

Department of Health & Human Services

Federal Agency Contact Name: Administration for Children and Families, Office of Refugee Resettlement

Funding Opportunity Title: Services to Older Refugees

Announcement Type: Competitive Grant-Initial

Funding Opportunity Number: HHS-2004-ACF-ORR-RL-0001

CFDA Number: 93.576

Dates: Closing Date May 10, 2004

I. Funding Opportunity Description

LEGISLATIVE AUTHORITY: This program is authorized by Section 412 (c) (1) of the Immigration and Nationality Act (8 U.S.C. 1522 (c) (1)), as amended.

PURPOSE AND OBJECTIVES: This program announcement governs the availability of and award procedures for grants to eligible applicants to insure the provision of social and supportive services to older refugees age 60 and above. ORR intends to award approximately \$2 million to State offices that are responsible for refugee programs and to Wilson Fish Grantees that have Statewide responsibility for an alternative to the State-administered refugee program. These funds will be used: (a) to establish and/or expand a working relationship with the State Agency on Aging and the local community Area Agency on Aging to insure all older refugees in the community will be linked to mainstream aging services in their community; (b) to provide appropriate services to all older refugees who are not currently being provided for in the community; (c) to create opportunities to enable older refugees to live independently as long as possible; and (d) develop services for or link older refugees to naturalization services, especially for those who have lost, or are at risk of losing, Supplemental Security Income and other Federal benefits.

A major objective is to serve all older refugee populations in the communities in which they live.

The objective of the activities proposed should be to help all older refugees gain access to programs and services in the community which meet their needs. Many older people in the United States are at risk, including the frail elderly, those living alone without a caregiver, members of minority groups, low-income older persons, and those who are abused, neglected or exploited. For older refugees, there are a number of issues which make them particularly vulnerable: chronic health and emotional problems stemming from the conditions of refugee flight; family loss and separation; an inability to advocate for themselves because of cultural, language, or educational barriers; limited access to appropriate health and social service agencies; limited incomes due to work histories; and barriers to meeting the requirements for naturalization. Older refugees who are not literate in their own language often have difficulty meeting the English language and civics requirements of the naturalization process. Citizenship preparation classes currently available at local educational institutions often require an English proficiency that many older refugees do not possess.

Allowable Activities

The following are examples of allowable activities:

Joint aging/refugee programs – assistance to all older refugees for the purpose of accessing available aging services, such as senior community centers, supportive services, intergenerational activities, congregate nutrition services, meals delivered to homebound client residences, information and referral, outreach, escort, transportation, interpretation and translation, home care, adult day care, elder abuse prevention, nursing home ombudsman services, respite care, and chore services.

Citizenship and naturalization services – especially naturalization services to help older refugees who have lost or are at risk of losing eligibility for Supplemental Security Income (SSI) and other Federal benefits. Allowable activities include outreach, provision of enhanced English language training, civics instruction, and counseling and application assistance including interpretation and translation. Application fees for citizenship examinations are not allowable under this announcement.

Services provided with these discretionary funds should not duplicate or supplant services which may be available through existing Federal, State or local programs.

II. Award Information

Funding Instrument Type: Grant

Anticipated Total Priority Area Funding: \$2,000,000

Anticipated Number of Awards: 9-12

Ceiling on Amount of Individual Awards: \$500,000

Floor on Amount of Individual Awards: \$100,000

Project Periods for Awards:

Awards will be for one-year budget periods, although project periods may be for three years. Applications for continuation grants funded under these awards beyond the one-year budget period may be entertained on a non-competitive basis, subject to availability of funds, satisfactory progress of the project, and a determination that continued funding is in the best interest of the government.

III. Eligibility Information

1. Eligible Applicants

Eligible applicants are a) those agencies of State governments which are responsible for the refugee program under 45 CFR 400.5 or such agency's designee, and b) an agency which has statewide responsibility for an alternative to the State-administered program under a Wilson/Fish grant authorized by section 412 (e) (7) of the INA or such agency's designee.

Additional Eligibility Information:

Only one application per State will be accepted.

