

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Administration for Children and Families

[Program Announcement No. 93587-2003]

Administration for Native Americans: Availability of Financial Assistance

AGENCY: Administration for Native Americans, ACF, DHHS.

ACTION: Announcement of availability of competitive financial assistance to promote the survival and continuing vitality of Native American languages.

Catalog of Federal Domestic Assistance Program Number: 93.587
Promoting the Survival and Continuing Vitality of Native American languages.

SUMMARY: The Administration for Native Americans (ANA) announces the availability of Fiscal Year 2003 funds for Native American Language projects. Financial assistance provided by ANA is designed to assist applicants in designing projects which will promote the survival and continuing vitality of Native American Language.

The printed **Federal Register** notice is the only official program announcement. Although reasonable efforts are taken to assure that the files on the ANA World Wide Web Page containing electronic copies of this Program Announcement are accurate and complete; they are provided for information only. The applicant bears sole responsibility to assure that the copy download and/or printed from any other source is accurate and complete. Copies of this program announcement and many of the required forms may be obtained by calling the toll-free ANA applicant help desk or electronically at the ANA World Wide Web address <http://www.acf.hhs.gov/programs/ana/>.

Closing Date: The closing date for submission of applications is March 28, 2003.

FOR FURTHER INFORMATION CONTACT:

Contact the ANA Applicant Help Desk at 202-690-7776 or toll free at 1-877-922-9262 for assistance.

Part I: Supplementary Information

A. Purpose and Availability of Funds

The purpose of this notice is to announce the availability for fiscal year 2003 financial assistance to eligible applicants for the purposes of assisting Native Americans in ensuring the survival and continuing vitality of their languages. Financial assistance awards made under this program announcement will be on a competitive basis and the proposals will be reviewed

against the evaluation criteria in this announcement.

Approximately \$2,000,000 in Fiscal Year 2003 has been allocated for category I and II grants.

For Category I, Planning Grants (projects length: 12 months), the funding level for a budget period of 12 months will be up to \$60,000.

For Category II, Design and/or Implementation Grants (project length: up to 36 months), the funding level for a budget period of 12 months will be up to \$150,000.

In accordance with current agency policies, ANA may fund additional highly ranked applications if additional funds become available prior to the next competition.

ANA continues a variety of requirements directed towards enforcing its policy that an eligible grant recipient may only have one active ANA grant awarded from a competitive area at any time. Therefore, while eligible applicants may compete for a Native American language grant in either of the two categories, an applicant may only submit one application and no applicant may receive more than one Native American language grant.

Ongoing for fiscal year 2003, are two White House Initiatives relating to Hawaiians and Pacific Islanders, and People with Disabilities. In accordance with the Executive Order on Asian American and Pacific Islanders, ANA encourages greater participation from Hawaiian and Pacific Islander communities. The Executive Order on People with Disabilities encourages all communities to address the needs of people with disabilities in all programs in accordance with the Americans with Disabilities Act (ADA). ANA encourages all Native communities to address the needs of people with disabilities in all aspects of their programs. ANA also encourages greater participation from Native organizations serving people with disabilities.

Note: Organizations from Palau are no longer eligible for assistance under ANA programs.

B. Background

The Congress has recognized that the history of past policies of the United States toward Indian and other Native American languages has resulted in a dramatic decrease in the number of Native American languages that have survived over the past 500 years. Consequently, the Native American Languages Act (Title 1, Pub. L. 101-477) was enacted to address this decline. This legislation vested the United States government with the responsibility to

work together with Native Americans to ensure the survival of cultures and languages unique to Native America. This law declared that it is the policy of the United States to "preserve, protect and promote the rights and freedom of Native Americans to use, practice and develop Native American languages". While the Congress made a significant first step in passing this legislation in 1990, it served only as a declaration of policy. No program initiatives were proposed, nor any funds authorized to enact any significant programs in furtherance of this policy. In 1992, Congressional testimony provided estimates that of the several hundred languages that once existed, only about 150 are still spoken or remembered today. Furthermore, only 20 are spoken by persons of all ages, 30 are spoken by adults of all ages, about 60 are spoken by middle-aged adults, and 45 are spoken by the most elderly. In response to this testimony, the Congress passed the Native American Languages Act of 1992 (the Act), Public Law 102-524, to assist Native Americans in assuring the survival and continuing vitality of their languages. Passage of the Act was an important second step in an attempt to ensure the survival and continuation of Native languages. It provided the basic foundation upon which tribal nations can rebuild their economic strength and enhance the rich cultural diversity. The Federal government recognizes the substantial loss of Native American languages over the past several hundred years, and acknowledges the nature and magnitude of the status of Native American languages will be better defined when eligible applicants under the Act have completed language assessments. The Administration for Native Americans (ANA) believes that the responsibility for achieving self-sufficiency rests with the governing bodies of Indian Tribes, Alaska Native villages, and in the leadership of Native American groups. This belief supports the ANA principle that the local community and its leadership are responsible for determining goals, setting priorities, and planning and implementing programs that support the community's long-range goals.

Therefore, since preserving a language and ensuring its continuation is generally one of the first steps taken toward strengthening a group's identity, activities proposed under this program announcement will contribute to the social development of Native communities and significantly contribute to their efforts toward self-sufficiency.

The Administration for Native Americans recognizes that eligible

applicants must have the opportunity to develop their own language plans, improve technical capabilities, and have access to the necessary financial and technical resources in order to assess, plan, develop and implement programs to assure the survival and continuing vitality of their languages. ANA also recognizes that potential applicants may have specialized knowledge and capabilities to address specific language concerns at various levels. This program announcement reflects these special needs and circumstances.

C. ANA Program and Administration Policies

Applicants must comply with the following programming policies.

- Funds will not be awarded for projects addressing dead languages. For purposes of this announcement, dead languages are those languages that are no longer spoken by any tribal member or community member.

- At the end of the project period, products or project models of Native American language grants funded by this program announcement should be sent to the designated ANA repository. Federally recognized Indian Tribes are not required to comply with this condition. The Commissioner shall determine the repository for copies of products from Native American language grants funded under this program announcement.

