minority Business Development Agency, Department of Commerce, 14th and Constitution Avenue, NW., Washington, DC 20230. Telephone: (202) 482-6022.

#### **BILINGUAL EDUCATION SUPPORT SERVICES**

Current Year: Grants: \$14,000,000 Loans: \$0,000 Other: \$0,000 Total: \$14,000,000

OBJECTIVES: To provide grants to State educational agencies to collect, aggregate, and publish data on limited English proficient persons within the State as well as to provide technical assistance to local educational agencies. To provide academic excellence grants for the

dissemination of model bilingual program. A contract for the National Clearinghouse for Bilingual Education is also awarded. APPLICATION AND AWARD PROCESS: Pre-application Coordination: This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. This program is excluded from coverage under OMB Circular No. A-102. Application Procedure: Applications must be prepared in accordance with program regulations and guidelines. They must be submitted prior to the announced deadline. This program is subject to the provisions of OMB Circular No. A-1 10. Award Procedure: Awards are made on a competitive basis. Deadlines: Deadline dates are published in the Federal Register. Range of Approval/Disapproval Time: Approximately 120 days. Appeals: None. Renewals: Two, one-year renewals are available for State educational agency grants, subject to the availability of annual appropriations. Academic excellence awards may receive four, one-year renewals. ELIGIBLE BENEFICIARIES: (a) State; (b) Local; (c) Public nonprofit institution/organization; (d) Other public institution/organization; (e) Spanish Origin; (f) Education (0-8); (g) Education (9-12); INFORMATION CONTACTS: Regional or Local Office: Not applicable. Headquarters Office: Office of Bilingual Education and Minority Languages Affairs, 330 C Street, SW., Room 5086, Washington, DC 20202. Contact: Timothy Demilio or Lois Catarineau. Telephone: (202) 205- 8739 or (202) 205-9907.

#### **BILINGUAL EDUCATION PROGRAM ENHANCEMENT GRANTS**

Current Year: Grants: \$16,512,000 Loans: \$0,000 Other: \$0,000 Total: \$16,512,000

OBJECTIVES: To carry out highly focused, innovative, locally designed projects to expand or enhance existing bilingual education or special alternative instruction programs for limited English proficient students. APPLICATION AND AWARD PROCESS: Pre-application Coordination: This program is eligible for coverage under EQ. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or the official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. Application Procedure: To participate, an organization must have on file with the Secretary of Education, by the designated deadline, an application, which complies with the statutory requirements. Contact the program office for specific application information. Award Procedure: The Director, Office of Bilingual Education, approves Applications for award and Minority Languages Affairs based on evaluations and recommendations of outside experts and an administrative review of the applications. Deadlines: Deadlines will be announced in the application notice published in the Federal Register. Contact the program office for more information. Range of Approval/Disapproval Time: The range is approximately 120 days. Appeals: None. Renewals: Renewals are based on an annual review of the performance data and the availability of funds. ELIGIBLE BENEFICIARIES: (a) Individual/Family; (b) Minority group; (c) Specialized group (e.g. health professionals, students, veterans); (d) Student' Trainee; (e) Spanish Origin; (f) Child (6-15); (g) Youth (16-21); (h) Education (9-12); INFORMATION CONTACTS: Regional or Local Office: Not applicable. Headquarters Office: Office of Bilingual Education and Minority Languages Affairs, Department of Education, 600 Independence Ave., SW., Washington, DC 20202. Contact: John Ovard. Telephone: (202)205-5576.

#### **BILINGUAL EDUCATION RESEARCH PROGRAMS**

Current Year: Grants: \$1,200,000 Loans: \$0,000 Other: \$0,000 Total: \$1,200,000

OBJECTIVES: To conduct research and program evaluation activities through competitive grants, contracts, and cooperative agreements. APPLICATION AND AWARD PROCESS: Pre-application Coordination: This program is eligible for coverage under EO. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or the official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. Application Procedure: To participate, an organization must have on file with the Secretary of Education, by the designated deadline, an application that complies with the statutory requirements. Contact the program office for specific application information. Award

Procedure: The Director, Office of Bilingual Education, approves Applications for awards and Minority Languages Affairs based on evaluations and recommendations of outside experts, and an administrative review of the applications. Deadlines: Deadlines will be announced in the application notice published in the Federal Register. Contact the program office for more information. Range of Approval/Disapproval Time: Approximately 120 days. Appeals: None. Renewals: Renewals are based on an annual review of the performance data and the availability of funds. ELIGIBLE BENEFICIARIES: (a) Individual/Family; (b) Minority group; (c) Specialized group (e.g. health professionals, students, veterans); (d) Student/Trainee; (e) Spanish Origin; (f) School; (g) Youth (16-21); (h) Education (0-8); (i) Education (9-12); INFORMATION CONTACTS: Regional or Local Office: None. Headquarters Office: Office of Bilingual Education and Minority Languages Affairs, Department of Education, 600 Independence Ave., SW., Washington, DC 20202. Contact: Timothy D'Emilio. Telephone: (202) 205- 8739.

#### BILINGUAL/BICULTURAL SERVICE DEMONSTRATION PROJECTS IN MINORITY HEALTH

Current Year: Grants: \$2,689,000 Loans: \$0,000 Other: \$0,000 Total: \$2,689,000

OBJECTIVES: To improve and expand the capacity for linguistic and cultural competence of health care professionals and paraprofessionals working with Limited-English-Proficient (LEP) minority communities and improve the accessibility and utilization of healthcare services among the LEP minority populations. APPLICATION AND AWARD PROCESS: Pre-application Coordination: This program does not require pre-application coordination. This program is eligible for coverage under EO. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in the State for more information on the process the State requires to be filed when applying for assistance, if the State has selected the program for review. This program is also covered by the Public Health System Reporting requirements. Application Procedure: Requests for the standard PHS application form (SF PHS 5 161-1, Revised May 1996) and instructions for submission should be directed to Mrs. Carolyn A. Williams. Grants Management Officer, Division of Management Operations, Office of Minority Health, Office of Public Health and Science, Office of the Secretary, DH7I-IS, Rockwall II Building, Suite 1000, Rockville, Maryland 20852. Telephone: (301) 594-0758. A signed original and two copies of the application are required. Applications are screened upon receipt of completeness, responsiveness, and conformance to the program announcement. Those applications judged to be unacceptable based on this initial screening will be returned to the applicant. Federal and/or nonfederal experts who make funding recommendations to the Deputy Assistant Secretary for Minority Health will review accepted applications for technical merit. Award Procedure: After receiving the recommendations of the review panel, the Deputy Assistant Secretary for Minority Health will make final decisions on funding projects and awards are issued. Deadlines: Contact Headquarters Office listed below for application deadlines. Range of Approval/Disapproval Time: From 90 to 120 days. Appeals: None. Renewals: None. ELIGIBLE BENEFICIARIES: (a) Minority group; (b) American Indian; (c) Spanish Origin; (d) Oriental; (e) Other Non-White; INFORMATION CONTACTS: Regional or Local Office: Not applicable. Headquarters Office: Program Contact: Ms. Cynthia H. Amis, Director, Division of Program Operations, Office of Minority Health, Office of Public Health and Science, Office of the Secretary, Department of Health and Human Services, Rockwall II Building, Suite 1000, 5515 Security Lane, Rockville, Maryland 20852. Telephone: (301) 594-0769. Grants Management Contact: Mrs. Carolyn A. Williams, Grants Management Officer, Division of Management Operations, Office of Minority Health, Office of Public Health and Science, Office of the Secretary, Department of Health and Human Services, Rockwall II, Suite 1000, 5515 Security Lane, Rockville, Maryland 20852. Telephone: (301) 594-0758.

#### EMPLOYMENT DISCRIMINATION STATE AND LOCAL FAIR EMPLOYMENT PRACTICES AGENCY CONTRACTS

Current Year: Grants: \$27,086,000 Loans: \$0,000 Other: \$0,000 Total: \$27,086,000

OBJECTIVES: To assist EEOC in the enforcement of Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967 and the Americans with Disabilities Act of 1990 by investigating and resolving charges of employment discrimination based on race, color, religion, sex, national origin, age, and/or disability. APPLICATION AND AWARD PROCESS: Pre-application Coordination: EEOC District Director will provide guidance. This



program is excluded from coverage under OMB Circular No. A-102 and 110 12372. Application Procedure: Application must be made to the EEOC District Office, which will review it and make a recommendation to the Office of Field Programs, EEOC Headquarters. This program is excluded from coverage under OMB Circular Numbers A-102 and A-1 10. Award Procedure: By negotiation. Recommendation made to Commissioners. Decision made by final vote of the Commissioners. Deadlines: Contact EEOC Headquarters for deadlines. Range of Approval/Disapproval Time: From 1 to 3 months. Appeals: Not applicable. Renewals: By negotiation and vote of the Commission. ELIGIBLE BENEFICIARIES: (a) Minority group; (b) Black; (c) American Indian; (d) Spanish Origin; (e) Oriental; (f) Other Non-White; (g) Women; (h) Senior Citizen (60+); INFORMATION CONTACTS: Regional or Local Office: EEOC District office listed in Appendix IV of the Catalog. Headquarters Office: Contact Michael Dougherty, Director, State and Local Programs, Office of Field Programs, Equal Employment Opportunity Commission, 1801 L Street NW., Room 8030, Washington, DC 20507. Telephone: (202) 663-4944.

#### **EMPLOYMENT DISCRIMINATION TITLE VII OF THE CIVIL RIGHTS ACT OF 1964**

Current Year: Grants: \$0,000 Loans: \$0,000 Other: \$279,000,000 Total: \$279,000,000

OBJECTIVES: To provide for enforcement of the Federal prohibition against employment discrimination in the private and public sector based on race, color, religion, sex or national origin. APPLICATION AND AWARD PROCESS: Pre-application Coordination: None. This program is excluded from coverage under E.O. 12372. Application Procedure: A charge may be filed by any aggrieved individual, any individual on behalf of an aggrieved individual, or by any organization, i.e., labor union, association, legal representative, etc., either as an aggrieved entity or on behalf of an aggrieved individual. Charges may be filed either orally or in writing with the appropriate field office of the EEOC. Award Procedure: A charge is sufficient when the Commission receives from the person making the charge a written statement sufficiently precise to identify the parties and to describe generally the action or practices complained of. Deadlines: Individuals with complaints or desiring to bring their own suit under the Act must file a charge of discrimination alleging discrimination with the EEOC within 180 days of the alleged unlawful practice (or within 300 days, if there is a State or local agency with its own discrimination law.) When EEOC completes its investigation without obtaining relief for persons covered by a charge, covered persons will be given written notice of their right to sue. Persons can also request a notice of right to sue before EEOC finishes its investigation after the charge has been on file 180 days. (When a right to sue is issued on request, EEOC usually stops investigating). Suit must be brought within 90 days of receipt of the notice of right to sue letter. Range of Approval/Disapproval Time: Not applicable. Appeals: None. Renewals: Not applicable. ELIGIBLE BENEFICIARIES: (a) Individual/Family; (b) Minority group; (c) Specialized group (e.g. health professionals, students, veterans); (d) Black; (e) American Indian; (f) Spanish Origin; (g) Oriental; (h) Other Non-White; (i) Refugee/Alien; (l) Women; INFORMATION CONTACTS: Regional or Local Office: Any EEOC office listed in Appendix IV of the Catalog. Headquarters Office: Contact Public Information Unit, Office of Communications and Legislative Affairs. Equal Employment Opportunity Commission, 1801 L Street, NW., Washington, DC 20507. Telephone: 202- 663-4900 (Voice) or 202-663-4494 (TTY).