No State is guaranteed an award.

No State is guaranteed that the amount of an award made to it will be in the same amount as its request.

No State will be awarded an amount greater than its request.

The Director reserves the right to award more or less funding to any individual applicant or in total for all applicants based on the quality of the applications and the best interest of the Government. In cases where ORR proposes to award an amount less than a State's application request, the State will be required to submit a revised budget and budget narrative showing how the State proposes to spend the amount ORR is proposing to award to the state. If a State fails to submit a commensurate revised budget within the time requested, the State will forfeit the award.

2. Cost-Sharing/Matching: None

3. Other (if applicable):

Eligible Population: In addition to persons who meet all requirements of 45 CFR 400.43, "Requirements for documentation of refugee status", eligibility for refugee program services and assistance also includes: (1) Asylees admitted under section 208 of the Immigration and Nationality Act (2) Cuban and Haitian entrants under section 501 of the Refugee Education Assistance Act of 1980 (Pub. L. 96-422); (3) certain Amerasians from Vietnam who are admitted to the U.S. as immigrants under section 584 of the Foreign Operations, Export Financing, and Related Program Appropriations Act, 1988, as included in the FY 1988 Continuing Resolution (Pub. L. 100-202); (4) certain Amerasians from Vietnam, including U.S. citizens, under title II of the Foreign Operations, Export Financing, and Related Programs Appropriations Acts, 1989 (Pub. L. 100-461), 1990 (Pub. L. 101-167), and 1991 (Pub. L. 101-513); and (5) victims of a severe form of trafficking as required by section 107(b)(1)(A) of the Victims of Trafficking and Violence Protection Act of 2000 (Pub. L. No. 106-386) (22 U.S.C. § 7105(b)(1)(A)). For convenience, the term "refugee" is used in this notice to encompass all such eligible persons unless the specific context indicates otherwise. Along with meeting the refugee program immigration status requirements given above, people served by this program must be age 60 and above.

On June 27, 2003 the Office of Management and Budget published in the Federal Register a new Federal policy applicable to all Federal grant applicants. The policy requires all Federal grant applicants to provide a Dun and Bradstreet Data Universal Numbering System (DUNS) number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The DUNS number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal (www.Grants.gov). A DUNS number will be required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement and block grant programs, submitted on or after October 1, 2003.

Please ensure that your organization has a DUNS number. You may acquire a DUNS number at no cost by calling the dedicated toll-free DUNS number request line on 1-866-705-5711, or you may request a number online at <http://www.dnb.com>.

IV. Application and Submission Information

1. Address to Request Application Package

Attn: Lorraine Berry
HHS
ACF
ORR
901 D Street, SW
Washington, DC 20447
Phone: 202-401-5532
Email: lberry@acf.hhs.gov

URL to Obtain Application Package: <http://www.acf.hhs.gov/grants>

2. Content and Form of Application Submission

1. Application Content

Each application must include the following components:

- a) *Table of Contents*
- b) *Abstract of the Proposed Project* – very brief, not to exceed one page, that would be suitable for use in an announcement that the application has been selected for a grant award and which identifies the type of project, the target population and the major elements of the work plan.
- c) *Completed Standard Form 424* – that has been signed by an Official of the organization applying for the grant who has authority to obligate the organization legally.
- d) *Standard Form 424A* – Budget Information-Non Construction Programs.
- e) *Narrative Budget Justification* – for each object class category required under Section B, Standard Form 424A.
- f) *Project Narrative* – A narrative that addresses issues described in the “Application Review Information” and the “Evaluation Criteria” sections of this announcement.

2. Application Format

Submit application materials on white 8½ x 11 inch paper only. Do not use colored, oversized or folded materials.

Please do not include organizational brochures or other promotional materials, slides, films, clips, etc.

The font size may be no smaller than 12 pitch and the margins must be at least one inch on all sides.

Number all application pages sequentially throughout the package, beginning with the abstract of the proposed project as page number one.

Please present application materials either in loose-leaf notebooks or in folders with page two-hole punched at the top center and fastened separately with a slide paper fastener.