Applicants must comply with the following administrative policies:

- Current Native American language grantees whose project period extends beyond September 30, 2003, or who have requested an extension of the grant project beyond that date, are not eligible to apply for a grant under the same program area and may not compete for additional Native American language grants.

- Applicants for Category I may propose a 12- to 17-month project period.

- Applicants for Category II may propose up to 36-month projects.

- Applicants must describe a locally determined strategy to carry out a proposed project with fundable objectives and activities.

- An application from a federally recognized Tribe, Alaska Native Village or Native American organization must be from the governing body of the Tribe or organization.

- ANA will not accept applicants from Tribal components which are tribally-authorized divisions of a larger Tribe, unless the application includes a tribal resolution which clearly demonstrates the Tribe's support of the project and the Tribe's understanding

that the other applicant's project supplants the Tribe's authority to submit an application under the Native American languages program both for the current competition and for the duration of the approved grant period, should the application be funded.

- If a federally recognized Tribe or Alaska Native village chooses not to apply, it may support another applicant's project (e.g., a tribal organization) which serves or impacts their reservation. In this case, the applicant must include a tribal resolution that clearly demonstrates the Tribe's approval of the project and the Tribe's understanding that the other applicant's project supplants the Tribe's authority to submit an application under the Native American languages program both for the current competition and for the duration of the approved grant period, should the application be funded.

- ANA will only accept one application that serves or impacts a reservation, Tribe, or Native American community.

- Any non-profit organization submitting an application must submit proof of its non-profit status in the 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 Federally recognized Tribe or State in which the corporation or association is domiciled. Organizations incorporating in American Samoa are cautioned that the Samoan government relies exclusively upon IRS determinations of non-profit status; therefore, articles of incorporation approved by the Samoan government do not establish non-profit status for these organizations for the purpose of eligibility for ANA funds.

- If the applicant, other than a Tribe or an Alaska Native Village government, is proposing a project benefiting Native Americans or Native Alaskans, or both, it must provide assurance that a majority of its duly elected or appointed board of directors is representative of the community, to be served. To establish compliance with this requirement, applicants should provide information, such as by-laws or board regulations, establishing that at least a majority of the individuals serving on a non-profit applicant's board fall into one or more of the following categories: (1) A current or past member of the

community to be served; (2) a prospective participant or beneficiary of the project to be funded; or (3) have a cultural relationship with the community to be served.

- Grantees must provide at least a 20 percent matching share of the total approved cost of the project. The total approved cost of the project is the sum of the federal request and the non-Federal share. Applications originating from American Samoa, Guam, or the Commonwealth of the Northern Mariana Island are covered under Section 501(d) of Public Law 95-134, as amended (78 U.S.C. 1469a) under which HHS waives any requirement for matching funds under \$200,000 (including in-kind contributions). Therefore, no match is required for grants to these insular areas.

- An itemized budget detailing the applicant's Federal and non-Federal share, and the source(s), must be included as an application.

- If an applicant plans to charge or otherwise seek credit for indirect costs in its ANA application, a current copy of its Indirect Cost Agreement must be included in the application.

D. Proposed Projects To Be Funded

Category I—Planning Grants

The purpose of a Planning Grant is to conduct an assessment and to develop the plan needed to describe the current status of the language(s) to be addressed and to establish community long-range goal(s) to ensure its survival. Project activities may include, but are not limited to:

- Data collection, compilation, organization and description of current language status through a "formal" method (e.g. work performed by a linguist, and/or a language survey conducted by community members) or an "informal" method (e.g. a community consensus of the language status based on elders, tribal scholars, and/or other community members);
- Establishment of community long-range language goals; and
- Acquisition of necessary training and technical assistance to administer the project and achieve project goal(s).

Category II—Design and/or Implementation Grants

The purposes of Design and/or Implementation Grants are so Tribes or communities may design and/or implement a language program to achieve their long-range goal(s) and to accommodate the Tribe or community in reaching their long-term language goal(s). The types of projects ANA may fund under Category II include, but are not limited to:

- Establishment and support of a community Native American language project to bring older and younger Native Americans together to facilities and encourage the teaching of Native American language skills from one generation to another;
- Establishment of a project to train Native American to teach Native American language to others or to enable them to serve as interpreters or translators of such languages;
- Development, printing, and dissemination of materials to be used for the teaching and enhancement of Native American languages;
- Establishment or support of a project to train Native Americans to produce or participate in television or radio programs to be broadcast in Native American language;
- Compilation, transcription and analysis of oral testimony to record and preserve Native American languages; and
- To purchase specialized equipment (including audio and video recording equipment, computers, and software) necessary to achieve the project objectives. The applicant must fully justify the need for this equipment and explain how it will be used to achieve the project objectives.

Applicants under Category II must be able to document that: language information has been collected and analyzed, that it is current (compiled within 36 months prior to the grant application); and, the community has established long-range language goals.

E. Eligible Applicants

Applications from the Republic of Palau are no longer eligible for assistance under ANA programs. Palau ceased to be a Trust Territory of the United States by virtue of the compact of Free Association Act.

The following organizations are eligible to apply under this competitive area:

- Federally recognized Indian Tribes;]
- Consortia of Indian Tribes;
- Incorporated non-federally recognized Tribes;
- Incorporated nonprofit multi-purpose community-based Indian organizations;
- Urban Indian Centers;
- National or regional incorporated nonprofit Native American organizations with Native American community-specific objectives;
- Alaska Native villages as defined in the Alaska Native Claims Settlement Act (ANCSA) and/or nonprofit village consortia;
- Incorporated nonprofit Alaska Native multi-purpose community-based organizations;

- Nonprofit Alaska Native Regional Corporations/Associations in Alaska with village specific projects;
- Nonprofit Native organizations in Alaska with village specific projects;
- Public and nonprofit private agencies serving Native Hawaiians (The populations served may be located on these islands or on the continental United States);
- Public and nonprofit private agencies serving native peoples from Guam, American Samoa, or the Commonwealth of the Northern Mariana Islands. The populations served may be located on these islands or in the United States;
- Tribally controlled community colleges, tribally controlled post-secondary vocational institutions;
- Native controlled colleges and universities located in Hawaii, Guam, American Samoa, or the Commonwealth of the Northern Mariana Islands, which serve Native American Pacific Islanders; and
- Non-profit Alaska Native community entities or tribal governing bodies (Indian Reorganization Act or traditional Councils) as recognized by the Bureau of Indian Affairs.
- Participating Organizations: If a tribal organization, or other eligible applicant, decides that the objective of its proposed Native American language project would be accomplished more effectively through a partnership arrangement with a tribal school, college, or university, the applicant shall identify such school, college or university as a participating organization in its' application. Under a partnership agreement, the applicant will be responsible for the fiscal, administrative and programmatic management of the grant.