#### **FAIR HOUSING ASSISTANCE PROGRAM STATE AND LOCAL**

Current Year: Grants: \$23,959,000 Loans: \$0,000 Other: \$0,000 Total: \$23,959,000

OBJECTIVES: To provide assistance to State and local fair housing enforcement agencies to support complaint processing, training, technical assistance, education and outreach, data and information systems and other activities that will further fair housing within the agency's jurisdiction. The intent of the Fair Housing Assistance Program (FHAP) is to build an intergovernmental enforcement effort to further fair housing and to assist State and local fair housing enforcement agencies to assume a greater share of the responsibility for administering fair housing laws. APPLICATION AND AWARD PROCESS: Pre-application Coordination: This program is excluded from coverage under E.O. 12372. Application Procedure: Not applicable. Award Procedure: Not applicable. Deadlines: Not applicable. Range of Approval/Disapproval Time: Not applicable. Appeals: Not applicable. Renewals: None. ELIGIBLE BENEFICIARIES: (a) Individual/Family; (b) Anyone/general public; (c) Black; (d) American Indian; (e) Spanish Origin;

(f) Oriental; (g) Other Non-White; INFORMATION CONTACTS: Regional or Local Office: HUD Field Office of Fair Housing and Equal Opportunity in the appropriate Hub Office listed in the Catalog address Appendix IV. Headquarters Office: Ivy Davis or Laretta Dixon, Office of Fair Housing and Equal Opportunity, Department of Housing and Urban Development, 451-7th Street, SW., Washington, DC 20410. Telephone: (202) 708-0800 for Ms. Davis. Telephone: (202)708-0800 for Ms. Dixon.

#### **FOREIGN LANGUAGE ASSISTANCE**

Current Year: Grants: \$6,000,000 Loans: \$0,000 Other: \$0,000 Total: \$6,000,000

OBJECTIVES: To support innovative model programs of foreign language study in public elementary and secondary schools. APPLICATION AND AWARD PROCESS: Pre-application Coordination: This program is eligible for coverage under EO. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or the official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. Application Procedure: To participate, an organization must have on file with the Secretary of Education, by the designated deadline, an application that complies with the statutory requirements. Contact the program office for specific application information. Award Procedure: The Director, Office of Bilingual Education, approves Applications for awards and Minority Languages Affairs based on evaluations and recommendations of outside experts and an administrative review of the applications. Deadlines: Deadline will be announced in application notice published in the Federal Register. Contact the program office for more information. Range of Approval/Disapproval Time: Approximately 120 days. Appeals: None. Renewals: Renewals are based on an annual review of the performance data and the availability of funds. ELIGIBLE BENEFICIARIES: (a) Student Trainee; (b) Spanish Origin; (c) Education (0-8); (d) Education (9-12); INFORMATION CONTACTS: Regional or Local Office: Not applicable. Headquarters Office: Office of Bilingual Education and Minority Languages Affairs, Department of Education, 600 Independence Ave., SW., Washington, DC 20202. Contact: Harpreet Sandhu. Telephone: (202) 205-9808.

#### **GAINING EARLY AWARENESS AND READINESS FOR UNDERGRADUATE PROGRAMS**

Current Year: Grants: \$120,000,000 Loans: \$0,000 Other: \$0,000 Total: \$120,000,000

OBJECTIVES: To encourage eligible entities to provide or maintain a guarantee to eligible low-income students who obtain a secondary diploma (or its recognized equivalent), of the financial assistance necessary to permit the students to attend an institution of higher education; and supports eligible entities in providing additional counseling, mentoring, academic support, outreach, and supportive services to elementary and middle schools, and secondary school students who are at risk of dropping out of school; and information to students and their parents about the advantages of obtaining a postsecondary education and the college financing options for the students and their parents. APPLICATION AND AWARD PROCESS: Pre-application Coordination: This program is eligible for coverage under Executive Order 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his/her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. Application Procedure: In any fiscal year in which funds are available for new awards, the Department of Education publishes a notice in the Federal Register inviting applications and establishing a deadline date. An application package is available from the Office of Higher Education Programs. Copies are available on the web page and will also be mailed upon request. This program is subject to the provisions of OMB Circular No. A-i 10. Award Procedure: Peer review panels composed of representatives from public and private higher education, State, and local education agencies having expertise in elementary, secondary, and higher education are designated to review applications. Deadlines: The deadline date is published in the Federal Register. Range of Approval/Disapproval Time: Notification usually is made within 4 months of the deadline for submission of applications. Appeals: None. Renewals: Applications for renewal of multi-year projects are processed and funded before those for new projects. Renewals are subject to the availability of funds. ELIGIBLE BENEFICIARIES: (a) Individual/Family; (b) Minority

group; (c) Anyone/general public; (d) Student/Trainee; (e) Black (f) American Indian; (g) Spanish Origin; (h) Oriental; (i) Other Non-White; (j) U.S. Citizen; (k) Women; (l) Youth (16-21); (in) Low Income; (n) Education (9-12); (o) Education (13+); INFORMATION CONTACTS: Regional or Local Office: Not applicable. Headquarters Office: Department of Education, Office of Postsecondary Education, Office of the Deputy Assistant Secretary for Higher Education Programs, 600 Independence Avenue, SW., Portals Building, Suite 600, Washington, DC 20202-5131. Contact: Karen W. Johnson on (202) 708-8596. Fax: (202) 708-9046.

#### **HISPANIC SERVING INSTITUTIONS EDUCATION GRANTS**

Current Year: Grants: \$2,736,000 Loans: \$0,000 Other: \$0,000 Total: \$2,736,000

**OBJECTIVES:** To support the activities of a consortia of Hispanic serving institutions to enhance educational equity for underrepresented students; to strengthen institutional educational capacities including libraries, curriculum, faculty, scientific instrumentation, instruction delivery systems, and student recruitment and retention, in order to respond to identified State, regional, national, or international educational needs in the food and agricultural sciences; to attract and support undergraduate and graduate students from under represented groups in order to prepare them for careers related to the food, agricultural and natural resource systems of the United States, beginning with the mentoring of students at the high school level and continuing with the provision of financial support for students through their attainment of a doctoral degree; and to facilitate cooperative initiatives between 2 or more Hispanic serving institutions, or between Hispanic serving institutions and units of State government or the private sector, to maximize the development and use of resources, such as faculty, facilities, and equipment, to improve food and agricultural sciences teaching programs. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: To assist CSREES in preparing for the review of proposals, institutions planning to submit proposals may be requested to complete Form CSREES-71 1, "Intent to Submit a Proposal," provided by CSREES in the grant application package. CSREES will determine annually if "Intent to Submit a Proposal's forms will be requested. This program is excluded from coverage under EQ. 12372. Application Procedure: Formal proposals should be submitted to the CSREES, Office of Extramural Programs, in accordance with instructions provided in the program announcement. The program announcement will be published in the Federal Register. Award Procedure: Proposals are reviewed and evaluated by CSREES staff with the assistance and advice of a peer panel of scientists, educators, representatives from the private sector, and representatives from other Federal agencies. Proposals will be supported in order of merit to the extent permitted by available funds. Deadlines: For fiscal year 1999, the deadline for submission of proposals was April 20, 1999. Range of Approval/Disapproval Time: From 90 to 180 days. Appeals: None. Renewals: None. **ELIGIBLE BENEFICIARIES:** (a) State; (b) Public nonprofit institution/organization; (c) Other public institution/organization; (d) Minority group; (e) Graduate Student; (f) Spanish Origin; INFORMATION CONTACTS: Regional or Local Office: Not applicable. Headquarters Office: USDA, CSREES, Higher Education Programs, Science and Education Resources Development, Room 3912-S, Washington, DC 20250-2251. Telephone: (202) 720-7854.

#### **HISPANIC-SERVING INSTITUTIONS ASSISTING COMMUNITIES**

Current Year: Grants: \$6,500,000 Loans: \$0,000 Other: \$0,000 Total: \$6,500,000

**OBJECTIVES:** To help Hispanic-Serving Institutions of higher education (HSIs) expand their role and effectiveness in addressing community development needs in their localities, including neighborhood revitalization, housing, and economic development consistent with the purposes of Title I of the Housing and Community Development Act of 1974. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: None. This program is excluded from coverage under E.O. 12372. Application Procedure: Applicants will respond to competitive requirements contained in a Notice of Funding Availability (NOFA) published in the Federal Register and detailed application requirements contained in kits available with each NOFA competition. Award Procedure: Applications will be reviewed against published criteria, rated and ranked, and awards made to the highest ranking applications, subject to the Department's right to make selections out of rank order based on geographic considerations as established in each NOFA. Deadlines: Deadlines will be announced in each NOFA publication. Range of Approval/Disapproval Time:

From 60 to 90 days. Appeals: None. Renewals: Applications for new activities will have to be submitted on an annual basis in response to a NOFA. ELIGIBLE BENEFICIARIES: (a) Public nonprofit institution/organization; (b) Specialized group (e.g. health professionals, students, veterans); (c) Private non-profit institution/organization; (d) Spanish Origin; INFORMATION CONTACTS: Regional or Local Office: None. Headquarters Office: For application kits, contact the Super NOFA Information Center at 1-800-HUD-8929. For answers to technical questions, contact Jane Karadbil in the Office of University Partnerships, Office of Policy Development and Research, 451 7th Street SW., Washington, DC 20410. Telephone: (202) 708-1537, extension 5918.

#### **INSTITUTE FOR INTERNATIONAL PUBLIC POLICY**

Current Year: Grants: \$1,000,000 Loans: \$0,000 Other: \$0,000 Total: \$1,000,000

OBJECTIVES: To establish an institute for international public policy. This institute shall conduct a program to significantly increase the numbers of African Americans and other under represented minorities in the international service, including private international voluntary organizations and the foreign service of the United States. APPLICATION AND AWARD PROCESS: Pre-application Coordination: Technical assistance in preparing applications is available from the agency information contact listed below. An informal pre-application conference with the agency information contact is recommended. This program is eligible for coverage under EO 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. Application Procedure: Eligible consortia may submit an application for funding when a new competition is announced in the Federal Register. Application forms and guidelines for the submission of applications are available from the International Studies Team of the International Education and Graduate Programs Service (IEGPS). Award Procedure: Final recommendations are made to the Secretary following advice from a panel of consultants. Deadlines: Deadlines will be announced in the Federal Register. Range of Approval/Disapproval Time: The range is approximately 90 days. Appeals: There are no appeals. Renewals: The project period may last up to 60 months. Applicants submit non-competing continuation applications according to instructions published by the Department ELIGIBLE BENEFICIARIES: (a) State; (b) Public nonprofit institution/organization; (c) Other public institution/organization; (d) Minority group; (e) Native American Organizations; (f) Student/Trainee; (g) Black; (h) American Indian; (i) Spanish Origin; (j) Oriental; (k) Migrant; INFORMATION CONTACTS: Regional or Local Office: Not applicable. Headquarters Office: International Studies Team, International Education and Graduate Programs Service, Higher Education Programs, Office of Postsecondary Education, Department of Education, 400 Maryland Avenue, SW., Washington DC 20202-5332. Contact: Tanyelle Richardson. Telephone: (202) 401-9798.

#### **MINORITY BUSINESS DEVELOPMENT CENTERS**

Current Year: Grants: \$9,600,000 Loans: \$0,000 Other: \$0,000 Total: \$9,600,000

OBJECTIVES: To provide business development services for a minimal fee to minority firms and individuals interested in entering, expanding or improving their efforts in the marketplace. Minority business development center operators provide a wide range of services to clients, from initial consultations to the identification and resolution of specific business problems. APPLICATION AND AWARD PROCESS: Pre-application Coordination: Pre-award and post award conferences will be scheduled for most MBDA projects. These conferences will be announced in the Federal Register. This program is excluded from coverage under E.O. 12372. Application Procedure: The standard application forms as furnished by the Federal agency and required by 15 CFR Part 24 must be used for this program. This program is subject to the provisions of OMB Circular No. A-110. Award Procedure: The application package will advise the applicant where to submit the application. Each application will be reviewed and evaluated by MBDA. Name checks, verification of academic credentials and post-award audits may be required from applicants. Deadlines: Deadlines for formal competitive awards are outlined in the Federal Register and Commerce Business Daily. Range of Approval/Disapproval Time: From 4 to 6 months. Unsuccessful

applicants shall be notified in writing at the same time that notification is sent to the successful applicant. Appeals: All decisions are final. There is no administrative appeal process. Renewals: MBDC awards are made for a period of one year with the possibility of renewals for up to two additional years. Performance evaluations will be conducted, and funding levels will be established for each of the three budget periods. The MBDC will receive continued funding after the initial competitive year at the discretion of MBDA based upon the availability of funds, the MBDC's performance, and agency priorities. ELIGIBLE BENEFICIARIES: (a) Individual/Family; (b) Other private institution/organization; (c) Small Business Person; (d) Black; (e) American Indian; (f) Spanish Origin; (g) Oriental; (h) Other Non-White; INFORMATION CONTACTS: Regional or Local Office: Contact nearest Minority Business Development Agency Regional Office listed in Appendix IV of the Catalog. Headquarters Office: Juanita E. Beny, Chief, Field Coordination Division, Room 5079, Minority Business Development Agency, Department of Commerce, 14th and Constitution Avenue, NW., Washington, DC 20230. Telephone: (202) 482-6022.

