

Part VI. The Application Process

A. Application Submission

To be considered as an applicant for an allotment, interested Consortiums must submit an application to the Administration for Children and Families at the address specified in the Program Announcement. There is no application kit; the Consortium's applications may be in a format chosen by the applicant. It must, however, contain resolutions from two or more tribes and be signed by an individual authorized to act for the applicant and to assume responsibility for the obligations imposed by the terms and conditions of the grant award and contain the following:

1. The name and Employer Identification Number (EIN) of the agency designated by the Tribes to implement the Protection and Advocacy system.

2. The name address, and telephone number of the director of the system or a contact person, if different from the director.

3. Assurances that:

- a. One signed original and two copies of the application including all attachments, have been submitted on or before June 8, 1995 to: Administration on Developmental Disabilities, Administration for Children and Families, Department of Health and Human Services, Room 329-D, HHH Building, 200 Independence Avenue SW., Washington, DC 20201, Attn: 93.630-95-1 American Indian Consortium.

- b. Not more than five percent of the total funds will be used for monitoring the administration of the system.

4. Appropriate Certifications:

- a. *Non-Profit Status.* 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.

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

- c. *Lobbying.* 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 applications.

- d. *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.

- c. *Debarment, suspension or otherwise ineligible for award.* By signing and submitting the applications, applicants are providing the certification and need not mail back the certification with the applications. Copies of the certifications and assurance are located at the end of this announcement.

- d. *Certification regarding environmental tobacco smoke.* By signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the Act. The applicant/grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for children's services and that all subgrantees shall certify accordingly.

B. Application Consideration

The Commissioner of the Administration on Developmental Disabilities determines the final action to be taken with respect to each application received under this announcement. The following points should be taken into consideration by all applicants:

- Incomplete applications and applications that do not conform to this announcement will not be accepted for review. Applicants will be notified in writing of any such determinations by ADD.

- The Commissioner's funding decision takes into account the analysis of the application, recommendation and comments of the Federal reviewing officials.

- The Commissioner makes grant awards consistent with the purpose of the Act, all relevant statutory and regulatory requirements, this program announcement, and the availability of funds.

Part VII. Review Process and Criteria

Applications submitted by the closing date and verified by the postmark under this program announcement will undergo a pre-review to determine:

- That the applicant is eligible in accordance with the definition of an American Indian Consortium in Part II; and

- That the application forms and materials submitted are adequate to allow an indepth evaluation (all required materials and forms are included in this announcement)

Competing application from Consortiums will be reviewed and evaluated against the following criteria.

A. Objectives and Priorities (60 points)

The applicant's description of objectives and priorities to be established. Information provided in response to the items under Part IV of this announcement "Specific Responsibilities of the Applicant" will be used to review and evaluate applications.

B. Approach (40 points)

The applicants description of the system's operations/approach toward accomplishing the objectives and priorities. Evidence of the applicant's ability to manage a P&A System is well defined.

Part VII. Paperwork Reduction Act

Under the Paperwork Reduction Act of 1980, Pub. L. 96-511, the Department is required to submit to the Office of Management and Budget (OMB) for review and approval any reporting and recordkeeping requirements in regulations including program announcements. This program announcement does not contain information collection requirement beyond those approved for ADD.

Part VIII. Receipt of Applications

Applications shall be considered as meeting an announced deadline if they are either:

1. Received on or before the deadline date at the Office specified in this announcement; or

2. Sent on or before the deadline date and received by ACF in time for the review. (Applicants are cautioned to request a legibly dated U.S. Postal Service postmark or to obtain a legibly dated receipt from a commercial carrier of U.S. Postal Services. Private metered postmarks shall not be acceptable as proof of timely mailing).

A. Late Applications

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

B. Extension of Deadlines

ACF may extend the deadline for all applicants due to acts of God, such as floods, hurricanes or earthquakes; or