F. Grantee Share of the Project

Grantees must provide at least a 20 percent matching share of the total approved cost of the project. The total approved cost of the project is the sum of the Federal share and the non-Federal share. For example, a project requesting \$100,000 in Federal funds must provide a non-federal share match of at least \$25,000 (20% total approved project cost or 25% of federal request).

The non-Federal share may be met by cash or in-kind contributions. Grantees will be held accountable for commitments of non-Federal resources even if over the amount of the required match. Failure to provide the amount will result in disallowance of Federal match.

As per 45 CFR 74.2, in-kind contributions are defined as "the value of non-cash contributions provided by

non-Federal third parties. Third party in-kind contributions may be in the form of real property, equipment, supplies and other expendable property, and the value of goods and services directly benefiting and specifically identifiable to the project or program".

In addition, an applicant may include other Federal funding sources where legislation authorizes using specific types of funds for match, examples follow:

- Indian Child Welfare funds, through the Department of Interior;
- Indian Self-Determination and Education Assistance funds, through the Department of Interior and the Department of Health and Human Services; and
- Community Development Block Grant funds, through the Department of Housing and Urban Development.

A request for a waiver of the non-Federal share requirement may be submitted in accordance with 45 CFR 1336.50(b)(3) of the Native American Program Regulations.

Applications originating from American Samoa, Guam or the Commonwealth of the Northern Mariana Islands are covered under section 501(d) of Public Law 95-134, as amended (48 U.S.C. 1469a) under which HHS waives any requirement for matching funds under \$200,000 (including in-kind contributions). Therefore, for grants under this Native American language program, no match is required for grants to these insular areas.

G. Review Criteria

The proposed project should address the purposes of the Native American Language Acts stated and described in the Section I.B, "Background" of this announcement.

The evaluation criteria below are closely inter-related. Proposed projects will be reviewed on a competitive basis using the following separate sets of evaluation criteria; one set for Planning grant applications, the other set for Design and/or Implementation grant applications. Points are awarded only for applications that respond to these criteria.

Category I: Planning Grants

(1) Current Status of Native American Language(s) (15 points)

The application fully describes the current status of Native American language(s) in the community. Since obtaining this data may be part of the planning grant application being reviewed, applicants can meet this requirement by explaining their current language status and providing a detailed

description of any circumstances or barriers which have prevented the collection of community language data. If documentation exists, describe it in terms of current language status.

(2) Goals and Available Resources (25 points)

(a) The application describes the proposed project's long-range goals and strategies, including:

- How the specific long-range community goal(s) relate to the proposed project.
- How the goal(s) fit within the context of the current language status.
- The application explains how the community and the tribal government (where one exists) intend to achieve these goals.
- Applicants must indicate in their application how they intend to involve elders and other community members in the development of language goals and strategies, and in evaluation of project outcomes.
- Demonstrate community and Tribal government support for the project. The type of community served will determine the type of documentation necessary. Ways to demonstrate support include:
 - A resolution from Tribes or tribal organizations stating that community involvement has occurred in project planning;
 - Community surveys and questionnaires, including those developed to determine the level of community support for tribal resolutions; and
 - Minutes of community meetings, tribal presentations and discussion forums.
- Applications from National Indian and Native organizations must clearly demonstrate a need for the project, explain how the project was originated, state who the intended beneficiaries will be, and describe how the recipients will actually benefit from the project. National Indian and native organizations should describe their membership and define how the organization operates.

(b) Available resources (other than ANA and the non-federal share) which will assist and be coordinated with the project are described.

Non-ANA resources should be leveraged to strengthen and broaden the impact of the proposed project in the community. Project designs should explain how those parts of projects which ANA does not fund will be financed through other sources. For example, ANA does not fund construction. Applicants must show the relationship of non-ANA funded

activities to those objectives and activities that are funded with ANA grant funds.

If the applicant proposes to enter into a partnership arrangement with a school, college or university, documentation of this commitment must be included in the application.

(3) Project Approach: Objectives and Activities (30 points)

The application provides a narrative on the overall approach and operation of proposed project throughout entire project period. The application proposes a specific project Objective Work Plan (OWP). The proposed objectives in the Objective Work Plan(s) relate to the goal to ensure the survival and continuing vitality of Native American language(s). More specifically, they will achieve the Tribe's or Native American community's language goals for the proposed project.

The OWP includes project objectives and specific activities for each budget period proposed and demonstrates that each of the objectives and its activities:

- The tribal government's and community's active involvement in the continuing participation of Native American language speakers;
- Measurable or quantifiable results or outcomes;
- How the results or outcomes relate to the community's long-range goals or the establishment of those goals;
- The approach supports a project that will be completed, or self-sustaining, or financed by other than ANA funds at the end of the project period.
- How the project can be accomplished with the available or expected resources during the project period;
- How the main activities will be accomplished;
- Who specifically will conduct the activities under each objective; and
- What the next steps may be after the Planning project is completed.

The project application, including the Objective Work Plan, must clearly identify in measurable terms the expected results, benefits or outcomes of the proposed project, and the positive or continuing impact that the project will have on the community.

The Objective Work Plan proposed should be of sufficient detail to become a monthly staff guide for project responsibilities. Applicants are encouraged to follow the recommended ANA application kit format however, it is not a requirement. The relevant information included in an Objective Work Plan should indicate what is to be

achieved, how, by whom, when with indicators of evaluation.