### **MINORITY COMMUNITY HEALTH COALITION DEMONSTRATION**

Current Year: Grants: \$5,041,000 Loans: \$0,000 Other: \$0,000 Total: \$5,041,000

OBJECTIVES: To support minority community health coalitions to develop, implement, and conduct demonstration projects which coordinate integrated community-based screening and outreach services, and include linkages for access and treatment to minorities in high-risk, low-income communities; and to support minority community health coalitions involving non-traditional partners in carrying out projects to increase the educational understanding of HIV/AIDS, increase testing, and improve access to HP//AIDS, increase testing, and improve access to HIV/AIDS prevention and treatment serious. APPLICATION AND AWARD PROCESS: Pre-application Coordination: This program does not require pre-application coordination. This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in the State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. When indicated in individual program announcements, applications are subject to review in accordance with the National Planning and Resource Development, Public Law 93-641, as amended. Application Procedure: Requests for the standard PHS application form (SF PHS 5161-1) revised June 1999 and instructions for submission should be directed to Mrs. Carolyn Williams, Grants Management Officer, Division of Management Operations, Office of Minority Health, Office of Public Health and Science, Office of the Secretary, Rockwall II Building, Suite 1000, 5515 Security Lane, Rockville, MD 20852. Telephone: (301) 594-0758. A signed original and 2 copies of the application are required. Applications are screened upon receipt for completeness, responsiveness and conformance to program announcement. Those applications judged to be unacceptable based on this initial screening will be returned. Accepted applications will be reviewed for technical merit by an ad hoc review panel composed of nonfederal experts who make funding recommendations to the Deputy Assistant Secretary for Minority Health. Award Procedure: After considering the recommendations of the review panel, the Deputy Assistant Secretary for Minority Health makes final decision on funding projects and a notice of grant award is issued. Deadlines: Contact Headquarters Office listed below for application deadlines. Range of Approval/Disapproval Time: From 90 to 120 days. Appeals: None. Renewals: None. ELIGIBLE BENEFICIARIES: (a) Minority group; (b) Black (c) American Indian; (d) Spanish Origin; (e) Oriental; INFORMATION CONTACTS: Regional or Local Office: Not applicable. Headquarters Office: Program Contact: Ms. Cynthia H. Amis, Director, Division of Program Operations, Office of Minority Health, Office of Public Health and Science, Office of the Secretary, Rockwall II Building, Suite 1000, 5515 Security Lane, Rockville, MD 20852. Telephone: (301) 594-0769. Grants Management Contact: Mrs. Carolyn A. Williams, Grants Management Officer, Division of Management Operations, Office of Minority Health, Office of Public Health and Science, Office of the Secretary, Rockwall II Building, Suite 1000, 5515 Security Lane, Rockville, MD 20852. Telephone: (301) 594-0758.

### **MINORITY INTERNATIONAL RESEARCH TRAINING GRANT IN TILE BIOMEDICAL AND BEHAVIORAL SCIENCES**

Current Year: Grants: \$2,700,000 Loans: \$0,000 Other: \$0,000 Total: \$2,700,000

**OBJECTIVES:** (1) To enable qualified minority undergraduate students, graduate students and faculty members to participate in international biomedical and behavioral research programs; (2) to acquaint minority students and scientists with the full range of career opportunities in biomedical and behavioral research; (3) to strengthen teaching programs at U.S. institutions; and (4) to strengthen ties with research institutes abroad. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: This program is excluded from coverage under E.O. 12372. # Application Procedure: Applications are to be submitted on the institutional training grant application form PHS 398 (Rev. 04/98). Application kits are available at most institutional business offices or may be obtained from: Division of Extramural Outreach and Information, National Institutes of Health, 6701 Rockledge Drive, MSC 7910, Bethesda, MD 20892-7910. Telephone: 301/435-0714, e-mail: grantsinfo@nih.gov. The title and number of the announcement must be typed in Section 2a on the face page of the application. Completed applications should be sent to the Center for Scientific Review, National Institutes of Health. Award Procedure: an NIH initial review group, followed by a second level review by the Fogarty International Center National Advisory Board, will review Applications for scientific and technical merit. Deadlines: Contact Headquarters Office listed below for deadline dates. Range of Approval/Disapproval Time: From 4 to 6 months. Appeals: A principal investigator (P.I.) may question the substantive or procedural aspects of the review of his or her application by communicating with the staff of the Center. A description of the NIH Peer Review Appeal procedures is available on the NIH homepage <http://www.nih.gov/grants/guide/1997/97.1.1.2/n2.html>. Renewals: None. **ELIGIBLE BENEFICIARIES:** (a) Minority group; (b) Specialized group (e.g. health professionals, students, veterans); (c) Education Professional; (d) Student/Trainee; (e) Graduate Student; (f) Black; (g) American Indian; (h) Spanish Origin; (i) Other Non-White; **INFORMATION CONTACTS:** Regional or Local Office: Not applicable. Headquarters Office: Dr. Jean Flagg-Newton, Division of International Training and Research, Fogarty International Center, National Institutes of Health, Department of Health and Human Services, Building 31, Room B2C32, Bethesda, MD 20892-2220. Telephone: (301) 496- 1653. Grants Management Contact: Ms. Silvia Mandes, Grants Management Officer, Fogarty International Center, National Institutes of Health, Department of Health and Human Services, Building 31, Room B2C39, Bethesda, MD 20892-2220. Telephone: (301) 496-1653.

#### **MINORITY SCIENCE AND ENGINEERING IMPROVEMENT**

Current Year: Grants: \$7,500,000 Loans: \$0,000 Other: \$0,000 Total: \$7,500,000

**OBJECTIVES:** To (1) effect long-range improvement in science and engineering education at predominantly minority institutions and (2) increase the participation of underrepresented ethnic minorities, particularly minority women, in scientific and technological careers. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: The standard application forms as furnished by the Federal agency and required by OMB Circular No. A-102 must be used for this program. This program is eligible for coverage under EO. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. Application Procedure: By submission of a formal application describing the planned project and proposed amount of the grant. See 34 CFR 637 and the specific program guidelines. Application forms are provided by MSEIP. This program is subject to the provisions of OMB Circular No. A-1b. Award Procedure: Panels of outside experts with knowledge of the fields covered by the application review all applications. Grants awards are recommended to the Secretary by the program office, in the order of merit. Deadlines: Deadlines are published in the Federal Register. Range of Approval/Disapproval Time: From three to six months. Appeals: None. Renewals: Not applicable. **ELIGIBLE BENEFICIARIES:** (a) Sponsored Organization; (b) Public nonprofit institution/organization; (c) U.S. Territories; (d) Minority group; (e) Specialized group (e.g. health professionals, students, veterans); (f) Private non-profit institution/organization; (g) Native American Organizations; (h) Student/Trainee; (i) Scientist/Researcher; (j) Black; (k) American Indian; (l) Spanish Origin; (m) Oriental; (n) Other Non-White; (o) Migrant; (p) Education (13+); **INFORMATION CONTACTS:** Regional or Local Office: Not applicable. Headquarters Office:

Institutional Development and Undergraduate Education Service, Office of Postsecondary Education, Department of Education, Washington, DC 20202-5251. Contact: Ms. Deborah C. Newkirk. Telephone: (202) 708-9338. Fax: (202) 401-7532; E-mail: Deborah\_Newkirk@ed.gov.

#### **BILINGUAL EDUCATION COMPREHENSIVE SCHOOL GRANTS**

Current Year: Grants: \$90,625,000 Loans: \$0,000 Other: \$0,000 Total: \$90,625,000

**OBJECTIVES:** To develop school wide programs for limited English proficient students that reform, restructure, and upgrade all relevant programs and operations within an individual school that has a concentration of limited English proficient students. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: This program is eligible for coverage under EO 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or the official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. **Application Procedure:** To participate, an organization must have on file with the Secretary of Education, by the designated deadline, an application that complies with the statutory requirements. Contact the program office for specific application information. **Award Procedure:** Applications are approved for awards by the Director, Office of Bilingual Education and Minority Languages Affairs, based on evaluations and recommendations of outside experts and an administrative review of the applications. **Deadlines:** Deadlines will be announced in an application notice published in the Federal Register. Contact the program office for more information. **Range of Approval/Disapproval Time:** Approximately 120 days. **Appeals:** None. **Renewals:** Renewals are based on an annual review of the performance data and the availability of funds. **ELIGIBLE BENEFICIARIES:** (a) Individual/Family; (b) Student Trainee; (c) Oriental; **INFORMATION CONTACTS:** Regional or Local Office: Not applicable. Headquarters Office: Office of Bilingual Education and Minority Languages Affairs, Department of Education, 600 Independence Ave., SW., Washington, DC 20202. Contact: Harry Logel. Telephone: (202) 205-5530.

#### **BILINGUAL/BICULTURAL SERVICE DEMONSTRATION PROJECTS IN MINORITY HEALTH**

Current Year: Grants: \$2,689,000 Loans: \$0,000 Other: \$0,000 Total: \$2,689,000

**OBJECTIVES:** To improve and expand the capacity for linguistic and cultural competence of health care professionals and paraprofessionals working with Limited-English-Proficient (LEP) minority communities and improve the accessibility and utilization of healthcare services among the LEP minority populations. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: This program does not require pre-application coordination. This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in the State for more information on the process the State requires to be filed when applying for assistance, if the State has selected the program for review. This program is also covered by the Public Health System Reporting requirements. **Application Procedure:** Requests for the standard PHS application form (SF PHS 5161-b, Revised May 1996) and instructions for submission should be directed to Mrs. Carolyn A. Williams, Grants Management Officer, Division of Management Operations, Office of Minority Health, Office of Public Health and Science, Office of the Secretary, DHHS, Rockwall II Building, Suite 1000, Rockville, Maryland 20852. Telephone: (301) 594-0758. A signed original and two copies of the application are required. Applications are screened upon receipt of completeness, responsiveness, and conformance to the program announcement. Those applications judged to be unacceptable based on this initial screening will be returned to the applicant. Federal and/or nonfederal experts who make funding recommendations to the Deputy Assistant Secretary for Minority Health will review accepted applications for technical merit. **Award Procedure:** After receiving the recommendations of the review panel, the Deputy Assistant Secretary for Minority Health will make final decisions on funding projects and awards are issued. **Deadlines:** Contact Headquarters Office listed below for application deadlines. **Range of Approval/Disapproval Time:** From 90 to 120 days. **Appeals:** None. **Renewals:** None. **ELIGIBLE BENEFICIARIES:** (a) Minority group; (b) American Indian; (c) Spanish Origin; (d) Oriental; (e) Other Non-White; **INFORMATION CONTACTS:** Regional or Local Office: Not applicable. Headquarters Office: Program Contact: Ms. Cynthia H. Amis, Director, Division of Program

Operations, Office of Minority Health, Office of Public Health and Science, Office of the Secretary, Department of Health and Human Services, Rockwall II Building, Suite 1000, 5515 Security Lane, Rockville, Maryland 20852. Telephone: (301) 594-0769. Grants Management Contact: Mrs. Carolyn A. Williams, Grants Management Officer, Division of Management Operations, Office of Minority Health, Office of Public Health and Science, Office of the Secretary, Department of Health and Human Services, Rockwall II, Suite 1000, 5515 Security Lane, Rockville, Maryland 20852. Telephone: (301) 594-0758.

