

1. A legibly dated U.S. Postal Service postmark;
2. A legible mail receipt with the date of mailing stamped by the U.S. Postal Service; or
3. A dated shipping label, invoice, or receipt from a commercial carrier.

If an application is sent through the U.S. Postal Service, neither of the following will be accepted as proof of mailing:

1. A private metered postmark; or
2. A mail receipt that is not dated by the U.S. Postal Service.

Applicants should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, applicants should check with their local post office.

Due to screening procedures at the Department of Commerce, packages arriving via the United States Postal Service's Priority Mail, First Class, and Parcel Post services are irradiated, which can damage the contents, or delay delivery to the TOP Program Office. Thus, applicants are encouraged to consider the impact of these procedures in selecting their chosen method for application delivery.

Applications will not be accepted via facsimile machine transmission or electronic mail.

Applications with postmarked dates after April 23, 2003, will not be considered in the current grant round and will be returned to the applicant.

**ADDRESSES:** Completed applications must be mailed, shipped, or sent overnight express to:

Technology Opportunities Program,  
National Telecommunications and  
Information Administration, U.S.  
Department of Commerce, 1401  
Constitution Avenue, NW., HCHB,  
Room 4096, Washington, DC 20230;  
or hand-delivered to:

Technology Opportunities Program,  
National Telecommunications and  
Information Administration, U.S.  
Department of Commerce, HCHB,  
Room 1874, 1401 Constitution  
Avenue, NW., Washington, DC 20230.

Room 1874 is located at entrance #10  
on 15th Street NW., between  
Pennsylvania and Constitution  
Avenues.

**FOR FURTHER INFORMATION CONTACT:**  
Lamot du Pont by telephone: (202)  
482-2048; fax: (202) 501-8009; or e-  
mail: [top@ntia.doc.gov](mailto:top@ntia.doc.gov).

**SUPPLEMENTARY INFORMATION:**

#### Authority

NTIA issues this notice pursuant to Public Law 108-7, the Consolidated Appropriations Resolution, FY 2003.

#### Catalog of Federal Domestic Assistance (CFDA)

CFDA Number 11.552; Technology Opportunities Program (TOP)

#### Eligibility Criteria

Non-profit entities, public sector organizations as well as state, local and tribal governments are eligible to apply. Eligible applicants include, but are not limited to, faith-based organizations, national organizations and associations, non-profit community-based organizations, non-profit health care providers, schools, libraries, museums, colleges, universities, public safety providers or other providers of social services.

Individual persons are not eligible to apply.

For-profit organizations are not eligible to apply. They are encouraged, however, to participate as project partners as described in the "Matching Funds Requirements" and "Review Criteria" sections of this Notice.

Applications submitted by those who are or designate themselves as "individuals" or "for-profit organizations" on the Standard Form 424 (SF-424), Application for Federal Assistance, will not be considered in the current grant round and will be returned to the applicant.

#### Funding Availability

Approximately \$12.4 million is available for Federal assistance under a grant. Based on past experience, NTIA expects this year's grant round to be very competitive. In Fiscal Year 2002, NTIA received 741 applications collectively requesting more than \$330 million in federal funds. From these applications, the Department of Commerce announced 25 awards totaling \$12.4 million in federal funds.

#### Award Amount

An applicant may request up to a total of \$700,000 in funds from NTIA. TOP expects the federal amounts awarded to range from \$350,000 to \$700,000, with an average of approximately \$500,000. The amount awarded covers the duration of the project.

#### Matching Funds Requirements

Grant recipients under this program will be required to provide matching funds toward the total project cost. Applicants must document their capacity to provide matching funds. Matching funds may be in the form of cash or in-kind contributions.

NTIA will provide up to 50 percent of the total project cost, unless the applicant can document extraordinary circumstances warranting a grant of up

to 75 percent. Grant funds under this program are usually released in direct proportion to local matching funds utilized and documented as having been expended.

Generally, federal funds may not be used as matching funds, except as provided by federal statute. If you plan to use funds from a federal agency as matching funds, you should contact the federal agency that administers the funds in question and obtain documentation from that agency's Office of General Counsel to support the use of federal funds for matching purposes.

#### Completeness of Application

TOP will initially review all applications to determine whether all required elements are present and clearly identifiable. In order to be accepted for review, each application must contain, at a minimum, the following required elements: (1) A Standard Form 424 (SF-424), Application for Federal Assistance, with an original signature, (2) a project narrative, and (3) a budget narrative.

Applications that are missing any of the three required elements with the appropriate signatures will not be considered in the current grant round and will be returned to the applicants.

Standard forms and materials needed to complete an application can be obtained electronically via TOP's Web site at <http://www.ntia.doc.gov/top> or by contacting the TOP office at (202) 482-2048.

More details regarding the required elements and suggestions for preparing a competitive application are described in the Guidelines for Preparing Applications—Fiscal Year 2003. Applicants can obtain a copy of the Guidelines for Preparing Applications—Fiscal Year 2003, via TOP's Web site at <http://www.ntia.doc.gov/top> or by contacting the TOP office at (202) 482-2048.

#### Program Description

As a national program, TOP emphasizes innovation, learning, and diffusion of new ideas and practical knowledge. Through TOP, NTIA provides organizations with opportunities to explore the possibilities that new telecommunications and information technology offer to improve the provision of educational, cultural, health care, public information, public safety, or other social services.

TOP projects demonstrate innovative applications of new telecommunications and information technology to address pressing needs in the public and non-profit sectors. Therefore, TOP expects applicants to present a clear vision and