(4) Organizational Capabilities/Qualifications (20 points)

(a) Organizational Capability

- The management and administrative structure of the applicant is explained.
- Evidence of the applicant's ability to manage a project of the proposed scope is well defined.
- The application clearly demonstrates the successful management of projects of similar scope by the organization and or by the individual designated to manage the project.
- An organizational chart is included that indicates where the proposed project will fit within the current structure.

(b) Organization/Project Staff Qualifications

- Position descriptions and/or resumes of project personnel, including those of consultants, are presented.
- The position descriptions and/or resumes relate specifically to the staff proposed in the Approach section and in the proposed budget of the application.
- Position descriptions very clearly describe the position and its duties, and clearly relate to the personnel staffing pattern required to achieve the project objectives.
- Resumes demonstrate that the proposed staff are qualified to carry out the proposed activities. Resumes clearly identify which project staff position they fill. Resumes must be included if individuals have been identified for positions in the application.
- Either the position descriptions or the resumes contain the qualifications, and/or specialized skills, necessary for overall quality management of the project.

Note: Applicants are encouraged to give preference to Native Americans in hiring staff and contracting services under an approved ANA grant.

(5) Budget (10 points)

A detailed and fully explained budget is provided for the budget period requested which:

- Aligns with budget categories in Section B of the Budget Information of the application (SF424-A)
- Includes a fully explained non-Federal share budget and its source(s).
- Justifies sufficient cost and necessary details to facilitate the determination of allowable cost and the relevance of these costs to the proposed project.

- Requests funds that are appropriate and necessary for the scope of the proposed project.

- Includes sufficient funds for principal representatives from the applicant organization to travel to one post-award grant training and technical assistance conference. This expenditure is mandatory for new grantees and optional for grantees that have had an ANA grant in the past. This travel and training should occur as soon as practical.

- Where implemented, includes an employee fringe benefit budget that provides grant-funded employees with a retirement plan in addition to Social Security.

The applicant is strongly encouraged to provide a retirement plan fringe benefit for grant-funded employees' salaries up to five (5) percent. ANA supports a retirement plan to be a necessary, reasonable and allowable cost in accordance with OMB rules. Minimum standards for an acceptable retirement fringe benefit plan are:

- The plan exists for the benefit of the grant-funded staff; funds are to be used for retirement and certain other pre-retirement needs, not for the organization's needs.

- The plan must have a vesting schedule that does not exceed the initial budget period of the ANA grant.

Other plans may be submitted for review and approval during grant award negotiations. Alternate plans may include the use of Individual Retirement Accounts, Money Purchase Pension Plans, Defined Benefit Pension Plans, Combination Plans, etc.

Category II: Design and/or Implementation Grants

(1) Current Status of Native American language(s) (10 points)

(a) The application fully describes the current status of the Native American language to be addressed; current status is defined as data compiled within the previous 48 months. The description of the current status minimally includes the following information:

- Number of speakers.
- Age of speakers.
- Gender of speakers.
- Level(s) of fluency.
- Number of first language speakers (Native language as the first language acquired).
- Number of second language speakers (Native language as the second language required).
- Where Native language is used (e.g., home, court system, religious ceremonies; church, media, school, governance and cultural activities).

- Source of data (formal and/or informal).

- Rate of language loss or gain.

(b) The application fully describes existing community language or language training programs and projects, if any, in support of the Native American language to be addressed by the proposed project. The description should answer the following:

(1) Has applicant had a community language or language training program within the last 48 months? Within the last 10 years? If so, fully describe the program(s), and include the following:

- Program goals.
- Number of program participants.
- Number of speakers.
- Age range of participants (e.g., 0–5, 6–10, 11–18, etc.).
- Number of language teachers.
- Criteria used to acknowledge competency of language teachers.
- Resources available to the applicant (e.g., valid grammars, dictionaries, and orthographies or describe other suitable resources).

- Program achievements.

(2) If applicant has never had a language program, a detailed explanation of what barriers or circumstances prevented the establishment of a community language program should be included.

(2) Goals and Available Resources (20 points)

(a) The application describes the proposed project's long-range goals and strategies, including:

- How the specific Native American long-range community goal(s) relate to the proposed project; and
- How the goal(s) fit within the context of the current language status;
- A clearly delineated strategy to assist in assuring the survival and continued vitality of the Native American language addressed in the community.

- The application explains how the community and the tribal government (where one exists) intend to achieve these goals.

- All Tribes and communities, however, must indicate in their application how they intend to involve elders and other community members in development of language goals and strategies, and in evaluation of project outcomes. The type of community served will determine the type of documentation necessary to demonstrate participation.

- A resolution from Tribes or tribal organizations stating that community involvement has occurred in project planning. Ways to demonstrate community and tribal government support for the project include:

Community surveys and questionnaires, including those developed to determine the level of community support for tribal resolution; and minutes of community meetings, tribal presentations and discussion forums.

- Applications from National Indian and Native organizations must clearly demonstrate a need for the project, explain how the project was originated, state who the intended beneficiaries will be, and describe how the recipients will actually benefit from the project. National Indian and Native organizations should describe their membership and define how the organization operates.

(b) Available Resources (other than ANA and the non-federal share) Available resources that will assist and be coordinated with the project are described. Non-ANA resources should be leveraged to strengthen and broaden the impact of the proposed project in the community. Project designs should explain how those parts of projects which ANA does not fund will be financed through other sources. For example, ANA does not fund construction. Applicants must show the relationship of non-ANA funded activities to those objectives and activities that are funded with ANA grant funds.

If the applicant proposes to enter into a partnership arrangement with a school, college or university, documentation of this commitment must be included in the application.

(3) Project Approach: Objectives and Activities (30 points)

The proposed objectives in the Objective Work Plan(s) related to the goal to ensure the survival and continuing vitality of Native American language(s). More specifically, together they will achieve the Tribe's or Native American community's language goals for the proposed project. If the project is for more than one year, the application includes Objective Work Plans for each year (budget period) proposed. Each Objective Work Plan clearly describes:

- The tribal government's and community's active involvement in the continuing participation of Native American language speakers;
- Measurable or quantifiable results or outcomes;
- How they relate to the community's long-range goals or the establishment of those goals;
- How the project can be accomplished with the available or expected resources during the project period;

- How the main activities will be accomplished;
- Who specifically will conduct the activities under each objective; and
- The approach supports a project that will be completed, or self-sustaining, or financed by other than ANA funds at the end of the project period.