3. Page Limitation

Each application narrative should not exceed 20 pages, double spaced. Attachments and appendices should not exceed 20 pages and should be used only to provide supporting documentation such as administration charts, position descriptions, resumes, and letters of intent or partnership agreements. A table of contents and an executive summary should be included but will not count in the page limitations. Each page should be numbered sequentially, including the attachments and appendices. This limitation of 20 pages should be considered as a maximum. Application forms are not to be counted in the page limit. Any applications that exceed the page-limit will not be scored.

Please do not include books or videotapes as they are not easily reproduced and are, therefore, inaccessible to the reviewers. The review panel will not consider submitted material which exceeds the 20 page limit.

4. Required Standard Forms

Applicants requesting financial assistance for a non-construction project must sign and return Standard Form 424B, Assurances: Non-Construction Programs with their applications.

Applications must provide a Certification Regarding Lobbying on Standard Form LLL. Prior to receiving an award in excess of \$100,000, applicants shall furnish an executed copy of the lobbying certification. Applicants must sign and return the certification with their application.

Applicants must make the appropriate certification of their compliance with the Drug-Free Workplace Act of 1988. By signing and submitting the applications, applicants are providing the certification and need not mail back the certification with the applications.

Applicants must make the appropriate certification that they are not debarred, suspended or otherwise ineligible for award. By signing and submitting the applications, applicants are providing certification and need not mail back the certification with the applications.

Applicants must make the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. By signing and submitting the applications, applicants are providing the certification and need not mail back a certification form.

Applicants must make the appropriate certification of their compliance with the requirements of the Pro-Children Act of 1994 as outlined in the Certification Regarding Environmental Tobacco Smoke.

The forms (Forms 424, 424A-B; and Certifications including Certification Regarding Lobbying; Debarment, Suspension, etc.; Drug Free Workplace and Environmental Tobacco Smoke) may be found at: <http://www.acf.hhs.gov/programs/orr/funding> under new announcements.

You may submit your application to us in either electronic or paper format. To submit an application electronically, please use the www.Grants.gov apply site. If you use Grants.gov, you will be able to download a copy of the application package, complete it offline, and then upload and submit the application via the Grants.gov site. You may not e-mail an electronic copy of a grant application to us.

Please note the following if you plan to submit your application electronically via Grants.Gov:

- Electronic submission is voluntary
- When you enter the Grants.Gov site, you will find information about submitting an application electronically through the site, as well as the hours of operation. We

strongly recommend that you do not wait until the application deadline date to begin the application process through Grants.Gov.

- To use Grants.gov, you as the applicant, must have a DUNS Number and register in the Central Contractor Registry (CCR). You should allow a minimum of five days to complete the CCR registration.
- You will not receive additional point value because you submit a grant application in electronic format, nor will we penalize you if you submit an application in paper format.
- You may submit all documents electronically, including, all information typically included on the SF 424 and all necessary assurances and certifications.
- Your application must comply with any page limitation requirements described in this program announcement.
- After you electronically submit your application, you will receive an automatic acknowledgement from Grants.gov that contains a Grants.gov tracking number. The Administration for Children and Families will retrieve your application from Grants.gov.
- We may request that you provide original signatures on forms at a later date.
- You may access the electronic application for this program on www.Grants.gov.
- You must search for the downloadable application package by the CFDA number.

3. Submission Dates and Times

CLOSING DATE: The closing date for submission of application is May 10, 2004. See Part IV of this announcement for more information on submitting applications. Applications postmarked after the closing date will be classified as late and will not be considered in the current competition.

Deadline: Mailed applications shall be considered as meeting an announced deadline if they are either received on or before the deadline date or postmarked on or before the deadline date and received by ACF in time for the independent review to: DHHS, ACF, Office of Refugee Resettlement, Attention: Delores Dickenson, ORR Grants Officer, 370 L'Enfant Promenade, S.W., Fourth Floor, Washington, D.C. 20447.