**EMPLOYMENT DISCRIMINATION STATE AND LOCAL FAIR EMPLOYMENT PRACTICES  
AGENCY CONTRACTS**

Current Year: Grants: \$27,086,000 Loans: \$0,000 Other: \$0,000 Total: \$27,086,000

**OBJECTIVES:** To assist EEOC in the enforcement of Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967 and the Americans with Disabilities Act of 1990 by investigating and resolving charges of employment discrimination based on race, color, religion, sex, national origin, age, and/or disability. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: EEOC District Director will provide guidance. This program is excluded from coverage under OMB Circular No. A-102 and E.O. 12372. Application Procedure: Application must be made to the EEOC District Office, which will review it and make a recommendation to the Office of Field Programs, EEOC Headquarters. This program is excluded from coverage under OMB Circular Numbers A-102 and A-110. Award Procedure: By negotiation. Recommendation made to Commissioners. Decision made by final vote of the Commissioners. Deadlines: Contact EEOC Headquarters for deadlines. Range of Approval/Disapproval Time: From 1 to 3 months. Appeals: Not applicable. Renewals: By negotiation and vote of the Commission. **ELIGIBLE BENEFICIARIES:** (a) Minority group; (b) Black; (c) American Indian; (d) Spanish Origin; (e) Oriental; (f) Other Non-White; (g) Women; (h) Senior Citizen (60+); **INFORMATION CONTACTS:** Regional or Local Office: EEOC District office listed in Appendix IV of the Catalog. Headquarters Office: Contact Michael J. Dougherty, Director, State and Local Programs, Office of Field Programs, Equal Employment Opportunity Commission, 1801 L Street NW., Room 8030, Washington, DC 20507. Telephone: (202) 663-4944.

**EMPLOYMENT DISCRIMINATION TITLE VII OF THE CIVIL RIGHTS ACT OF 1964**

Current Year: Grants: \$0,000 Loans: \$0,000 Other: \$279,000,000 Total: \$279,000,000

**OBJECTIVES:** To provide for enforcement of the Federal prohibition against employment discrimination in the private and public sector based on race, color, religion, sex or national origin. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: None. This program is excluded from coverage under EO 12372. Application Procedure: A charge may be filed by any aggrieved individual, any individual on behalf of an aggrieved individual, or by any organization, i.e., labor union, association, legal representative, etc., either as an aggrieved entity or on behalf of an aggrieved individual. Charges may be filed either orally or in writing with the appropriate field office of the EEOC. Award Procedure: A charge is sufficient when the Commission receives from the person making the charge a written statement sufficiently precise to identify the parties and to describe generally the action or practices complained of. Deadlines: Individuals with complaints or desiring to bring their own suit under the Act must file a charge of discrimination alleging discrimination with the EEOC within 180 days of the alleged unlawful practice (or Within 300 days, if there is a State or local agency with its own discrimination law.) When EEOC completes its investigation without obtaining relief for persons covered by a charge, covered persons will be given written notice of their right to sue. Persons can also request a notice of right to sue before EEOC finishes its investigation after the charge has been on file 180 days. (When a right to sue is issued on request, EEOC usually stops investigating). Suit must be brought within 90 days of receipt of the notice of right to sue letter. Range of Approval/Disapproval Time: Not applicable. Appeals: None. Renewals: Not applicable. **ELIGIBLE BENEFICIARIES:** (a) Individual/Family; (b) Minority group; (c) Specialized group (e.g. health professionals, students, veterans); (d) Black; (e) American Indian; (f) Spanish Origin; (g) Oriental; (h) Other Non-White; (i) Refugee/Alien; (j) Women; **INFORMATION CONTACTS:** Regional or Local Office: Any EEOC office listed in Appendix IV of the Catalog. Headquarters Office: Contact Public Information Unit, Office of Communications and Legislative Affairs. Equal Employment



Opportunity Commission, 1801 L Street, NW., Washington, DC 20507. Telephone: 202- 663-4900 (Voice) or 202-663-4494 (TTY).

#### **FAIR HOUSING ASSISTANCE PROGRAM STATE AND LOCAL**

Current Year: Grants: \$23,959,000 Loans: \$0,000 Other: \$0,000 Total: \$23,959,000

**OBJECTIVES:** To provide assistance to State and local fair housing enforcement agencies to support complaint processing, training, technical assistance, education and outreach, data and information systems and other activities that will further fair housing within the agency's jurisdiction. The intent of the Fair Housing Assistance Program (FHAP) is to build an intergovernmental enforcement effort to further fair housing and to assist State and local fair housing enforcement agencies to assume a greater share of the responsibility for administering fair housing laws. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: This program is excluded from coverage under E.O. 12372. Application Procedure: Not applicable. Award Procedure: Not applicable. Deadlines: Not applicable. Range of Approval/Disapproval Time: Not applicable. Appeals: Not applicable. Renewals: None. **ELIGIBLE BENEFICIARIES:** (a) Individual/Family; (b) Anyone/general public; (c) Black; (d) American Indian; (e) Spanish Origin; (f) Oriental; (g) Other Non-White; **INFORMATION CONTACTS:** Regional or Local Office: HUD Field Office of Fair Housing and Equal Opportunity in the appropriate Hub Office listed in the Catalog address Appendix IV. Headquarters Office: Ivy Davis or Laretta Dixon, Office of Fair Housing and Equal Opportunity, Department of Housing and Urban Development, 45 1-7th Street, SW., Washington, DC 20410. Telephone: (202) 708-0800 for Ms. Davis. Telephone: (202)708-0800 for Ms. Dixon.

#### **GAINING EARLY AWARENESS AND READINESS FOR UNDERGRADUATE PROGRAMS**

Current Year: Grants: \$120,000,000 Loans: \$0,000 Other: \$0,000 Total: \$120,000,000

**OBJECTIVES:** To encourage eligible entities to provide or maintain a guarantee to eligible low-income students who obtain a secondary diploma (or its recognized equivalent), of the financial assistance necessary to permit the students to attend an institution of higher education; and supports eligible entities in providing additional counseling, mentoring, academic support, outreach, and supportive services to elementary and middle schools, and secondary school students who are at risk of dropping out of school; and information to students and their parents about the advantages of obtaining a postsecondary education and the college financing options for the students and their parents. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: This program is eligible for coverage under Executive Order 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his/her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. Application Procedure: In any fiscal year in which funds are available for new awards, the Department of Education publishes a notice in the Federal Register inviting applications and establishing a deadline date. An application package is available from the Office of Higher Education Programs. Copies are available on the web page and will also be mailed upon request. This program is subject to the provisions of OMB Circular No. A-i 10. Award Procedure: Peer review panels composed of representatives from public and private higher education, State, and local education agencies having expertise in elementary, secondary, and higher education are designated to review applications. Deadlines: The deadline date is published in the Federal Register. Range of Approval/Disapproval Time: Notification usually is made within 4 months of the deadline for submission of applications. Appeals: None. Renewals: Applications for renewal of multi-year projects are processed and funded before those for new projects. Renewals are subject to the availability of funds. **ELIGIBLE BENEFICIARIES:** (a) Individual/Family; (b) Minority group; (c) Anyone/general public; (d) Student/Trainee; (e) Black; (f) American Indian; (g) Spanish Origin; (h) Oriental; (i) Other Non-White; (j) U.S. Citizen; (k) Women; (l) Youth (16-21); (m) Low Income; (n) Education (9-12); (o) Education (13+); **INFORMATION CONTACTS:** Regional or Local Office: Not applicable. Headquarters Office: Department of Education, Office of Postsecondary Education, Office of the Deputy Assistant Secretary for Higher Education Programs, 600 Independence Avenue, SW., Portals Building, Suite 600, Washington, DC 20202-5131. Contact: Karen W. Johnson on (202) 708-8596. Fax: (202) 708-9046.

### **INSTITUTE FOR INTERNATIONAL PUBLIC POLICY**

Current Year: Grants: \$1,000,000 Loans: \$0,000 Other: \$0,000 Total: \$1,000,000

**OBJECTIVES:** To establish an institute for international public policy. This institute shall conduct a program to significantly increase the numbers of African Americans and other under represented minorities in the international service, including private international voluntary organizations and the foreign service of the United States. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: Technical assistance in preparing applications is available from the agency information contact listed below. An informal pre-application conference with the agency information contact is recommended. This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. **Application Procedure:** Eligible consortia may submit an application for funding when a new competition is announced in the Federal Register. Application forms and guidelines for the submission of applications are available from the International Studies Team of the International Education and Graduate Programs Service (IEGPS). **Award Procedure:** Final recommendations are made to the Secretary following advice from a panel of consultants. **Deadlines:** Deadlines will be announced in the Federal Register. **Range of Approval/Disapproval Time:** The range is approximately 90 days. **Appeals:** There are no appeals. **Renewals:** The project period may last up to 60 months. Applicants submit non-competing continuation applications according to instructions published by the Department. **ELIGIBLE BENEFICIARIES:** (a) State; (b) Public nonprofit institution/organization; (c) Other public institution/organization; (d) Minority group; (e) Native American Organizations; (f) Student/Trainee; (g) Black; (h) American Indian; (i) Spanish Origin; (j) Oriental; (k) Migrant; **INFORMATION CONTACTS:** Regional or Local Office: Not applicable. Headquarters Office: International Studies Team, International Education and Graduate Programs Service, Higher Education Programs, Office of Postsecondary Education, Department of Education, 400 Maryland Avenue, SW., Washington DC 20202-5332. Contact: Tanyelle Richardson. Telephone: (202) 401-9798.

### **MINORITY BUSINESS DEVELOPMENT CENTERS**

Current Year: Grants: \$9,600,000 Loans: \$0,000 Other: \$0,000 Total: \$9,600,000

**OBJECTIVES:** To provide business development services for a minimal fee to minority firms and individuals interested in entering, expanding or improving their efforts in the marketplace. Minority business development center operators provide a wide range of services to clients, from initial consultations to the identification and resolution of specific business problems. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: Pre-award and post award conferences will be scheduled for most MBDA projects. These conferences will be announced in the Federal Register. This program is excluded from coverage under E.O. 12372. **Application Procedure:** The standard application forms as furnished by the Federal agency and required by 15 CFR Part 24 must be used for this program. This program is subject to the provisions of OMB Circular No. A-110. **Award Procedure:** The application package will advise the applicant where to submit the application. Each application will be reviewed and evaluated by MBDA. Name checks, verification of academic credentials and post-award audits may be required from applicants. **Deadlines:** Deadlines for formal competitive awards are outlined in the Federal Register and Commerce Business Daily. **Range of Approval/Disapproval Time:** From 4 to 6 months. Unsuccessful applicants shall be notified in writing at the same time that notification is sent to the successful applicant. **Appeals:** All decisions are final. There is no administrative appeal process. **Renewals:** MBDC awards are made for a period of one year with the possibility of renewals for up to two additional years. Performance evaluations will be conducted, and funding levels will be established for each of the three budget periods. The MBDC will receive continued funding after the initial competitive year at the discretion of MBDA based upon the availability of funds, the MBDC's performance, and agency priorities. **ELIGIBLE BENEFICIARIES:** (a) Individual/Family; (b) Other private institution/organization; (c) Small Business Person; (d) Black; (e) American Indian; (f) Spanish Origin; (g) Oriental; (h) Other Non-White; **INFORMATION CONTACTS:**

Regional or Local Office: Contact nearest Minority Business Development Agency Regional Office listed in Appendix IV of the Catalog. Headquarters Office: Juanita E. Berry, Chief, Field Coordination Division, Room 5079, Minority Business Development Agency, Department of Commerce, 14th and Constitution Avenue, NW., Washington, DC 20230. Telephone: (202) 482-6022.