Applicants proposing multi-year projects under Category II must fully describe each year's project objectives and activities. Separate Objective Work Plans (OWPs) must be presented for each project year and a separate itemized budget of the Federal and non-Federal costs of the project for each budget period must be included.

Multi-year projects under Category II must justify the entire time-frame of the project (i.e., why the project needs funding for more than one year) and clearly describe the results to be achieved for each objective by the end of each budget period of the total project period.

The project application, including the Objective Work Plan(s), must clearly identify in measurable terms the expected results, benefits or outcomes of the proposed project, and the positive or continuing impact that the project will have on the community.

The Objective Work Plan proposed should be of sufficient detail to become a monthly staff guide for project responsibilities. Applicants are encouraged to follow the recommended ANA application kit format however, it is not a requirement. The relevant information included in an Objective Work Plan should indicate what is to be achieved, how, by whom, when and indicators of evaluation.

(4) Organizational Capabilities/Qualifications (15 points)

The management and administrative structure of the applicant is explained.

(a) Organizational Capability

- Evidence of the applicant's ability to manage a project of the proposed scope is well defined.
- The application clearly demonstrates the successful management of projects of similar scope by the organization and or by the individual designated to manage the project.
- An organizational chart indicating where the proposed Language project fits within the current organization is included.

(b) Organization/Project Staff Qualifications

- Position descriptions and/or resumes of project personnel, including those of consultants, are presented.
- The position descriptions and/or resumes relate specifically to the staff proposed in the Approach Section and in the proposed budget of the application.
- Position descriptions very clearly describe the position and its duties and clearly relate to the personnel staffing required to achieve the project objectives.
- Resumes demonstrate that the proposed staff is qualified to carry out the proposed activities. Either the position descriptions or the resumes contain the qualifications, and/or specialized skills, necessary for overall quality management of the project. Resumes must be included if individuals have been identified for positions in the application.

Note: Applicants are encouraged to give preference to Native Americans in hiring staff and contracting services under an approved ANA grant.

(5) Budget (10 points)

Detailed Federal and Non-federal Share budgets and detailed budget justifications are provided for each budget period requested. The budget includes a line item justification for each requested budget category as listed in Section B of the Budget Categories Section on the SF 424A.

A detailed and fully explained budget is provided for each budget period requested which:

- Justifies sufficient cost and provides necessary details to facilitate the determination of allowable costs and the relevance of these costs to the proposed project.
- Requests funds that are appropriate and necessary for the scope of the proposed project.
- Includes sufficient funds for principal representatives from the applicant organization to travel to one post-award grant training the technical assistance conference. This expenditure is mandatory for new grant recipients and optional for grantees that have had ANA grants in the past. This travel and training should occur as soon as practical.
- Where implemented, includes an employee fringe benefit budget that provides grant-funded employees with a retirement plan in addition to Social Security. The applicant is strongly encouraged to provide a retirement plan fringe benefit for grant-funded employees' salaries up to five (5)

percent. ANA supports a retirement plan to be a necessary, reasonable and allowable cost in accordance with OMB rules. Minimum standards for an acceptable retirement fringe benefit plan are:

- The plan exists for the benefit of the grant-funded staff; funds are to be used for retirement and certain other pre-retirement needs, not for the organization's needs.
- The plan must have a vesting schedule that does not exceed the initial budget period of the ANA grant. An alternate plan may be submitted for review and approval during grant award negotiations. Other plans may include the use of Individual Retirement Accounts, Money Purchase Pension Plans, Defined Benefit Pension Plans, Combination Plans, etc.

(6) Evaluation, Sharing and Preservation Plans (15 points)

The application should include the following three (3) plans:

(1) An "Evaluation Plan" with a baseline to measure project outcomes, including, but not limited to, describing effective language growth in the community (e.g., an increase of Native American language use). This plan will be the basis for evaluating the community's progress in achieving its language goals and objectives.

(2) A "Sharing Plan" that identifies how the project's methodology, research data, outcomes or other products can be shared and modified for use by other Tribes or communities. If this is not feasible or culturally appropriate, provide the reasons. The goal is to provide opportunities to ensure the survival and the continuing vitality of Native languages.

(3) A "Preservation Plan" to preserve project products describes how the products of the project will be preserved through archival or other culturally appropriate methods, for the benefit of future generations.

H. Application Due Date

The closing date for submission of applications under this program announcement is March 28, 2003.

Part II: General Guidance to Applicants

The following is provided to assist applicants in the development of a competitive application.

A. Definitions

- *Language Preservation*: is the maintenance of a language so that it will not decline into non-use.
- *Language vitality*: is the active use of a language in a wide range of domains of human life.

- *Language Replication*: is the application of a language program model developed in one community to other linguistically similar communities.

- *Language Survival*: is the maintenance and continuation of language from one generation to another in a wide range of aspects of community life.

- *Multi-purpose Community-based Native American Organization*: is an association and/or corporation whose charter specifies that the community designates the Board of Directors and/or Officers of the organization through an elective procedure and that the organization functions in several different areas of concern to the members of the local Native American community. These areas are specified in the by-laws and/or policies adopted by the organization. They may include, but need not be limited to, economic, artistic, cultural, and recreational activities, and the delivery of human services such as health care, day care, counseling, education, and training.

- *Multi-year Project*: is a project on a single theme that requires more than 12 months to complete and affords the applicant an opportunity to develop and address more complex and in-depth strategies than can be completed in one year. A multi-year project cannot be a series of unrelated objectives with activities presented in chronological order over a two or three year period.

- *Budget Period*: is the interval of time (usually 12 months) into which the project period is divided for budgetary and funding purposes.

- *Core Administration*: is funding for staff salaries for those functions that support the organization as a whole, or for purposes unrelated to the actual management or implementation of work conducted under an ANA approved project. However, functions and activities that are clearly project related are eligible for grant funding. For example, the management and administrative functions necessary to carry out an ANA approved project are not considered "core administration" and are, therefore, eligible costs. Additionally, ANA will fund the salaries of approved staff for time actually and reasonably spent to implement a funded ANA project.