Applicants must ensure that a legibly dated U.S. Postal Service postmark or a legibly dated, machine-produced postmark of a commercial mail service is affixed to the envelope/package containing the application(s). To be acceptable as proof of timely mailing, a postmark from a commercial mail service must include the logo/emblem of the commercial mail service company and must reflect the date the package was received by the commercial mail service company from the applicant. Private metered postmarks shall not be acceptable as proof of timely mailing. Applicants are cautioned that express/overnight mail services do not always reflect the date of mailing on the package or deliver as agreed.

Applications hand-carried by applicants, couriers, or by other representatives of the applicant shall be considered as meeting an announced deadline if they are received on or before the deadline date, between the hours of 8:00 a.m. and 4:30 p.m., EST, at the Department of Health and Human Services, Administration for Children and Families, Office of Refugee Resettlement, ACF Mailroom, 2nd Floor (near loading dock), Aerospace Center, 901 D Street, S.W., Washington, D.C. 20447, between Monday and Friday (excluding Federal holidays). The address must appear on the envelope/package containing the application with the note "Attention: Delores Dickenson, ORR Grants Officer."

Late applications: Applications which do not meet the criteria above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

Extension of deadlines: ACF may extend an application deadline when circumstances such as acts of God (floods, hurricanes, etc.) occur, or when there is widespread disruption of the mail service, or in other rare cases. Determinations to extend or waive deadline requirements rest with ACF's Chief Grants Management Officer.

Required Forms:

What to submit	Required Content	Required Form or Format	When to Submit
Table of Contents	As described above.	Consistent with guidance in "Application Format" section of this announcement	By application due date.
Abstract of Proposed Project	Brief abstract that identifies the type of project, the target population and the major elements of the proposed project.	Consistent with guidance in "Application Format" section of this announcement	By application due date.
Completed Standard Form 424	As described above and per required form.	May be found on http://www.acf.hhs.gov/programs/orr/funding	By application due date.
Completed Standard Form 424A	As described above and per required form.	May be found on http://www.acf.hhs.gov/programs/orr/funding	By application due date.
Narrative Budget Justification	As described above.	Consistent with guidance in "Application Format" section of this announcement.	By application due date.
Project Narrative	A narrative that addresses issues described in the "Application Review Information" and the "Evaluation Criteria" sections of this announcement.	Consistent with guidance in "Application Format" section of this announcement.	By application due date.
Certification regarding lobbying	As described above and per required form.	May be found on http://www.acf.hhs.gov/programs/orr/funding	By application due date.
Certification regarding drug-free workplace	As described above and per required form.	May be found on http://www.acf.hhs.gov/programs/orr/funding	By application due date.
Certification regarding environmental tobacco smoke	As described above and per required form.	May be found on http://www.acf.hhs.gov/programs/orr/funding	By application due date.

4. Intergovernmental Review:

STATE SINGLE POINT OF CONTACT (SPOC)

This program is covered under Executive Order 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs. As of October 1, 2003, the following jurisdictions have elected not to participate in the Executive Order process. Applicants from these jurisdictions or for projects administered by federally-recognized Indian Tribes need to take no action in regard to E.O. 12372:

All States and Territories except Alabama, Alaska, Arizona, Colorado, Connecticut, Hawaii, Indiana, Idaho, Kansas, Louisiana, Massachusetts, Minnesota, Montana, Nebraska, New Jersey, New York, Ohio, Oklahoma, Oregon, Pennsylvania, South Dakota, Tennessee, Vermont, Virginia, Washington and Wyoming and Palau have elected to participate in the Executive Order process and have established Single Points of Contact (SPOCs). Applicants from these twenty-seven jurisdictions need take no action in regard to E.O. 12372.

Applicants for projects to be administered by Federally-recognized Indian Tribes are also exempt from the requirements of E.O. 12372. Otherwise, applicants should contact their SPOCs as soon as possible to alert them of the prospective applications and receive any necessary instructions. Applicants must submit any required material to the SPOCs as soon as possible so that the program office can obtain and review SPOC comments as part of the award process. It is imperative that the applicant submit all required materials, if any, to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form 424, item 16a.