#### **MINORITY COMMUNITY HEALTH COALITION DEMONSTRATION**

Current Year: Grants: \$5,041,000 Loans: \$0,000 Other: \$0,000 Total: \$5,041,000

**OBJECTIVES:** To support minority community health coalitions to develop, implement, and conduct demonstration projects which coordinate integrated community-based screening and outreach services, and include linkages for access and treatment to minorities in high-risk, low-income communities; and to support minority community health coalitions involving non-traditional partners in carrying out projects to increase the educational understanding of HIV/AIDS, increase testing, and improve access to HIV/AIDS, increase testing, and improve access to HIV/AIDS prevention and treatment serious. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: This program does not require pre-application coordination. This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in the State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. When indicated in individual program announcements, applications are subject to review in accordance with the National Planning and Resource Development, Public Law 93-641, as amended. Application Procedure: Requests for the standard PHS application form (SF PHS 5161-1) revised June 1999 and instructions for submission should be directed to Mrs. Carolyn Williams, Grants Management Officer, Division of Management Operations, Office of Minority Health, Office of Public Health and Science, Office of the Secretary, Rockwall II Building, Suite 1000, 5515 Security Lane, Rockville, MD 20852. Telephone: (301) 594-0758. A signed original and 2 copies of the application are required. Applications are screened upon receipt for completeness, responsiveness and conformance to program announcement. Those applications judged to be unacceptable based on this initial screening will be returned. Accepted applications will be reviewed for technical merit by an ad hoc review panel composed of nonfederal experts who make funding recommendations to the Deputy Assistant Secretary for Minority Health. Award Procedure: After considering the recommendations of the review panel, the Deputy Assistant Secretary for Minority Health makes final decision on funding projects and a notice of grant award is issued. Deadlines: Contact Headquarters Office listed below for application deadlines. Range of Approval/Disapproval Time: From 90 to 120 days. Appeals: None. Renewals: None. **ELIGIBLE BENEFICIARIES:** (a) Minority group; (b) Black; (c) American Indian; (d) Spanish Origin; (e) Oriental;

**INFORMATION CONTACTS:** Regional or Local Office: Not applicable. Headquarters Office: Program Contact: Ms. Cynthia H. Amis, Director, Division of Program Operations, Office of Minority Health, Office of Public Health and Science, Office of the Secretary, Rockwall II Building, Suite 1000, 5515 Security Lane, Rockville, MD 20852. Telephone: (301) 594-0769. Grants Management Contact: Mrs. Carolyn A. Williams, Grants Management Officer, Division of Management Operations, Office of Minority Health, Office of Public Health and Science, Office of the Secretary, Rockwall II Building, Suite 1000, 5515 Security Lane, Rockville, MD 20852. Telephone: (301) 594-0758.

#### **MINORITY SCIENCE AND ENGINEERING IMPROVEMENT**

Current Year: Grants: \$7,500,000 Loans: \$0,000 Other: \$0,000 Total: \$7,500,000

**OBJECTIVES:** To (1) effect long-range improvement in science and engineering education at predominantly minority institutions and (2) increase the participation of underrepresented ethnic minorities, particularly minority women, in scientific and technological careers. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: The standard application forms as furnished by the Federal agency and required by OMB Circular No. A-102 must be used for this program. This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed

in applying for assistance, if the State has selected the program for review. Application Procedure: By submission of a formal application describing the planned project and proposed amount of the grant. See 34 CFR 637 and the specific program guidelines. Application forms are provided by MSEIP. This program is subject to the provisions of OMB Circular No. A-i 10. Award Procedure: Panels of outside experts with knowledge of the fields covered by the application review all applications. Grants awards are recommended to the Secretary by the program office, in the order of merit. Deadlines: Deadlines are published in the Federal Register. Range of Approval Disapproval Time: From three to six months. Appeals: None. Renewals: Not applicable. ELIGIBLE BENEFICIARIES: (a) Sponsored Organization; (b) Public nonprofit institution/organization; (c) U.S. Territories; (d) Minority group; (e) Specialized group (e.g. health professionals, students, veterans); (f) Private non-profit institution/organization; (g) Native American Organizations; (h) Student/Trainee; (i) Scientist/Researcher; (l) Black; (k) American Indian; (l) Spanish Origin; (m) Oriental; (n) Other Non-White; (o) Migrant; (p) Education (13+); INFORMATION CONTACTS: Regional or Local Office: Not applicable. Headquarters Office: Institutional Development and Undergraduate Education Service, Office of Postsecondary Education, Department of Education, Washington, DC 20202-5251. Contact: Ms. Deborah C. Newkirk. Telephone: (202) 708-9338. Fax: (202) 401-7532; E-mail: Deborah.NewkirkI@ed.gov.

## **HIV/AIDS PROGRAMS**

### **HIV ASSISTANCE**

#### **GRANTS TO PROVIDE OUTPATIENT EARLY INTERVENTION SERVICES WITH RESPECT TO HIV DISEASE**

Current Year: Grants: \$90,050,000 Loans: \$0,000 Other: \$0,000 Total: \$90,050,000

**OBJECTIVES:** To increase the capacity of entities that provide comprehensive primary care services to persons with Human Immunodeficiency Virus (HIV) infection, or who are at-risk of infection, and to offer more early intervention services. The services will include increased counseling and testing, partner involvement in risk reduction, transmission prevention, appropriate primary care diagnostic and treatment services, and, as needed, case-management to ensure that individual service needs are met. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: Pre-application coordination is not required. This program is available for coverage under E.O. 12372, 'Intergovernmental Review of Federal Programs.' An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. The single point of contact for the State may be obtained from the Grants Management Branch, HIV/AIDS Bureau (HAB), Health Resources and Services Administration, 5600 Fishers Lane, Rm. 7-27, Rockville, MD 20857. This program is subject to the requirements of the Public Health System Impact Statement. **Application Procedure:** Applications are solicited by a program announcement in the Preview. Application forms and program guidance are available from the HRSA Grants Application Center. All applicants must submit PHS Form 5161, Application for Federal Assistance (non-construction), which incorporates the SF 424 application pages, fully documenting the need for and the proposed amount of the grant. All qualified applications will be forwarded to an objective review committee, which will make recommendations to the Associate Administrator, HAB. The Associate Administrator has approval authority. This program is subject to the provisions of 45 CFR 92 for State and local governments and 45 CFR 74 for nonprofit organizations. **Award Procedure:** After approval by the Associate Administrator, the Grants Management Branch prepares a Notice of Award and issues the award. **Deadlines:** Contact the Headquarters Office listed below for deadline dates. **Range of Approval/Disapproval Time:** From 60 to 90 days. **Appeals:** None. **Renewals:** None. **ELIGIBLE BENEFICIARIES:** (a) Individual/Family; (b) Physically Afflicted (e.g. TB, Arthritis, Heart Disease); **INFORMATION CONTACTS:** Regional or Local Office: Not applicable. Headquarters Office: Program Contact: Director, Division of Community Based Programs, HP//AIDS Bureau, Health Resources and Services Administration, 5600 Fishers Lane, Room 7-90, Rockville, MD 20857. Telephone: (301)443-0759. Grants Management Contact Grants Management Branch, HP//AIDS Bureau, Health Resources and Services Administration, 5600 Fishers Lane, Rm. 7-27, Rockville, MD 20857, Telephone: (301)443-2728.

### **HIV CARE FORMULA GRANTS**

Current Year: Grants: \$709,904,000 Loans: \$0,000 Other: \$0,000 Total: \$709,904,000

**OBJECTIVES:** To enable States to improve the quality, availability, and organization of health care and support services for individuals and families with Human Immunodeficiency Virus (HIV) disease. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: There is no pre-application submittal required. This program is excluded from coverage under E.O. 12372. **Application Procedure:** Applicants will use the PHS Standard Form 5161-1 to apply for grants. Application materials will be mailed to eligible applicants, and may also be obtained by writing to: HRSA Grants Application Center, 40 West Gude Drive, Rockville, MD 20850, or by calling 1-888-333-HRSA. **Award Procedure:** Applications will undergo an internal review process. Grants will be awarded to States who prepare and submit an application containing the required documents.

Deadlines: Contact Headquarters Office listed below for deadline dates. Range of Approval/Disapproval Time: From 1 to 2 months. Appeals: None. Renewals: None. ELIGIBLE BENEFICIARIES: (a) Individual/Family; (b) Physically Afflicted (e.g. TB, Arthritis, Heart Disease); INFORMATION CONTACTS: Regional or Local Office: Not applicable. Headquarters Office: Program Contact: Douglas Morgan, Director, Division of Service Systems, HP//AIDS Bureau, Health Resources and Services Administration, 5600 Fishers Lane, Room 7A-55, Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857. Telephone: (301) 443- 6745. Grants Management Contact: Ms. Glenna Wilcom, Grants Management Officer, Grants Management Branch, Office of Program Support, HIV/AIDS Bureau, Health Resources and Services Administration, 5600 Fishers Lane, Room 7-27, Rockville, MD 20857. Telephone: (301) 443-2280.

#### **HIV DEMONSTRATION PROGRAM FOR CHILDREN ADOLESCENTS AND WOMEN**

Current Year: Grants: \$43,900,000 Loans: \$0,000 Other: \$0,000 Total: \$43,900,000

OBJECTIVES: To support, to improve, and expand the system of comprehensive care services for children, youth, women, and families who are infected with or affected by human immune deficiency (HIV) and acquired immune deficiency syndrome (AIDS) and to link comprehensive care systems with clinical research. APPLICATION AND AWARD PROCESS: Pre-application Coordination: Pre-application coordination is not required. This program is subject to the provisions of Executive Order 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process, which the State requires to be followed in applying for assistance if the State has selected the program for review. Application Procedure: Applications and required forms for this program can be obtained from the HRSA Application Center at 1-888-333- HRSA. Award Procedure: panels of experts consisting of nonfederal and Federal members review Project applications. Applications are reviewed for merit and are then recommended for approval or disapproval. The Director, HP//AIDS Bureau, makes final decisions regarding awards. Deadlines: Contact HRSA Application center for application deadlines. Range of Approval/Disapproval Time: About 3 months. Appeals: None. Renewals: Grants may be made for up to 3-year project periods, subject to availability of funds. After initial awards, projects may be renewed contingent upon submission and approval of a continuation application. ELIGIBLE BENEFICIARIES: (a) Specialized group (e.g. health professionals, students, veterans); INFORMATION CONTACTS: Regional or Local Office: Not applicable. Headquarters Office: Central Office Contacts: Program Contact: Mr. Wayne Sauseda, Division of Community Based Programs/Title IV, HIV/AIDS Bureau, Health Resources and Services Administration, Public Health Service, Department of Health and Human Services, Room 7-90, 5600 Fishers Lane, Rockville, MD 20857. Telephone: (301) 443-0127. Grants Management Contact: Ms. Glenna Wilcom, Grants Management Officer, Grants Management Branch, HP//ADS Bureau, Health Resources and Services Administration, Public Health Service, Department of Health and Human Services, Room 7-27, Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857. Telephone: (301) 443-2728.

#### **NATIONAL INSTITUTES OF HEALTH ACQUIRED IMMUNODEFICIENCY SYNDROME RESEARCH LOAN REPAYMENT PROGRAM**

Current Year: Grants: \$657,000 Loans: \$0,000 Other: \$0,000 Total: \$657,000

OBJECTIVES: To help assure an adequate supply of trained researchers (physicians, registered nurses and scientists) with respect to acquired immunodeficiency syndrome (AIDS) at the National Institutes of Health (NIH) by providing for the repayment of educational loans for participants who agree, by written contract, to primarily engage in AIDS research as employees of the NIH. APPLICATION AND AWARD PROCESS: Pre-application Coordination: None. This program is excluded from coverage under E.O. 12372. Application Procedure: Applicants should request an application package from the Program Director; seek qualified employment with a sponsoring Institute, Center or Division (ICD) of the NIH; complete the required information; and return it to the Program Director. (See Headquarters Office section below for address.) Once an application package is received, the Loan Repayment Committee at a regularly scheduled review meeting will review it and a determination of loan repayment recipients will be made. Award

Procedure: The NIH Loan Repayment Committee (LRC) will review, rank, and approve or disapprove applications recommended for program participation by each ICD. Applications approved for program participation by the LRC will be notified by the Program Director. The Secretary, or her/his designee, will sign the service contract of program participants, provide a copy to the participant, and notice of the amount of approved loan repayment. Deadlines: Contact the Headquarters Office listed below for the application deadlines. Range of Approval/Disapproval Time: The approximate time for approval/disapproval is three months. Appeals: Employees of the NIH who are not approved as a result of this process may ask for reconsideration through the standard appeal procedures available to NIH employees. Renewals: At the conclusion of the initial two-year contract, participants may apply and be recommended for subsequent one-year continuation contracts under the application and approval procedures specified above. ELIGIBLE BENEFICIARIES: (a) Scientist/Researcher; INFORMATION CONTACTS: Regional or Local Office: Not applicable. Headquarters Office: Program and Business Contact: Marc S. Horowitz, J.D., NIH Loan Repayment Program for AIDS Research, National Institutes of Health, 7550 Wisconsin Avenue, Federal Building, Room 604, Bethesda, MD 20892-9121. Telephone: (800) 528-7689. FTS: (301) 402- 5666. Facsimile: (301) 480-5481.