- *Real Property*: means land, including land improvements, structures and appurtenances thereto, excluding movable machinery and equipment.

- *Construction*: is the term that specifies a project supported through a discretionary grant or cooperative agreement, to support the initial building of a facility.

B. Activities That Cannot Be Funded

The Administration for Native Americans does not fund:

- Projects that operate indefinitely or require ANA funding on a recurring basis.

- Projects in which a grantee would provide training and/or technical assistance (T/TA to other Tribes or Native American organizations which are otherwise eligible to apply to ANA ("third party T/TA"). However, the purchase of T/TA by a grantee for its own use or for its members' use (as in the case of a consortium), where T/TA is necessary to carry out project objectives is acceptable.

- The support of on-going social service delivery programs or the expansion, or continuation, of existing social service delivery programs.

- ANA will not fund the purchase of real property.

- ANA will not fund construction.

- ANA will not fund objectives or activities for the support of core administration of an organization.

- Costs of fundraising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions are unallowable under a grant award. However, even though these costs are unallowable for purposes of computing charges to Federal awards, they must be treated as direct costs for purposes of determining indirect cost rates. They must also be allocated their share of the organization's indirect costs if they represent activities which: (1) include the salaries of personnel; (2) occupy space; and (3) benefit from the organization's indirect costs.

- Projects or activities that generally will not meet the purposes of this announcement are discussed further in Section G, "General Guidance to Applicants", below.

C. Multi-Year Projects

Only Category II, "Design and/or Implementation", projects may be developed as multi-year projects, i.e., for up to three years. The information in this section is not applicable to Category I, Planning projects.

A multi-year project is a project on a single theme that requires more than 12 to 17 months to complete. It affords the applicant an opportunity to develop and address more complex and in-depth strategies. A multi-year project cannot be a series of unrelated objectives with activities presented in chronological order over a two or three year period. Initial awards, on a competitive basis, will be for a one-year budget period (up to 17 months), although project periods may be for three years.

Awards, on a competitive basis, will be for a one-year budget period, although project periods may be for three years. Applications for continuation grants funded under these awards beyond the one-year budget period, but within a two-to-three year project period, will be funded in subsequent years on a non-competitive basis. Continuation grants are subject to the availability of funds, satisfactory progress of the grantee and determination that continued funding would be in the best interest of the Government. Therefore, this program announcement does not apply to current ANA grantees with multi-year projects that apply for continuation funding for their second or third year budget periods.

D. Intergovernmental Review of Federal Programs

Executive Order 12372 or 45 CFR part 100 does not cover this program.

E. The Application Process

1. Application Submission

(a) By Mail

One signed original, and two copies, of the grant application, including all attachments, must be mailed on or before the closing date to: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, 370 L'Enfant Promenade SW., Mail Stop: Aerospace Center 8th Floor West, Washington, DC 20447-0002, Attention: Lois B. Hodge, ANA No. 93587-2003.

(b) By Courier or Hand Delivery

Applications hand-carried by applicants, applicant couriers, or by overnight express mail couriers shall be considered as meeting an announced deadline if they are received on or before the deadline date, between the hours of 8 a.m. and 4 p.m. at: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, ACF Mail Room, Second Floor Loading Dock, Aerospace Center, 901 D Street, SW., Washington, DC 20024, Attention: Lois B. Hodge, ANA No. 93587-2003.

2. Application Consideration

The ANA Commissioner determine the final action to be taken on each grant application received under this program announcement. The Commissioner's funding decision is based on the review panel's analysis of the application,

recommendation and comments of ANA staff, State and Federal agencies having contract and grant performance related information, and other interested parties. The Commissioner makes grant awards consistent with the purpose of the Act, all relevant statutory and requires this program announcement, and the availability of funds.

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 determination by ACF. An incomplete application is one that is:

- Missing Standard Form (SF) 424.
- Does not have an authorized signature on the SF 424. The application's Standard Form 424 must be signed by an individual authorized (1) to act for the applicant Tribe or organization, and (2) to assume the applicant's obligations under the terms and conditions of the grant award, including Native American Program statutory and regulatory requirements.
- Does not include proof of non-profit status, if applicable.

Complete applications that conform to all the requirements of this program announcement are subjected to a competitive review and evaluation process. Independent review panels consisting of reviewers familiar with American Indian Tribes and Native American communities and organizations, and Native American languages evaluate each application using the published criteria in this announcement. As a result of the review, a normalized numerical score will be assigned to each application.

Each Tribe, Native American organization, or other eligible applicant may compete for one grant award under this program announcement.

The Administration for Native Americans will accept only one application for this program announcement from any one applicant. If an eligible applicant sends in two applications for this program announcement, the one with the earlier postmark will be accepted for review unless the applicant withdraw the earlier application.

Successful applicants are notified through an official Financial Assistance Award (FAA) document. The FAA will state the amount of Federal funds awarded, the purpose of the grant, the terms and conditions of the grant award, the effective date of the award, the project period, the budget period, and the amount of the non-ACF matching share requirement.

F. The Review Process

1. Initial Application Review

Applications submitted by the closing date and verified by the postmark will undergo a pre-review of determine that:

- The applicant is eligible in accordance with the Eligible Applicants Section of this announcement; and,
- The application is signed by an authorized representative; and
- Submitted by the deadline; and
- The application narrative, forms and materials submitted are adequate to allow the review panel to undertake an in depth evaluation and the project described is an allowable type. (All required materials and forms are listed in the Grant Application Checklist in the Application Kit).

Application subjected to the pre-review described above which fail to satisfy one or more of the listed requirements will be considered ineligible and excluded from competitive evaluation.

2. Competitive Review of Accepted Applications

Applications which pass the pre-review will be evaluated and rated by an independent review panel on the basis of the specific evaluation criteria listed in Section G: Review Criteria. The criteria are used to evaluate the quality of a proposed project, and to determine the likelihood of its success. Projects will not be ranked based on general financial need.

