

overnight mail services do not always deliver as agreed).

Applications transmitted by fax or through other electronic means will not be accepted regardless of date or time of submission or receipt.

3. Late applications. Applications that do not meet the criteria above are considered late applications. *To be determined* shall notify each late applicant that its application will not be considered in the current competition.

4. Extension of deadlines. NICHD may extend an application deadline when circumstances such as acts of God (floods, hurricanes, etc.) occur, or when there are widespread disruptions of the mail service, or in other rare cases. Determinations to extend or waive deadline requirements rest with *grants officer to be determined*, the ASPE Grants Management Officer.

C. Disposition of Applications

1. Approval, disapproval, or deferral.

On the basis of the review of the application, the Assistant Secretary will either (a) approve the application as a whole or in part; (b) disapprove the application; or (c) defer action on the application for such reasons as lack of funds or a need for further review.

2. Notification of disposition. The Assistant Secretary for Planning and Evaluation will notify the applicants of the disposition of their applications. If approved, a signed notification of the award will be sent to the business office named in the ASPE checklist.

3. *The Assistant Secretary's Discretion.* Nothing in this announcement should be construed as to obligate the Assistant Secretary for Planning and Evaluation to make any awards whatsoever. Awards and the distribution of awards among the priority areas are contingent on the needs of the Department at any point in time and the quality of the applications that are received.

D. Components of a Complete Application

A complete application consists of the following items in this order:

1. Application for Federal Assistance (Standard Form 424);
2. Budget Information—Non-construction Programs (Standard Form 424A);
3. Assurances—Non-construction Programs (Standard Form 424B);
4. Table of Contents;
5. Budget Justification for Section B Budget Categories;
6. Proof of Non-profit Status, if appropriate;
7. Copy of the applicant's Approved Indirect Cost Rate Agreement, if necessary;

8. Project Narrative Statement, organized in six sections, addressing the following topics (b) through (e) are limited to twenty (20) single-spaced pages:

- (a) Abstract (must include assurance of willingness to participate in a process evaluation),
- (b) Goals, Objectives and Usefulness of the Project,
- (c) Methodology and Design,
- (d) Background of the Personnel and Organizational Capabilities,
- (e) Work plan (timetable), and
- (f) Budget narrative.

9. Certification Regarding Drug-Free Workplace;

10. Certification Regarding Debarment, Suspension, or other Responsibility Matters;

11. Certification and, if necessary, Disclosure Regarding Lobbying;

12. Supplement to Section II—Key Personnel;

13. Application for Federal Assistance Checklist.

Standard forms are available from GRANTS OFFICER TO BE DETERMINED or may be obtained electronically from the ASPE world wide web site: <http://aspe.hhs.gov/funding.htm>

Part V. Questions and Answers

1. Who May Submit an Application Under This Announcement?

State agencies that received ASPE State Innovation Planning grants in FY 2002 are eligible to apply.

The following planning grantees are eligible to apply for an FY 2003 ASPE State Innovation Demonstration grant: (1) Alaska Department of Health and Social Services—"Planning for Comprehensive Early Childhood Mental Health in Alaska"; (2) Arizona Department of Health Services—"Arizona Diabetic Patient Self-Management Project"; (3) Arkansas Department of Human Services—"Improving Transitions from the Institutions into the Community"; (4) Delaware Health and Social Services—"Self-Directed Supports for Community Living"; (5) District of Columbia Department of Health—"DC Youth Violence Prevention Initiative"; (6) Iowa Department of Human Services—"Healthy Marriage/Responsible Fatherhood"; (7) Kansas Department of Social and Rehabilitation Services—"Child Welfare Wrap Around Service Delivery"; (8) Maryland Department of Aging—"Changing Interagency Service Delivery Systems to Help Older Public Housing Residents"; (9) New Hampshire State Department of Health and Human Services—"Granite State Data Archive";

and (10) South Carolina Department of Social Services—"Keep Them Home: An Adult Protective Service Program".

2. How Much Money Is Available for Grants Under This Announcement?

The total that is available under this announcement is approximately \$1 million. ASPE anticipates that individual awards will be between \$300,000–\$500,000 per year.

3. How Many Awards Will Be Made or How Many Applications Will Be Approved?

ASPE anticipates awarding 2–3 grants.

4. Are There Page Limits or Other Page Guidelines for the Narrative Section of the Application

Yes, there are page limits for the applications. Applicants are requested to be concise. The announcement indicates that applications are not expected to be lengthy (see Part III, Section C). Applications must be no longer than 20 pages. Applications must be typed in 12 point font size, with single line spacing, and 1 inch top, bottom, right, and left margins. Applications that exceed the page limits and other guidelines will not be considered.

5. Where Should Applications To Be Sent?

An original and two copies of the complete application should be sent to: *To be determined.*

6. What Is the Application Submission Deadline?

Applications must be received or postmarked by August 18, 2003.

7. What Is the Deadline for Applications Sent via Overnight Courier Services?

Applications that are hand-carried will be considered as meeting the deadline if they are *received on or before the deadline date between the hours of 8 a.m. and 4:30 p.m. EST* at NICHD, Grants Management Branch, U.S. Department of Health and Human Services, 6100 Executive Boulevard, Room 8A01 Bethesda, Maryland 20892–7510 (Regular Mail) or Rockville, Maryland 20852 (Express Mail), Phone: (301) 435–6997, Fax: (301) 402–0915. The address must include the designation: "Attention: *Grants Officer To Be Determined.*" (Applicants are cautioned that express/overnight mail services do not always deliver as agreed.)