### **RYAN WHITE HIV/AIDS DENTAL REIMBURSEMENTS**

Current Year: Grants: \$7,537,000 Loans: \$0,000 Other: \$0,000 Total: \$7,537,000

OBJECTIVES: To compensate dental schools and postdoctoral dental education programs for un-reimbursed costs they have incurred in providing oral health services to Human Immunodeficiency Virus or Acquired Immune Deficiency Syndrome (HIV/AIDS) patients. Reimbursement will be made for documenting the number of HIV/AIDS patients treated and uncompensated costs incurred providing oral health services to HIV/AIDS patients. APPLICATION AND AWARD PROCESS: Pre-application Coordination: No pre-application is required. This program is excluded from coverage under E.O. 12372. Application Procedure: Consultation and technical assistance of an application are available from the administering agency. Application materials may be obtained from the Program Development Branch, Division of Community Based Programs, HP//ADS Bureau, Health Resources and Services Administration, Parklawn Building, Room 18A-19, 5600 Fishers Lane, Rockville, MD 20857. Applications should be submitted in accordance with instructions in the application material. Award Procedure: Funds will be allocated to eligible applicants based upon relative number of HP//ADS patients treated and level of uncompensated care. Deadlines: Contact Headquarters Office listed below for application deadlines. Range of Approval/Disapproval Time: About 2 months. Appeals: None. Renewals: None. ELIGIBLE BENEFICIARIES: (a) Public nonprofit institution/organization; (b) Specialized group (e.g. health professionals, students, veterans); (c) Private non-profit institution/organization; INFORMATION CONTACTS: Regional or Local Office: Not applicable. # Headquarters Office: Program Contact: Mr. Barry Waterman, Primary Care Services Branch, Division of Community Based Services Administration, Parklawn Building, Room 774, 5600 Fishers Lane, Rockville, MD 20857. Telephone: (301) 443-1434.

### **SPECIAL PROJECTS OF NATIONAL SIGNIFICANCE**

Current Year: Grants: \$25,000,000 Loans: \$0,000 Other: \$0,000 Total: \$25,000,000

OBJECTIVES: To contribute to the advancement of knowledge and skill in the delivery of health and support services to persons with human immunodeficiency virus (HIV) disease. APPLICATION AND AWARD PROCESS: Pre-application Coordination: This program is eligible for coverage under E.O. 12372. "Inter-governmental review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. Application Procedure: All applicants must use PHS Standard Form 5 161-1, which includes Standard Form 424. Application materials may be obtained by writing to: HRSA Grants Application Center, 40 West Gude Drive, Rockville, MD 20850, or by calling 1-888-333-HRSA. Award Procedure: Applications will be objectively reviewed based on published evaluation review criteria, assigned a numerical score, and rank ordered for funding. Deadlines: Contact Headquarters Office listed below for deadline dates. Range of Approval/Disapproval Time: From 4 to 6 months.

Appeals: None. Renewals: None. ELIGIBLE BENEFICIARIES: (a) Physically Afflicted (e.g. TB, Arthritis, Heart Disease); INFORMATION CONTACTS: Regional or Local Office: Not applicable. Headquarters Office: Program Contact: Mr. Steven Young, Deputy Director, Office of Science and Epidemiology, HP//AIDS Bureau, Health Resources and Service Administration, 5600 Fishers Lane, Room 7A-08, Rockville, MD 20857. Telephone Number: (301) 443-7136. Grants Management Contact: Mr. Tom Castonguay, Grants Management Branch, HIV/AIDS Bureau, Health Resources and Services Administration, 5600 Fishers Lane, Room 7-27, Rockville, MD 20857. Telephone: (301) 443-2385.

**STATE AND TERRITORIAL MINORITY HIV/AIDS DEMONSTRATION PROGRAM**

Current Year: Grants: \$3,000,000 Loans: \$0,000 Other: \$0,000 Total: \$3,000,000

OBJECTIVES: To demonstrate the effectiveness of programs that involve partnerships between state and territorial entities, health care facilities and minority community-based organizations to; (1) develop and implement HP//AIDS-related educational activities aimed at reducing the risk for acquiring or transmitting HP//AIDS; and (2) increase access to services and treatment for minorities; and to stimulate and foster the development of effective and durable service delivery capacity for HP/ prevention and treatment among organizations closely interfaced with the minority population highly impacted by HP//AIDS. APPLICATION AND AWARD PROCESS: Pre-application Coordination: This program does not require pre-application coordination. This program is eligible for coverage under EQ. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in the State for more information on the process that the State requires to be followed in applying for assistance, if the State has selected the program for review. When indicated in individual program announcements, applications are subject to review in accordance with the National Health Planning and Resources Development Act, Public Law 93-641, as amended. For the technical assistance component of this program, when indicated in individual program announcements, applications are eligible for coverage under E.O. 12372. Application Procedure: Requests for the standard PHS application form (SF PHS 5161-1, revised 5/96) and instructions for submission should be directed to Mrs. Carolyn A. Williams, Grants Management Officer, Office of Minority Health, Office of Public Health and Science, Office of the Secretary, Rockwall II Building, Suite 1000, Rockville, MD 20852. Telephone: (301) 594-0758. A signed original and two copies of the application are required. Applications are screened upon receipt for completeness, responsiveness and conformance to the program announcement those applications judged to be unacceptable based on this initial screening will be returned. Accepted applications will be reviewed for technical merit and funding recommendations made to the Deputy Assistant Secretary for Minority Health. Award Procedure: After considering the recommendations, the Deputy Assistant Secretary for Minority Health makes the final decision on funding projects and a notice of grant award is issued. # Deadlines: Contact Headquarters Office listed below for application deadlines. Range of Approval/Disapproval Time: From 90 to 120 days. Appeals: None. Renewals: None. ELIGIBLE BENEFICIARIES: (a) Minority group; (b) Native American Organizations; (c) American Indian; INFORMATION CONTACTS: Regional or Local Office: Not applicable. Headquarters Office: Program Contact: Ms. Cynthia H. Amis, Director, Division of Program Operations, Office of Minority Health, Office of Public Health and Science, Office of the Secretary, Rockwall II Building, Suite 1000, 5515 Security Lane, Rockville, MD 20852. Telephone: (301) 594-0769. Grants Management Contact: Mrs. Carolyn A. Williams, Grants Management Officer, Office of Minority Health, Office of Public Health and Science, Office of the Secretary, Rockwall II, Suite 1000, 5515 Security Lane, Rockville, MD 20852. Telephone: (301) 594-0758.



## **EMPLOYMENT/ DEVELOPMENT/ TRAINING**

### **COMMUNITY SERVICES BLOCK GRANT**

Current Year: Grants: \$499,841,000 Loans: \$0,000 Other: \$0,000 Total:5499,841,000

**OBJECTIVES:** To provide assistance to States and local communities, working through a network of community action agencies and other neighborhood-based organizations, for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals in rural and urban areas to become fully self-sufficient (particularly families who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act) and (l) To provide services and activities having a measurable and potential major impact on causes of poverty in the community or those areas of the community where poverty is a particularly acute problem; (2) to provide activities designed to assist low-income participants, including the elderly poor, to: (a) secure and retain meaningful employment; (b) attain an adequate education; (c) make better use of available income; (d) obtain and maintain adequate housing and a suitable living environment; (e) obtain emergency assistance through loans or grants to meet immediate and urgent individual and family needs, including health services, nutritious food, housing, and employment-related assistance; (f) remove obstacles and solve problems which block the achievement of self-sufficiency; (g) achieve greater participation in the affairs of the community; and (h) make more effective use of other related programs; (3) to provide on an emergency basis for the provision of such supplies and services, nutritious foodstuffs, and related services, as may be necessary to counteract conditions of starvation and malnutrition among the poor; (4) to coordinate and establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals; and (5) to encourage the use of entities in the private sector of the community in efforts to ameliorate poverty in the community. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: This program is excluded from coverage under EO. 12372. Application Procedure: Each State desiring to receive an allotment for a fiscal year is required to submit an application to the Secretary of Health and Human Services (HHS). Each application must contain assurances by the Chief Executive Officer of the State that the State will comply with Section 675B of the Community Services Block Grant Act and also meet conditions enumerated in Section 675C. No funds may be allotted to the State unless the legislature of the State conducts public hearings on the proposed use and distribution of funds to be provided under the Act. The latter sets forth the general purpose for which funds will be used, restrictions on administrative expenses, provisions for transfer of funds to other programs, eligible recipients, board requirements for community action agencies and other nonprofit organizations, fiscal control, monitoring, and Federal investigation provisions, coordination between antipoverty programs in each community and certain prohibitions on political activities. The Chief Executive Officer of each State is also required to prepare and submit a plan to the Secretary of HHS describing how the State will carry out the assurances in Section 675c. This program is excluded from coverage under 45 CFR, Part 1050. Award Procedure: HHS determines the amount of funds to be allocated as block grants to each State in accordance with the formula set forth in the Community Services Block Grant Act. The Office of Management and Budget (OMB) has the authority to apportion to the HHS through the course of a year the Congressional appropriation for block grants. Consistent with OMB's apportionment of funds, HHS will assign allotments to the States through individual awards or a series of awards, normally on a quarterly basis. Deadlines: States may apply for funds anytime during the fiscal year. Indian Tribes and organizations must apply by September 1 of each year to receive funds in the next Federal fiscal year. Range of Approval/Disapproval Time: Not applicable. Appeals: Funds may be withheld from any State, which does not utilize its allotment substantially in accordance with the provisions of the Community Services Block Grant Act and the assurances provided in its application. This may be done only after adequate notice and an opportunity for a hearing conducted within the affected State. Renewals: Not applicable. **ELIGIBLE BENEFICIARIES:** (a) Public nonprofit

institution/organization; (b) Individual/Family; (c) Unemployed; (d) Low Income; (e) Senior Citizen (60+); INFORMATION CONTACTS: Regional or Local Office: Not applicable. Headquarters Office: Division of State Assistance, Office of Community Services, Administration for Children and Families, Department of Health and Human Services, 370 L'Enfant Promenade, SW., Washington, DC 20447. Telephone: (202) 401-9343.

#### **EMERGENCY MANAGEMENT INSTITUTE (EMI) RESIDENT EDUCATIONAL PROGRAM**

Current Year: Grants: \$0,000 Loans: \$0,000 Other: \$5,427,000 Total: \$5,427,000

OBJECTIVES: To improve emergency management practices among State and local government managers, and Federal officials as well, in response to emergencies and disasters. Programs embody the Comprehensive Emergency Management System by unifying the elements of management common to all emergencies: planning, preparedness, mitigation, response, and recovery. APPLICATION AND AWARD PROCESS: Pre-application Coordination: Individuals interested in applying for training at the Emergency Management Institute should contact their local or State emergency management office for particular course information and eligibility. Application Procedure: A General Admission Application, FEMA Form 75-5, is completed and submitted through the local emergency management organization to the State Emergency Management Director for approval. The approved application is forwarded to the Regional Training Manager at the appropriate FEMA Regional Office for coordination with the Educational and Technology Services Branch at the National Emergency Training Center in Emmitsburg, Maryland. Award Procedure: The application will be reviewed and the individual notified in writing of his or her acceptance or non-acceptance. Notification is made approximately 45 days prior to the beginning of the class. Deadlines: Applications for particular classes should be submitted as quickly as possible after receipt of the course catalog or announcement for the appropriate time period. Range of Approval/Disapproval Time: Applications are processed promptly after receipt and notification is made approximately 45 days prior to the start of the class. Appeals: May be made to the Superintendent of the Emergency Management Institute. Renewals: Not applicable. ELIGIBLE BENEFICIARIES: (a) State; (b) Local; (c) Student Trainee; INFORMATION CONTACTS: Regional or Local Office: See EMI Catalog for listing of FEMA Regional Offices. Headquarters Office: National Emergency Training Center, Educational and Technology Services Branch, 16825 South Seton Avenue, Emmitsburg, Maryland 21727. Telephone: (301)447-1000.