ANA staff cannot respond to requests for information regarding funding decisions prior to the official notification to the applicants.

After the Commissioner has made decisions on all applicants funded with fiscal year 2003 funds, unsuccessful applicants are notified in writing within 30 days. The notification will be accompanied by a panel review summary including recommendations for improving the application.

3. Appeal of Ineligibility

Applicants, who are initially excluded from competitive evaluation because of ineligibility, may appeal the ANA decision of their ineligibility. Likewise, applicants may also appeal an ANA decision that their proposed activities are ineligible for funding consideration. The appeals process is stated in the final rule published in the **Federal Register** on August 19, 1996 (61 FR 42817).

G. General Guidance to Applicants

Application Kit: (OMB approved, control number 0980-0204, expires April 30, 2003). The application kit

contains the necessary forms and instructions to apply for a grant under this program announcement.

Application kits may be obtained from ANA Training and Technical Assistance (t/TA) providers.

Training and Technical Assistance: ANA employs contractors to provide short-term training and technical assistance to eligible applicants. T/TA is available under these contracts for a wide range of needs however, the contractors are not authorized to write applications. The T/TA is provided at no cost to the eligible entity. To obtain an application kit and/or, training and technical assistance, applicants are encouraged to contact the T/TA provider within the appropriate service area. To locate the T/TA provider currently serving the region you are located in you may call the ANA Help Desk at 1-877-922-9262; or visit the ANA web site at: <http://www.acf.hhs.gov/programs/ana/>.

The following information is provided to assist applicants in developing a competitive application.

1. Program Guidance

- The Administration for Native Americans funds projects that demonstrate the strongest prospects for addressing the stated purposes of this program announcement.

- In discussing the goals, strategy, and problems being addressed in the application, include sufficient background and/or history of the community concerning these issues and/or progress to date, as well as the size of the population to be served. This material will assist the reviewers in determining the appropriateness and potential benefits of the proposed project.

- In the discussion of community-based, long-range goals, non-Federally recognized and off-reservation groups are encouraged to include a description of what constitute their specific "community".

- Applications from National Indian and Native American organizations must demonstrate a need for the project, explain how the project was originated, state who the intended beneficiaries will be, and describe how the recipients will actually benefit from the project.

- Applicants must document the community's support for the proposed project and explain the role of the community in the planning process and implementation of the proposed project. For Tribes, a current signed resolution from the governing body of the Tribe supporting the project proposal stating that there has been community involvement in the planning of this

project will suffice as evidence of community support/involvement. For all other eligible applicants, the type of community you serve will determine the type of documentation necessary. For example, a tribal organization may submit resolutions supporting the project proposal from each of its members Tribes, as well as a resolution from the applicant organization. Other examples of documentation include: community surveys; minutes of community meetings; questionnaires; tribal presentations; and/or discussion/position papers.

- Supporting documentation, including letters of support, if available, or other settlements from concerned interests other than the applicant should be included to demonstrate support for the feasibility of the project.

- In the ANA project narrative, "Resources Available to the Proposed Project", the applicant should describe any specific financial circumstances that may impact on the project. Include such circumstances as any monetary or land settlements made to the applicant and any restrictions on the use of those settlements. When the applicant appears to have other resources to support the proposed project and chooses not to use them, the applicant should explain why it is seeking ANA funds and not using these resources for the project.

2. Technical Guidance

- Applications that were not funded under a previous closing date may be resubmitted. However, for resubmission applicants should make a reference to the changes or reasons for not making changes in their current ANA application which are based on the ANA panel review comments.

- Applicants are encouraged to have someone other than the author apply the evaluation criteria in the program announcement and score the application prior to its submission, in order to gain a better sense of the application's quality and potential competitiveness in the ANA review process.

- For purposes of developing an application, applicants should plan for a project start date approximately 120 days after the closing date under which the application is submitted.

- The Administration for Native Americans will not fund essentially identical projects serving the same constituency. If a project could be supported by other Federal funding sources, the applicant should fully explain its reasons for not pursuing other Federal funds for the project.

- For purposes of this announcement, ANA is using the Bureau of Indian

Affairs' list of federally recognized Indian Tribes which includes nonprofit Alaska Native community entities or tribal governing bodies (IRA or traditional Councils). Other federally recognized Indian Tribes, which are not included on this list (e.g., those Tribes that have been recently recognized or restored by the United States Congress), are also eligible to apply for ANA funds.

- The Administration for Native Americans will critically evaluate applications in which the acquisition of equipment is a major component of the Federal share of the budget. Equipment is tangible, non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. During negotiation, ANA may delete such expenditures from the budget of an otherwise approved application, if not fully justified by the applicant and deemed not appropriate to the needs of the project.

- Applicants are encouraged to request a legibly dated receipt from a commercial carrier or U.S. Postal Service as proof of timely mailing.

3. Grant Administrative Guidance

- The application's Standard Form(SF) 424 must be signed by the applicant's representative authorized to act with full authority on behalf of the applicant.

- The Administration for Native Americans recommended that the pages of the application be numbered sequentially and that a table of contents and tabbing of the sections is provided.

- The Cover Page (included in the Kit) should be the first page of an application, followed by the one-page abstract.

- The applicant should specify the entire project period length on the first page of the SF 424, Block 13, not the length of the first budget period. Should the application propose one length of project period and the SF 424 specify a conflicting length of project period, ANA will consider the project period specified on the SF 424 as the official request.

- Line 15a on the SF 424 must specify the Federal funds requested for the first Budget Period, not the entire project period.

- Applicants may propose up to a 17-month project and budget period under Category I and up to a 36-month project period under Category II.

4. Projects or Activities That Generally Will Not Meet the Purposes of This Announcement

- Core administration functions, or other activities, which essentially

support only the applicant's ongoing administrative functions.

- Project goals which are not responsive to this program announcement.

- Proposals from consortia of Tribes that are not specific with regard to support from, and roles of, member Tribes. ANA expects an application from a consortium to have goals and objectives that will create positive impacts and outcomes in the communities of its members.

