

organization can accomplish this by providing a copy of its entry 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 articles of incorporation bearing the seal of the State in which the corporation or association is domiciled, or any of the items above for a State or national parent organization with a statement signed by the parent organization that the applicant organization is a local non-profit affiliate. Private, non-profit organizations are encouraged to submit with their applications the optional survey located under "Grant Manuals & Forms" at <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

#### G. Application Process

This announcement includes all of the information needed to apply for funding in each of the priority areas. Detailed instructions for preparing and submitting applications are contained in the appendices.

Applicants are cautioned to follow the prescribed content and format in preparing their application packages. Each priority area describes the purpose, goals, technical requirements, and evaluation criteria against which proposals will be reviewed. The Standard Federal Forms that must be included in applications can be downloaded from the Internet at <http://www.acf.hhs.gov/programs/ofs/>.

Applicants are also cautioned to pay special attention to the preparation of their Project Narrative Statement. This section of the proposal describes the applicant's technical approach, management plan, and detailed budget. It thus contains most of the information on which applications will be competitively reviewed. The Project Narrative Statement will be evaluated according to evaluation criteria outlined in each priority area and the Uniform Project Description contained in Appendix 2.

#### H. Proposal Review, Selection, and Award

1. Each application will be screened to determine whether the applicant organization is eligible as specified in each of the priority areas. Applications from ineligible organizations will be excluded from the review.

2. The review will be conducted in Washington, DC. Expert reviewers will include researchers, Federal or State staff, child care administrators, and other individuals experienced in child care research and evaluation. A panel of at least three reviewers will evaluate

each application to determine the strengths and weaknesses of the proposal in terms of the Bureau's research goals and expectations, requirements for the Project Narrative Statement, and evaluation criteria for the priority area under consideration.

3. Given the involvement of non-Federal reviewers, applicants have the option of omitting from the application copies (but not the original), specific salary rates or amounts for individuals specified in the application budget and Social Security Numbers, if otherwise required for individuals. If the applicant omits individual salary information on application copies, the copies must include summary salary information.

4. Panelists will provide written comments and assign numerical scores for each application. The indicated point value for each criterion is the maximum numerical score for that criterion. The assigned scores for each criterion will be summed to yield a total evaluation score for the proposal.

5. In addition to the panel review, the Child Care Bureau may solicit comments from other Federal offices and agencies, States, non-governmental organizations, and individuals whose particular expertise is identified as necessary for the consideration of technical issues arising during the review. The Bureau will consider their comments, along with those of the panelists, when making funding decisions. The Bureau will also take into account the best combination of proposed projects to meet overall research goals.

6. The Commissioner, Administration on Children, Youth and Families (ACYF) will make the final selection of the applicants to be funded. Applications may be funded in whole or in part depending on: (1) The rank order of applicants resulting from the competitive review; (2) staff review and consultations; (3) the combination of projects that best meets the Bureau's research objectives; (4) the funds available; and (5) other relevant considerations.

7. Selected applicants will be notified through the issuance of a Financial Assistance Award. That document establishes the funding level, terms and conditions of the award, reporting requirements, effective date of the award, budget period for which support is given, and the total project period for which support is provided.

8. Grants to successful applications will be awarded by September 30, 2003. Applications for continuation grants funded under this award will be entertained in subsequent years on a non-competitive basis subject to the

availability of funds, satisfactory progress of the grantee, and a determination that continued funding would be in the interest of the government.

#### I. Type and Frequency of Post-Award Reporting Requirements

All grantees will be required to submit semi-annual progress reports that describe major accomplishments during the previous six months, plans for the next six months, problems or difficulties encountered and plans for their resolution, significant research findings, and dissemination activities. Grantees will also be required to submit semi-annual fiscal reports on the Standard Federal Form 269, long version. A final report documenting the project activities and results will be required at the end of the grant.

### Part II. Child Care Research Collaboration and Archive (Priority Area 1)

#### A. Purpose

The purpose of this priority area is to seek qualified applicants for a cooperative agreement to launch and operate the Child Care Research Collaboration and Archive (CCRCA), a knowledge management and support system for the child care field.

#### B. Eligible Applicants

Eligible applicants include non-profit agencies and organizations, public and private institutions such as colleges and universities, and agencies of State and local government. Faith- and community-based organizations are eligible to apply, as are profit-making organizations that agree to forego their profits.

#### C. Type and Number of Awards

One cooperative agreement will be funded.

#### D. Project Duration and Budget Period

The project period will extend up to five years. The award, on a competitive basis, will be for a one-year budget period. Applications for continuation grant funds will be entertained in subsequent years on a noncompetitive basis, subject to availability of funds, satisfactory progress of the grantee, and a determination that continued funding would be in the best interest of the government.

#### E. Funding Levels and Maximum Federal Share

It is anticipated that up to \$1,500,000 will be available for this Cooperative Agreement in Fiscal Year 2003. Up to \$1,500,000 may be awarded in each