#### **EMPLOYMENT AND TRAINING ASSISTANCE DISLOCATED WORKERS**

Current Year: Grants: \$1,080,408,000 Loans: \$0,000 Other: \$0,000 Total: \$1,080,408,000

OBJECTIVES: To assist dislocated workers obtain unsubsidized employment through training and related employment services using primarily a decentralized system of State and local programs.

APPLICATION AND AWARD PROCESS: Pre-application Coordination: None. This program is excluded from coverage under E.O. 12372. Application Procedure: To receive its formula fund allotment, each State must submit, on a biennial basis, a State Plan addressed to Associate Assistant Secretary for the Employment and Training Administration, U.S. Department of Labor, Room N-4459, 200 Constitution Avenue, NW., Washington DC 20210. Application for National Reserve funds is made through a Governor's or other authorized applicant's submission of a proposal in accordance with

guidelines issued by the Secretary, Office of Grants and Contract Management, Division of Acquisition and Assistance, Employment and Training Administration, Department of Labor, Room 5-4203, 200 Constitution Avenue, NW., Washington, DC 20210, Attention: Dislocated Worker Grants, E. Fred Tello, Grant Officer. Award Procedure: The national office of the Employment and Training Administration makes Awards for National Reserve grants; formula funds are allotted to States by the same agency. Deadlines: Each State shall submit its State Plan on or before the date set by the Act and proposals for the National Reserve program on or before the date set by the Assistant Secretary for Employment and Training. Range of Approval/Disapproval Time: National Reserve grant applications will be approved/disapproved before the end of the program year, June 30. Appeals: None. Renewals: None.

ELIGIBLE BENEFICIARIES: (a) Unemployed; INFORMATION CONTACTS: Regional or Local Office: Contact appropriate Regional Employment and Training Office listed in Appendix IV of the

Catalog. Headquarters Office: Employment and Training Administration, Department of Labor, Room N5426, 200 Constitution Avenue, NW., Washington, DC 20210. Telephone: (202) 219-5577.

### **INDEPENDENT LIVING**

Current Year: Grants: \$70,000,000 Loans: \$0,000 Other: \$0,000 Total: \$70,000,000

**OBJECTIVES:** To assist States and localities in establishing and carrying out programs designed to assist youth, with respect to whom foster care maintenance payments are or have been made by the State and who have attained age 16, in making the transition from foster care to independent living. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: Applications must include the information and assurances required from the States. This program is excluded from coverage under EO. 12372. Application Procedure: Applications must be submitted by a State to the appropriate Regional Administrator for the Administration for Children (ACF). Award Procedure: Quarterly awards are made up to the amount of one-fourth of the State's annual allotment. Deadlines: January 31, of each year. Range of Approval/Disapproval Time: Not applicable. Appeals: Appeals are processed in accordance with HHS regulations in 45 CFR, Part 16. Renewals: Not applicable. **ELIGIBLE BENEFICIARIES:** (a) Specialized group (e.g. health professionals, students, veterans); (b) Youth (16-21); **INFORMATION CONTACTS:** Regional or Local Office: Contact Regional Administration for Children and Families. (See Appendix IV of the Catalog for addresses.) Headquarters Office: Teny Lewis, Deputy Associate Commissioner, Children's Bureau, Administration for Children and Families, P.O. Box 1182, Washington, DC 20013. Telephone: (202) 205-8740.

### **INDIAN EMPLOYMENT ASSISTANCE**

Current Year: Grants: \$8,500,000 Loans: \$0,000 Other: \$0,000 Total: \$8,500,000

**OBJECTIVES:** To provide vocational training and employment opportunities to eligible American Indians and reduce Federal dependence. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: None. This program is excluded from coverage under E.O. 12372. Application Procedure: (a) Initial applications by Indian Tribal Governments to administer the program must contain the information specified in 25 CFR, Part 900, Subpart C, "Contract Proposal Contents." Completed applications should be submitted to the local Bureau of Indian Affairs agency office listed in Appendix IV. (b) Individual American Indian applicants should apply for program services on Bureau of Indian Affairs Form BL4-8205 at the nearest Bureau Employment Assistance office or tribal government offices. Award Procedure: (a) The dollar value of the awards to Indian Tribal Governments depends upon the amount that has been prioritized by the individual Tribe through tribal participation in the Bureau of Indian Affairs' Tribal Priority Allocation budget formulation process. (b) Applications for individual benefits are approved by the Bureau Agency Superintendent or authorized tribal representative. Deadlines: None. Range of Approval/Disapproval Time: Applications by Tribal Governments to administer the program will be processed within 90 days. Applications by individuals for benefits will be processed within 30 days. Appeals: (a) A Tribal Government whose request to administer the program is denied may request an informal conference with the deciding official, or may appeal the denial of the application to the Interior Board of Indian Appeals, or may bring suit in U.S. District Court. Full appeal procedures are found in 25 CFR, Part 900. (b) An individual may appeal the BL4 agency Superintendent's decision to the Area Director. The complete appeal process for an individual is found in 25 CFR Part 2, "Appeals from Administrative Action." An appeal of a Tribal contractor's decision must be made under the Tribe's appeal procedures. Renewals: (a) Awards to Tribal Governments to administer the program may be renewed indefinitely upon satisfactory performance by the contractor/grantee. A notice of intent to renew should be submitted at least 90 days prior to the expiration of the current award. The amount of the award may be adjusted as a result of individual tribal priorities established in the budget formulation process. (b) Renewals of grants to individual beneficiaries are based on evidence of satisfactory performance and the availability of funds. **ELIGIBLE BENEFICIARIES:** (a) American Indian; **INFORMATION CONTACTS:** Regional or Local Office: Applications may be filed with the local Bureau of Indian Affairs agency office as listed in Appendix IV of the Catalog or with the Tribal Government administering the program. Headquarters Office: Office of Economic Development, Division of

Job Placement and Training, Bureau of Indian Affairs, 1849 C Street NW, MS: 4640 MIB, Washington, DC 20240. Telephone: (202) 208-2671. Contact: Deano Poleahla.

### **INTERNSHIP PROGRAM FOR POSTSECONDARY STUDENTS**

Current Year: Grants: \$1,362,000 Loans: \$0,000 Other: \$0,000 Total: \$1,362,000

**OBJECTIVES:** To aid and promote experiential training activities which foster future employment in the Department of Commerce (DOC) or the Federal Government in general. U.S. citizens enrolled as students in 2-year and 4-year accredited educational institutions will participate in on-site work experiences in DOC bureaus and offices in order to integrate academic theory and workplace requirements; gain relevant skills and knowledge, explore Federal career options, develop professional networks, and develop a greater awareness of the role of Federal agencies. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: This program is excluded from coverage under EO. 12372. Application Procedure: A standard application package is required. This includes SF424, SF-424A, SF-424B, CD-S 11, CD-346, SF- LLL (if applicable), Project Plans, and Budgets. Award Procedure: A notice of availability of funding will be published in the Federal Register. Each responsive application will receive an independent, objective review by a panel qualified to evaluate the applications submitted. The final decision on awards will be based upon the numerical review panel ranking, availability of funding, and Selecting Official's determination of which proposals best meet the objectives of the program. **Deadlines:** Deadline for receipt of applications will be as published in the Federal Register. **Range of Approval/Disapproval Time:** Applicants should be notified of approval or disapproval within 120 days from deadline date. **Appeals:** None. **Renewals:** If an application is selected for funding, DOC has no objection to provide any additional future funding in connection with that award. Renewal of an award to increase funding or extend the period of performance is at the total discretion of DCC. **ELIGIBLE BENEFICIARIES:** (a) Anyone/general public; **INFORMATION CONTACTS:** Regional or Local Office: Ms. Cam Otero, Office of Executive Assistance Management, Department of Commerce, Washington, DC 20230. Telephone: (202) 482-1445. Headquarters Office: Office of Executive Assistance Management, Department of Commerce, Washington, DC 20230.

### **JOB TRAINING PARTNERSHIP ACT**

Current Year: Grants: \$1,954,965,000 Loans: \$0,000 Other: \$0,000 Total: \$1,954,965,000

**OBJECTIVES:** To establish programs to prepare economically disadvantaged youth and adults facing serious barriers to employment for participation in the labor force by providing job training and other services that will result in increased employment and earnings, increased educational and occupational skills, and decreased welfare dependency. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: This program is eligible for coverage under EO. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. Application Procedure: For Title II, the Governor submits a State Plan to the Employment and Training Administration, Administrator, Office of Job Training Programs, Department of Labor, Employment and Training Administration, 200 Constitution Avenue, NW., Room N-4459, Washington, DC 20210. This program is excluded from coverage under OMB Circular No. A-1 10. Award Procedure: Funds are allotted by statutory formula to States by the national office of the Employment and Training Administration. **Deadlines:** Each State shall submit its plan on or before the date set by the Employment and Training Administration. Contact Headquarters Office listed below for grant application deadline date. **Range of Approval/Disapproval Time:** Grant applications will be approved or more information will be requested before the beginning of the program year. **Appeals:** Contact Headquarters Office listed below to obtain information on appeal procedures. **Renewals:** None. **ELIGIBLE BENEFICIARIES:** (a) Individual/Family; (b) Handicapped (e.g. Deaf, Blind, Crippled); (c) Senior Citizen (60+); (d) Unemployed; **INFORMATION CONTACTS:** Regional or Local Office: Contact appropriate Regional Employment and Training Office listed in Appendix IV of the Catalog. Headquarters Office: Employment and Training Administration, Department of Labor, 200 Constitution Avenue,

NW., Washington, DC 20210. Contact: Ronald Putz, Director, Office of Employment and Training Programs. Telephone: (202) 219-5303 x169.

#### **RESEARCH AND EVALUATION PROGRAM**

Current Year: Grants: \$500,000 Loans: \$0,000 Other: \$0,000 Total: \$500,000

**OBJECTIVES:** To assist in the determination of causes of excessive unemployment and underemployment in various areas and regions of the Nation. To assist in the formulation and implementation of national, State, and local programs that will raise income levels and otherwise produce solutions to the problems resulting from the above conditions. To evaluate the effectiveness of approaches and techniques employed to alleviate economic distress.

**APPLICATION AND AWARD PROCESS:** Pre-application Coordination: Pre-application procedures and time frames are set forth in the Federal Register Notice of Funding Availability. Applicants should be aware that these notices might be general or very specific in the topics for which they solicit proposals. This program is excluded from coverage under E.O. 12372. Application Procedure: Applicants whose proposals are selected for further consideration will be given formal instructions and all application materials. This program is subject to provisions of 15 CFR Part 29b for institutions of higher education and other nonprofit organizations and of 15 CFR Part 24 for State and local governments. Costs will be determined in accordance with OMB Circular No. A-21 for institutions of higher education, with OMB Circular No. A-87 for State and local governments, and with OMB Circular No. A-122 for nonprofit organizations. Award Procedure: The Assistant Secretary for Economic Development, Department of Commerce, approves Research and Evaluation grants. Deadlines: Dates are published in the Federal Register. Range of Approval/Disapproval Time: Applications are generally approved or disapproved within 2 months of receipt of a complete application. Appeals: None. Renewals: Not applicable. **ELIGIBLE BENEFICIARIES:** (a) Interstate; (b) State; (c) Local; (d) Public nonprofit institution/organization; (e) Other public institution/organization; (t) Federally Recognized Indian Tribal Governments; (g) U.S. Territories; (h) Individual/Family; **INFORMATION CONTACTS:** Regional or Local Office: None. Headquarters Office: John J. McNamee, Director, Research and National Technical Assistance Division, Room H-7019, EDA, Department of Commerce, Washington, DC 20230. Telephone: (202) 4824085.