- Proposals from consortia of Tribes should have individual objectives that are related to the larger goal of the proposed project. Project objectives may be tailored to each consortia member, but within the context of a common goal for the consortia. In situations where both tribal consortia and a Tribe who belongs to the consortia receives ANA funding, ANA expects that consortia groups will not seek funding that duplicates activities being conducted by their member Tribes.

- Projects that will not be completed, or self-sustaining, or supported by other than ANA funds, at the end of the project period. All projects funded by ANA must be completed, or self-sustaining or supported with other than ANA funds at the end of the project period. "Completed" means that the project ANA funded is finished, and the desired result(s) have been attained.

"Self-sustaining" means that a project will continue without outside resources or project generated revenue.

"Supported by other than ANA funds" means that the project will continue beyond the ANA project period, but will be supported by funds other than ANA's.

- Renovation or alteration unless it is essential for the project. Renovation or alteration costs may not exceed the lesser of \$150,000 or 25 percent of the total direct costs approved for the entire budget period.

- Projects originated and designed by consultants who provide a major role for themselves in the proposed project and are not members of the applicant organization, Tribe or village.

H. Paperwork Reduction Act of 1995 (Pub. L. 10413)

The Program Narrative information collection with this Program Announcement is approved under 0980-0204, Expiration Date 04/30/2003. Public reporting burden for this collection of information is estimated to average 29.5 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. 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.

I. Receipt of Applications

Applications must either be hand delivered or mailed to the address in Section E, The Application Process. The Administration for Native Americans cannot accommodate transmission of applications by fax or through other electronic media. Therefore, applications transmitted to ANA electronically will not be accepted regardless of date or time of submission and time of receipt. Videotapes and cassette tapes may not be included as part of a grant application for panel review. Applications and related materials postmarked after the closing date will be classified as late.

1. Deadlines

Mailed applications shall be considered as meeting an announced deadline if they are either received on or before the deadline date or sent on or before the deadline date and received by ACF in time for the independent 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 or the U.S. Postal Service. Private metered postmarks shall not be acceptable as proof of timely mailing.

Applications hand carried by applicants, applicant couriers, or by overnight/express mail couriers shall be considered as meeting an announced deadline if they are received on or before the deadline date or postmarked on or before the deadline date, between the hours of 8 a.m. and 4:30 p.m., Monday through Friday (excluding Federal holidays). Applicants are cautioned that express/overnight mail services do not always deliver as agreed.

No additional material will be accepted, or added to an application, unless it is postmarked by the deadline date.

2. Late Applications

Applications that 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.

3. Extension of Deadlines

The Administration for Children and Families may extend an application deadline for applicants affected by acts of God such as floods and hurricanes, or when there is a widespread disruption of the mails. A determination to extend

or waive deadline requirements rests with the Chief Grants Management Officer.

(Catalog of Federal Domestic Assistance Program Number: 93.587 Promoting the Survival and Continuing Vitality of Native American languages)

Dated: January 2, 2003.

Quannah Crossland Stamps,

Commissioner, Administration for Native Americans.

[FR Doc. 03-817 Filed 1-14-03; 8:45 am]

BILLING CODE 4184-01-M

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

[Docket No. FR-4820-N-01]

Notice of Proposed Information Collection: Comment Request; Title I Property Improvement and Manufactured Home Loan Program

AGENCY: Office of the Assistant Secretary for Housing-Federal Housing Commissioner, HUD.

ACTION: Notice.

SUMMARY: The proposed information collection requirement described below will be submitted to the Office of Management and Budget (OMB) for review, as required by the Paperwork Reduction Act. The Department is soliciting public comments on the subject proposal.

DATES: *Comments Due Date:* March 17, 2003.

ADDRESSES: Interested persons are invited to submit comments regarding this proposal. Comments should refer to the proposal by name and/or OMB Control Number and should be sent to: Wayne Eddins, Reports Management Officer, Department of Housing and Urban Development, 451 7th Street, SW., L'Enfant Plaza Building, Room 8003, Washington, DC 20410 or Wayne_Eddins@hud.gov.

FOR FURTHER INFORMATION CONTACT: Vance Morris, Director, Office of Single Family Program Development, Department of Housing and Urban Development, 451 7th Street, SW., Washington, DC 20410, telephone (202) 708-2121 (this is not a toll free number) for copies of the proposed forms and other available information.

SUPPLEMENTARY INFORMATION: The Department is submitting the proposed information collection to OMB for review, as required by the Paperwork Reduction Act of 1995 (44 U.S.C. chapter 35, as amended).

This Notice is soliciting comments from members of the public and affected

agencies concerning the proposed collection of information to: (1) Evaluate whether the proposed collection is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility; (2) evaluate the accuracy of the agency's estimate of the burden of the proposed collection of information; (3) enhance the quality, utility, and clarity of the information to be collected; and (4) minimize the burden of the collection of information on those who are to respond; including the use of appropriate automated collected techniques or other forms of information technology, *e.g.*, permitting electronic submission of responses.

This notice also lists the following information:

Title of Proposal: Title I Property Improvement & Manufactured Home Loan Program.

OMB Control Number, if applicable: 2502-0328.

Description of the need for the information and proposed use: Title I loans are made by private sector lenders and insured by HUD against loss from defaults. HUD uses this information to evaluate individual lenders on their overall program performance. The information collected is also used to determine claim eligibility.

Agency form numbers, if applicable: HUD-637, 646, 27029, 27030, 55013, 55014, 56001, 56001MH, 56002, 56002MH, 56004, 92802.

Estimation of the total numbers of hours needed to prepare the information collection including number of respondents, frequency of response, and hours of response: The estimated number of hours needed to prepare the information collection is 14,739; the number of respondents is 91,215 generating approximately 91,215 annual responses; the frequency of response is on occasion; and the estimated time needed to prepare the responses varies from one minute to one hour.

Status of the proposed information collection: Extension of a currently approved collection.

Authority: The Paperwork Reduction Act of 1995, 44 U.S.C., chapter 35, as amended.

Dated: December 26, 2002.

Sean G. Cassidy,

General Deputy Assistant Secretary for Housing-Deputy Federal Housing Commissioner.

[FR Doc. 03-787 Filed 1-14-03; 8:45 am]

BILLING CODE 4210-27-M