

general, projects are expected to increase community support and services, promote self-determination and productivity, and encourage interaction and collaboration among all sectors of the developmental disabilities service system, including public and private sectors. Applicants are encouraged to tailor their grant applications to fit this year's Priority Area.

Part III. The Review Process

A. Eligible Applicants

Before applications under this Program Announcement are reviewed, each one will be screened to determine whether the applicant is eligible for funding under this year's Priority Area. Applications from organizations that do not meet the eligibility requirements for the Priority Area will not be considered or reviewed in the competition, and the applicant will be so informed.

Under this Program Announcement, the Governor of the applicant's State or Territory must designate the applicant as the lead agency for the State/Territory. Acceptable proof of the Governor's designation is a letter from the Governor's office, with his or her official signature, identifying the lead agency by name. The designation letter must accompany the applicant's proposal package to ADD by the closing date. For purposes of this Program Announcement, each State and Territory may have only one lead applicant designated as the lead agency; however, an application must include State and local partnerships.

Project activities must be conducted in partnership with at least one local elected official, the State Developmental Disabilities Council, the State Protection and Advocacy System, and the University Center(s) on Developmental Disabilities in the State/Territory, as well as others (including, but not limited to, disability-related service providers, advocacy groups, family support groups, family strengthening groups, and faith-based organizations).

Individuals are not eligible to apply under this Program Announcement. All applications must identify and acknowledge the designated lead applicant as the official applicant. Participating agencies and organizations should be included as co-participants, sub-grantees, or subcontractors.

Nonprofit organizations must submit proof of their nonprofit status in the application at the time of submission. Proof of status includes providing a copy of the applicant's listing in the Internal Revenue Service's most recent list of tax-exempt organizations

described in section 501 (c) (3) of the IRS code, a copy of a valid IRS tax exemption certificate, or a copy of the articles of incorporation bearing the seal of the State in which the corporation or association is domiciled. ADD cannot fund a nonprofit applicant without acceptable proof of its nonprofit status.

Faith-based organizations are eligible to apply for PNS grants if they meet the eligibility requirements stated above.

Private, nonprofit organizations are encouraged to submit with their applications the optional survey located under "Grants Manuals & Forms" at <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

B. Review Process and Funding Decisions

Applications under this Program Announcement (Number 93631—) from eligible applicants received by the deadline date will be competitively reviewed and scored. Experts in the field, generally persons from outside the Federal Government, will use the evaluation criteria listed later in this Part of the Program Announcement to review and score the applications. The results of this review are a primary factor in making funding decisions.

ADD reserves the option of discussing applications with, or referring them to, other Federal or non-Federal funding sources when this is determined to be in the best interest of the Federal Government and/or the applicant. ADD may also solicit comments from ACF Regional Office staff, other Federal agencies, interested foundations, national organizations, specialists, experts, States, and the general public. ADD will consider these comments, along with those of the expert reviewers, in making funding decisions.

In making PNS decisions for 2003 grant awards, ADD will consider whether applications focus on or feature the following aspects/activities in their project design to the extent appropriate:

- A substantially innovative strategy with the potential to improve theory or practice in the field of human services;
- A model practice or set of procedures that holds the potential for replication by organizations administering or delivering human services;
- A substantial involvement of volunteers, the private sector (either financial or programmatic), and/or national or community foundations;
- A favorable balance between Federal and non-Federal funds available for the proposed project, which is likely to result in the potential for high benefit for low Federal investment; and

- A programmatic focus on those most in need of services and assistance, such as unserved and underserved populations, including underserved cultural, ethnic, and racial minority populations.

To the greatest extent possible, efforts will be made to ensure that funding decisions reflect an equitable distribution of assistance among the States and geographical regions of the country, and rural and urban areas. In making these decisions, ADD may also take into account the need to avoid unnecessary duplication of effort.

C. Evaluation Process

Using the evaluation criteria (described under the Priority Area in part IV), a panel of at least three reviewers (primarily experts from outside the Federal Government) will evaluate and score the applications. To facilitate this review, applicants should ensure that they address the minimum requirements identified in the Priority Area description under the appropriate section of the Program Narrative Statement.

Reviewers will determine the strengths and weaknesses of each application in terms of the evaluation criteria listed below; provide comments; and assign numerical scores. The point value following each criterion heading under the Priority Area in part VI indicates the maximum numerical weight that each applicant may receive per section in the review process.

D. Grantee Share of Project Costs

Grantees must match \$1 for every \$3 requested in Federal funding; to provide 25% of the total approved cost of the project. The total approved cost of the project is the sum of the ACF share and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. Therefore, a project requesting \$100,000 in Federal funds must include a match of at least \$33,333 (total project cost is \$133,333 of which \$33,333 is 25%). Applicants must provide letter(s) of commitment, verifying the actual amount and source(s) of the non-Federal share of the proposed costs.

An exception to the grantee cost-sharing requirement relates to applications originating from American Samoa, Guam, the Virgin Islands, and the Commonwealth of the Northern Mariana Islands. Applications from these areas are covered under section 501(d) of Public Law 95-134, which requires that the Department waive any