#### **SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM**

Current Year: Grants: \$440,000,000 Loans: \$0,000 Other: \$0,000 Total: \$440,000,000

**OBJECTIVES:** To provide, foster, and promote part-time work opportunities (usually 20 hours per week) in community service activities for unemployed low-income persons who are 55 years of age and older. To the extent feasible, the program assists and promotes the transition of program enrollees into unsubsidized employment. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. Application Procedure: The Office of National Programs, Division of Older Worker Programs will provide information concerning proper application, format and content. This program is subject to the provisions of OMB Circular Nos. A-1 10 and A-102. The standard application forms as furnished by the Federal agency and required by OMB Circular No. State and local governments must use a-102 for this program. Award Procedure: the Employment and Training Administration of the Department of Labor make Awards directly to eligible applicants. Deadlines: Set annually. Contact Headquarters Office listed below. Range of Approval/Disapproval Time: Approximately 6 weeks. Appeals: None. Renewals: New grants are awarded annually. **ELIGIBLE BENEFICIARIES:** (a) Senior Citizen (60+); (b) Unemployed; (c) Pension Recipient; (d) Low Income; **INFORMATION CONTACTS:** Regional or Local Office: Not applicable. Headquarters Office: Office of National Programs, Employment and Training Administration, Department of Labor, Room N464I, 200 Constitution Avenue, NW., Washington, DC 20210. Telephone: (202) 219- 5500.Contact:Anna W. Goodard.

### **SENIOR ENVIRONMENTAL EMPLOYMENT PROGRAM**

Current Year: Grants: \$5,300,000 Loans: \$0,000 Other: \$0,000 Total: \$5,300,000

**OBJECTIVES:** To use the talents of Americans 55 years of age or older to provide technical assistance to Federal, State, and local environmental agencies for projects of pollution prevention, abatement and control. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: Discussion with the Headquarters is advisable. Applications that involve designating SEE enrollees to assist State/local environmental agencies are eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." This program is eligible for coverage under E.O. 12372, Intergovernmental Review of Federal Programs. An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. This program is included under OMB Circulars No. A-110 and No. A-122. **Application Procedure:** Requests for application forms and completed applications must be submitted to: Environmental Protection Agency, Grants Administration Division, (3903R), Washington, DC 20460. A copy of the completed application should also be sent to: Susan Street, Directors; SEE Program, Human Resources Staff (3650), Washington, DC 20460. This program is subject to the provisions of OMB Circular No. A- 110. This program is excluded from coverage under OMB Circular No. A- 102. **Award Procedure:** Each application shall be subjected to administrative evaluation to determine adequacy of application in relation to assistance regulations, and to program objectives. **Deadlines:** None. **Range of Approval/Disapproval Time:** No time range for approval. **Appeals:** As described in 40 CFR Part 30-60, Subpart F. **Renewals:** None. Standard application should be prepared and submitted which will be reviewed in the same manner as a new application and will compete for available funds. **ELIGIBLE BENEFICIARIES:** (a) Federal; (b) State; (c) Local; (d) Individual/Family; (e) Senior Citizen (60+); **INFORMATION CONTACTS:** Regional or Local Office: Susan Street, Director, SEE Program, (3641) Environmental Protection Agency, Washington, DC 20460. Telephone: (202) 2604331. Headquarters Office: Environmental Protection Agency, Office of Administration And Resources Management, Human Resource Staff, (3650), Washington, DC 20460.

### **TRIBAL WORK GRANTS**

Current Year: Grants: \$7,633,000 Loans: \$0,000 Other: \$0,000 Total: \$7,633,000

**OBJECTIVES:** To allow eligible Indian tribes and Alaska Native organizations to operate a program to make work activities available. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: Not applicable. This program is excluded from coverage under EO. 12372. **APPLICATION PROCEDURE:** Each eligible Indian tribe or Alaska Native organization must submit a NEW plan to the Secretary for approval. **AWARD PROCEDURE:** The Administration for Children and Families (ACE) will issue grant awards. # **Deadlines:** For the July 1, 1998, through June 30, 1999 NEW Program Year, plans were submitted prior to July 1, 1998. These plans are effective for three program years until June 30, 2001. **Range of Approval/Disapproval Time:** Has yet to be determined. **Appeals:** None. **Renewals:** None. **ELIGIBLE BENEFICIARIES:** (a) Federally Recognized Indian Tribal Governments; **INFORMATION CONTACTS:** Regional or Local Office: Tribes should contact ACF Regional Offices. (See Appendix IV of the Catalog). Headquarters Office: Office of the Director, Office of Community Services, Administration for Children and Families, Department of Health and Human Services, 5th Floor, Aerospace Building, 370 L'Enfant Promenade, SW., Washington, DC 20447. Telephone: (202) 401-9333.

### **WELFARE-TO-WORK GRANTS TO FEDERALLY RECOGNIZED TRIBES AND ALASKA NATIVES**

Current Year: Grants: \$15,000,000 Loans: \$0,000 Other: \$0,000 Total: \$15,000,000

**OBJECTIVES:** To assist Federally-recognized Indian Tribes and Alaska Native regional nonprofit corporations to move hard-to-employ welfare recipients into lasting unsubsidized jobs and family self- sufficiency. **APPLICATION AND AWARD PROCESS:** Pre-application Coordination: Pre-applications are only required of those tribes and Alaska Native corporations which do not already

operate Temporary Assistance to Needy Families (TANF) or Native Employment Works (NEW) programs. These entities must meet the “substantial services” criteria set forth in the OMB-approved pre-application guidance pursuant to Section 412(a)(3)(B)(ii) of the Social Security Act, as amended. This program is excluded from coverage under EO 12372, “Intergovernmental Review of Federal Programs.” Application Procedure: To receive its Section 412(a)(3XA) formula allotment, each eligible Federally-recognized tribe or Alaska Native regional nonprofit corporation (or consortium thereof) must submit an INA WTW plan to the Secretary of Labor for each fiscal year of funds provided in accordance with the procedures and schedule provided by the Secretary. Award Procedure: Formula LNA WTW funds are allotted to the eligible Tribes and Alaska Native corporations each fiscal year. Plans are submitted to ETA’s Division of Indian and Native American Programs, where they are reviewed for accuracy and completeness. If acceptable, the plans are then forwarded to ETA’s Division of Acquisition and Assistance for sign-off by the Grant Officer. Funds are distributed to the grantees through a signed Notice of Obligation (NOO), effective as of the signature date. There are no competitive grant funds awarded under the LNA WTW grant program. Deadlines: Each eligible Tribe or Alaska Native regional nonprofit corporation (or consortia thereof) must submit its INA WTW plan for each fiscal year of formula funds in accordance with instructions provided by the Secretary of Labor. Contact the Division of Indian and Native American Programs for plan submission deadlines. Range of Approval/Disapproval Time: INA WTW plans for formula grants will be reviewed for each year of funding provided in accordance with the announced schedule provided by the Secretary of Labor. Appeals: Any action taken with regard to an INA WTW formula grant may be appealed in accordance with the Department’s regulations at 20 CFR Part 636. Renewals: Not applicable. ELIGIBLE BENEFICIARIES: (a) Welfare Recipient; INFORMATION CONTACTS: Regional or Local Office: Not applicable. Headquarters Office: Chief, Division of Indian and Native American Programs, Office of National Programs, Employment and Training Administration, Department of Labor, Room N-464I, 200 Constitution Avenue, NW., Washington, DC 20210. Telephone: (202) 219-8502, extension 119. FAX number is (202) 219-6338. Contact: Thomas M. Dowd, Veronica Dabney, or Greg Gross. The TDD number is (202) 326-2577. These are not toll-free numbers.

#### **WELFARE-TO-WORK GRANTS TO STATES AND LOCALITIES**

Current Year: Grants: \$1,488,000 Loans: \$0,000 Other: \$0,000 Total: \$1,488,000

OBJECTIVES: The Welfare to Work Grants program was designed to assist States and localities to help move hard-to-employ welfare recipients into lasting unsubsidized jobs and achieve self-sufficiency.

APPLICATION AND AWARD PROCESS: Pre-application Coordination: Formula Grants: State WTW Plans must comply with the plan coordination and submission requirements of the Act and regulations as indicated in the Department planning guidance and instructions to the States. Competitive Grants: All competitive fund applications must comply with the coordination requirements in the Act and the regulations as specified in a given Solicitation for Grant Application issuance. This program is excluded from coverage under E.O. 12372. Application Procedure: To receive its formula allotment, each State must submit a WTW State Plan to the Secretary of Labor for each fiscal year of funds provided in accordance with the procedures and schedule provided by the Secretary to the States. The application procedure for competitive grant awards will be contained in each Solicitation for Grant Application document issued. Award Procedure: Formula funds are allotted to the States every fiscal year. Competitive grant funds are awarded to eligible non-State entities on the basis of a competitive Solicitation for Grant Application (SGA) process. These SGAs are announced periodically in the Federal Register. Deadlines: Each State must submit its State WTW plan for each fiscal year of formula funds in accordance with instructions provided to the States by the Secretary of Labor. Deadlines for submission of competitive grant solicitations are announced in each of the published Solicitation for Grant Applications, which will be issued periodically during a given fiscal year. Range of Approval/Disapproval Time: State WTW plans for formula grants will be reviewed for each year of funding provided in accordance with the announced schedule provided to the States. Competitive grant fund applications submitted in response to a given Solicitation for Grant Application will be reviewed usually within 45 to 60 days of receipt. Appeals: Formula Grants: Not applicable. Competitive Grants: None. Renewals: Not applicable. ELIGIBLE BENEFICIARIES: (a) Welfare

Recipient; INFORMATION CONTACTS: Regional or Local Office: Contact the appropriate Employment and Training Administration Regional Office listed in Appendix IV of the Catalog. Headquarters Office: Administrator, Office of Job Training Programs, Employment and Training Administration, U.S. Department of Labor, 200 Constitution Avenue, NW., Washington, DC 20210. Telephone: (202) 219-0181, Extension 141. Contact: Dennis Lieberman.

**WOMEN'S SPECIAL EMPLOYMENT ASSISTANCE**

Current Year: Grants: \$0,000 Loans: \$0,000 Other: \$7,802,000 Total: \$7,802,000

OBJECTIVES: To provide input in the development of policies and programs affecting the employment of women; to expand training and employment opportunities for women and promote their entry into better paying jobs, especially in new technology and nontraditional occupations; to establish linkage with national and community organizations, business and industry, trade unions, research foundations, academic and Federal, State, and local government agencies for cooperative projects that address the employment and supportive service needs of women; and to develop publications and disseminate information on women's economic status, employment rights, and job options. APPLICATION AND AWARD PROCESS: Pre-application Coordination: Not applicable. This program is excluded from coverage under EO 12372. Application Procedure: Requests for information or advice may be made to the appropriate Department of Labor, Women's Bureau regional office listed in Appendix IV of the Catalog, or to the Headquarters Office listed under the Information Contacts section of this program. Award Procedure: Not applicable. Deadlines: None. Range of Approval/Disapproval Time: Not applicable. Appeals: Not applicable. Renewals: Not applicable. ELIGIBLE BENEFICIARIES: (a) Individual/Family; (b) Minority group; (c) Women; INFORMATION CONTACTS: Regional or Local Office: Contact the nearest Department of Labor, Women's Bureau regional office in Appendix IV of the Catalog listed under the Office of the Secretary. Headquarters Office: Director, Women's Bureau, Office of the Secretary, Department of Labor, Washington, DC 20210. Telephone: (202) 219-6611. Contact: Office of Information and Support Services, Women's Bureau, Room S3305, Office of the Secretary, Department of Labor, Washington, DC 20210. Telephone: (202) 219-6606.