Although the jurisdictions listed above no longer participate in the process, entities which have met the eligibility requirements of the program are still eligible to apply for a grant even if a State, Territory, Commonwealth, etc. does not have a SPOC. All remaining jurisdictions participate in the Executive Order process and have established SPOCs. Applicants from participating jurisdictions should contact their SPOCs as soon as possible to alert them of the prospective applications and receive instructions. Applicants must submit any required material to the SPOCs as soon as possible so that the program office can obtain and review SPOC comments as part of the award process. The applicant must submit all required materials, if any, to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form 424, item 16a. Under 45 CFR 100.8(a) (2), a SPOC has 60 days from the application deadline to comment on proposed new or competing continuation awards. SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations. Additionally, SPOCs are requested to clearly differentiate between mere advisory comments and those official State process recommendations which may trigger the "accommodate or explain" rule.

When comments are submitted directly to ACF, they should be addressed to: Department of Health and Human Services, Administration for Children and Families, Division of Discretionary Grants, 370 L'Enfant Promenade, S.W., Mail Stop 6C-462, Washington, D.C. 20447.

A list of Single Points of Contact for each State and Territory is included with the application materials for this announcement. The SPOC listing is available online at <http://www.whitehouse.gov/grants/spoc/html>.

5. Funding Restrictions

Pre-award costs are not allowable charges to this program grant.

6. Other Submission Requirements

Address to Send Hard Copy:

Delores Dickenson
Grants Management Officer
Administration for Children and Families
Office of Grants Management, Division of Discretionary Grants
370 L'Enfant Promenade, S.W.
4th Floor West
Washington, DC 20447
Telephone: 202-260-7622
E-mail: dedickenson@acf.hhs.gov

Address for Hand-Delivery:

Applications hand-carried by applicants, couriers, or by other representatives of the applicant shall be considered as meeting an announced deadline if they are received on or before the deadline date, between the hours of 8:00 a.m. and 4:30 p.m., EST, at the Department of Health and Human Services, Administration for Children and Families, Office of Refugee Resettlement, ACF Mailroom, 2nd Floor (near loading dock), Aerospace Center, 901 D Street, S.W., Washington, D.C. 20447, between Monday and Friday (excluding Federal holidays). The address must appear on the envelope/package containing the application with the note "Attention: Delores Dickenson, ORR Grants Officer."

V. Application Review Information

1. Criteria

General Instructions:

ACF is particularly interested in specific factual information and statements of measurable goals in quantitative terms. Project descriptions are evaluated on the basis of substance, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetitive supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix. Page should be numbered and a table of contents should be included for easy reference.

PURPOSE

The project description provides a major means by which an application is evaluated and ranked to compete with other applications for available assistance. The project description should be concise and complete and should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing your project description, all information requested through each specific evaluation criteria should be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application.

INTRODUCTION

Applicants required to submit a full project description shall prepare the project description statement in accordance with the following instructions and the specified evaluation criteria. The instructions give a broad overview of what your project description should include while the evaluation criteria expand and clarify more program-specific information that is needed.

PROJECT SUMMARY/ABSTRACT

Provide a summary of the project description (a page or less), with reference to the funding request.

OBJECTIVES AND NEED FOR ASSISTANCE

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated. Supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included, or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

RESULTS OR BENEFITS EXPECTED

Identify the results and benefits to be derived.

APPROACH

Outline a plan of action which describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors which might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities to be accomplished. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from the U.S. Office of Management and Budget (OMB). This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

EVALUATION

Provide a narrative addressing how the results of the project and the conduct of the project will be evaluated. In addressing the evaluation of the results, state how you will determine the extent to which the project has achieved its stated objects and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities on the project's effectiveness.

GEOGRAPHIC LOCATION

Describe the precise location of the project and boundaries of the area to be served by the proposed project. Maps or other graphic aids may be attached.

ADDITIONAL INFORMATION

Following are requests for additional information that should be placed in the appendix to the application.

STAFF AND POSITION DATA

Provide a biographical sketch for each key person appointed and a job description for each vacant key position. A biographical sketch will also be required for new key staff as appointed.

