

requirement for local matching funds for grants under \$200,000.

The applicant contribution must be secured from non-Federal sources, except as provided by Federal statute. A cost-sharing or matching requirement may not be met by costs from another Federal grant, unless Federal statute sanctions such. For example, funds from Federal programs that benefit Tribes and Native American organizations have been used to provide valid sources of matching funds. Any Tribe or Native American organization submitting an application to ADD should identify the Federal program(s) that will provide the matching funds in its application. If the applicant is selected to receive PNS funds, then ADD will determine whether there is statutory authority for use of such funds. The Administration for Native Americans and the DHHS Office of General Counsel will assist ADD in making this determination.

#### *E. General Instructions for the Uniform Project Description*

The following ACF Uniform Project Description (UPD) has been approved under OMB Control Number 0970-0139. Applicants are required to submit a full project description and must prepare the project description statement in accordance with the following instructions.

##### 1. Project Summary/Abstract

Provide a summary of the project description (a page or less) with reference to the funding request.

##### 2. Objectives and Need for Assistance

Clearly identify the physical, economic, social, financial, institutional and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonies from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated) some of which may be outside the scope of the Program Announcement.

##### 3. Results or Benefits Expected

Identify the results and benefits to be derived. For example, when applying

for a grant to establish a neighborhood child care center, describe who will occupy the facility, who will use the facility, how the facility will be used, and how the facility will benefit the community which it will serve.

##### 4. Approach

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors, which might accelerate or decelerate the work, and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement. Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of microloans made. Where activity or function cannot quantify accomplishments, list them in chronological order to show the schedule of accomplishments and their target dates.

Identify the kinds of data to be collected, maintained, and/or disseminated. Note that clearance from the U.S. Office of Management and Budget might be needed prior to a "collection of information" that is "conducted or sponsored" by ACF. List organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

##### 5. Organization Profile

Provide information on the applicant organization(s) and cooperating partners such as organizational charts, financial statements, audit reports or statements from CPAs/Licensed Public Accountants, Employer Identification Numbers, names of bond carriers, contact persons and telephone numbers, child care licenses and other documentation of professional accreditation, information on compliance with Federal/State/local government standards, documentation of experience in the program area, and other pertinent information. Any non-profit organization submitting an application must submit proof of its non-profit status in its 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 State in which the corporation or association is domiciled.

#### **Part IV: Fiscal Year 2003 Priority Area for Projects of National**

##### *Significance Description and Requirements*

The following section presents the Priority Area for Fiscal Year 2003 Projects of National Significance (PNS) and solicits the appropriate applications.

##### *Fiscal Year 2003 Priority Area: Family Support 360*

**Eligible Applicants:** Eligible applicants are limited to a lead agency designated by the Governor of the State or Territory. A letter from the Office of the Governor designating the applicant as the lead agency for the State/Territory must accompany the application. The designated lead agency may be a State or local agency, Tribal government, public or private nonprofit organization (including a faith-based organization), or an institution of higher learning.

**Purpose:** Through this competitive grant process, ADD will fund pilot projects to plan multi-agency partnerships to design at least one one-stop center to assist poor and/or geographically unserved or underserved families (including underserved families with racial, ethnic, or cultural minority backgrounds) with a child or adult member with a disability (hereafter referred to as "targeted families") to preserve, strengthen, and maintain the family. Grant funds under this solicitation are for the costs associated with State planning activities, not the provision of direct services.

Families need access to comprehensive systems of family support services that are family-centered and family-directed, and that provide families with the greatest possible decision making authority and control regarding the nature and use of services and support for them and their members with disabilities. Families need to have the opportunity to participate in the design of family support services. Initiatives that involve families, that center around families, and that promote and develop interagency coordination and collaboration among agencies responsible for providing the services will contribute to family preservation and strengthening.

- **Background Information:** In order to preserve, strengthen, and maintain the family, targeted families often need services and supports that cut across