PLAN FOR PROJECT CONTINUANCE

Provide a plan for securing resources and continuing project activities after Federal assistance has ceased.

ORGANIZATION PROFILES

Provide information on the applicant organization(s) and cooperating partners such as organizational charts, financial statements, audit reports or statements from CPAs/Licensed Public Accountants, Employer Identification Numbers, names of bond carriers, contact persons and telephone numbers, child care licenses and other documentation of professional accreditation, information on compliance with Federal/State/local government standards, documentation of experience in the program area, and other pertinent information. Any non-profit organization submitting an application must submit proof of its non-profit status in its application at the time of submission. The non-profit agency can accomplish this by providing a copy of the applicant's listing in the Internal Revenue Service's (IRS) most recent list of tax exempt organizations described in Section 501(c)(3) of the IRS code, or by providing a copy of the currently valid IRS tax exemption certificate, or by providing a copy of the articles of incorporation bearing the seal of the State in which the corporation or association is domiciled.

DISSEMINATION PLAN

Provide a plan for distributing reports and other project outputs to colleagues and the public. Applicants must provide a description of the kind, volume and timing of distribution.

THIRD-PARTY AGREEMENTS

Include written agreements between grantees and sub-grantees or subcontractors or other cooperating entities. These agreements must detail scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

LETTERS OF SUPPORT

Provide statements from community, public and commercial leaders that support the project proposed for funding. All submissions should be included in the application or by application deadline.

BUDGET AND BUDGET JUSTIFICATION

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

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

GENERAL

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

PERSONNEL

Description: Costs of employee salaries and wage.

Justification: Identify the project director or principal investigator, if known. For each staff person, provide the title, time commitment to the project (in months), time commitment to the project (as a percentage or full-time equivalent), annual salary; grant salary, wage rates, etc. Do not include the costs of consultants or personnel costs of delegate agencies or of specific project(s) or businesses to be financed by the applicant.

FRINGE BENEFITS

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

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

TRAVEL

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

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

EQUIPMENT

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective intransit insurance, freight, and installation shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested, provide a description of the equipment, the cost per unit, the number of units, the total cost, and a plan for use on the project, as well as use or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy or section of its policy which includes the equipment definition.

SUPPLIES

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information which supports the amount requested.

CONTRACTUAL

Description: Costs of all contracts for services and goods except for those which belong under other categories such as equipment, supplies, construction, etc. Third-party evaluation contracts (if applicable) and contracts with secondary recipient organizations, including delegate agencies and specific project(s) or businesses to be financed by the applicant, should be included under this category.

Justification: All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceed the simplified acquisition threshold fixed at 41 USC 403(11). Recipients might be required to make available to ACF pre-award review and procurement documents, such as request for proposals or invitations for bids, independent cost estimates, etc.

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

OTHER

Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to insurance, food, medical and dental costs (no contractual), professional services costs, space

and equipment rentals, printing and publication, computer use, training costs, such as tuition and stipends, staff development costs, and administrative costs.

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

INDIRECT CHARGES

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, it should immediately, upon notification that an award will be made, develop a tentative indirect cost rate proposal based on its most recently completed fiscal year in accordance with the principles set forth in the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. It should be noted that when an indirect cost rate is requested, those costs included in the indirect cost pool should not also be charged as direct costs to the grant. Also, if the applicant is requesting a rate which is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed. Indirect Costs may be reimbursed on an award only if the indirect cost rate agreement is in effect at the beginning of the project period/budget period and covers all or part of the period covered by the award.

PROGRAM INCOME

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

Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the page in the application which contain this information.

NON-FEDERAL RESOURCES

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

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

TOTAL DIRECT CHARGES, TOTAL INDIRECT CHARGES, TOTAL PROJECT COSTS.

Self explanatory

Evaluation Criteria:

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for financial assistance will be reviewed and evaluated against the following criteria:

- 1. Objectives and Need for Assistance** – Does the applicant's detailed description of existing services to older people in the community demonstrate how those services will be improved upon, changed, modified, or expanded to be culturally and linguistically appropriate to all older refugees? (25 points).
- 2. Purpose.** Are the proposed activities/purposes reasonable? Do the activities relate to linking older refugees to mainstream services to enable older refugees to live independently as long as possible? (25 points).

3. **Results/Benefits Expected** – Are the proposed objectives specific, measurable, realistic, time-phased, and related to the requirements of this program announcement as identified in the Purpose and Objectives section of this announcement? Do objectives include performance outcome measures? (25 points).
4. **Budget and Budget Justification** – Does the budget narrative provide justification in relation to the proposed activities and anticipated outcomes? Is the amount requested commensurate with the goals/objectives of the program? (25 points).

The review criteria are the basis on which the state's application will be ranked for funding. Therefore, applicants are encouraged to develop their application content to reflect the review criteria categories.

2. Review and Selection Process:

Each application submitted under this program announcement will undergo a pre-review to determine that (1) the application was received by the closing date and submitted in accordance with the instructions in this announcement and (2) the applicant is eligible for funding. It is necessary that applicants state specifically which priority area they are applying for. Applications will be screened for priority area appropriateness. If applications are found to be inappropriate for the priority area in which they are submitted, applicants will be contacted for verbal approval of redirection to a more appropriate priority area.

Applications which pass the initial ACF screening will be evaluated and rated by an independent review panel on the basis of specific evaluation criteria. The results of these reviews will assist the Director and ORR program staff in considering competing applications. Reviewers' scores will weigh heavily in funding decisions but will not be the only factors considered. Applications generally will be considered in order of the average scores assigned by reviewers. However, highly ranked applications are not guaranteed funding because other factors are taken into consideration. These include, but are not limited to, the number of similar types of existing grants or projects funded with ORR funds in the last five years; comments of reviewers and government officials; staff evaluation and input; geographic distribution; previous program performance of applicants; compliance with grant terms under previous DHHS grants; audit reports; investigative reports; an applicant's progress in resolving any final audit disallowance on previous ORR or other Federal agency grants. ORR will consider the geographic distribution of funds among States and the relative proportion of funding among rural and urban areas. The evaluation criteria were designed to assess the quality of a proposed project, and to determine the likelihood of its success. The evaluation criteria are closely related and are considered as a whole in judging the overall quality of an application. Points are awarded only to applications which are responsive to the evaluation criteria within the context of this program announcement.

Federal reviewers will be used for the review process.

3. Anticipated Announcement and Award Dates

ORR anticipates that successful and unsuccessful applicants will be notified of the results of this grant competition within 90 days of the application deadline date identified in Section IV part 4.

VI. Award Administration Information

1. Award Notices

Successful applicants will receive the official notice of award, the Financial Assistance Award (FAA), which is signed by the Grants Management Office. The FAA is the authorizing document whether provided electronically or by mail. Unsuccessful applicants will receive a letter from the Grants Management Office declining their request for funding.

2. Administrative and National Policy Requirements

45 CFR Part 400 and 45 CFR Parts 74 or 92

The Paperwork Reduction Act of 1995 (Public Law 104-13)

Under the Paper Reduction Act of 1995, Pub.L.104-13, the Department is required to submit to the Office of Management and Budget (OMB) for review and approval any reporting and record keeping requirements in regulations including program announcements. This program announcement does not contain information collection requirements beyond those approved for ACF grant applications under the Program Narrative Statement by OMB (Approval Numbers: 0348-0043, 0348-0044, 034800040, 0348-0046, 0925-0418 and 0970-0139).

The public reporting burden for this collection of information is estimated to average 32 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

The project description is approved under OMB control number 0970-0139 which expires 3/31/2004. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

3. Reporting Requirements:

Programmatic Reports: Semi-Annually

Financial Reports: Semi-Annually

VII. Agency Contacts

1. Program Office Contact:

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2. Grants Management Office Contact:

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VIII. Other Information: None

Date: _____

Nguyen Van Hanh, Ph.D.

Director

Office of Refugee Resettlement