

C. Appropriate Cost Principles: OMB Circular A-87, State and Local Governments, or OMB Circular A-122, Nonprofit Organizations.

*Results of the Review:* Successful applicants are notified through the official Notice of Grant Award (NGA) document. The NGA will state the amount of Federal funds awarded, the purpose of the grant, the terms and conditions of the grant award, the effective date of the award, the project period, and the budget period.

Dated: April 14, 1997.

**Michael H. Trujillo,**

Assistant Surgeon General Director.

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## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### Indian Health Service

[0917-ZA03]

### Indian Women's Health Demonstration Program for American Indians/Alaska Natives

**AGENCY:** Indian Health Service, HHS.

**ACTION:** Notice availability of funds for Competitive Grants for Indian Women's Health Demonstration Program for American Indians/Alaska Natives.

**SUMMARY:** The Indian Health Service (IHS) announces that approximately \$800,000 is available for support of competitive grants for approximately six to ten demonstration projects to Tribal, Urban and non-profit Indian organizations for Indian Women's Health Demonstration Program for American Indians/Alaska Natives established under the authority of Section 301(a) of the Public Health Service Act, as amended. There will be only one funding cycle during fiscal year (FY) 1997 (see Fund Availability and Period of Support). This program is described at 93.933 in the Catalog of Federal Domestic Assistance. Executive Order 12372 requiring intergovernmental review is not applicable to this program. The Public Health Service (PHS) is committed to achieving the health promotion and disease prevention objectives of *Healthy People 2000*. *Healthy People 2000*, the full report, is currently out of print. You may obtain the objectives from the latest *Healthy People 2000 Review*. A copy may be obtained by calling the National Center for Health Statistics, telephone (301) 443-8500.

*Smoke Free Workplace:* The PHS strongly encourages all grant recipients

to provide a smoke-free workplace and promote the non-use of all tobacco products. This is consistent with the PHS mission to protect and advance the physical and mental health of the American people.

*Due Date:* An original and two (2) copies of the completed grant application must be submitted, with all required documentation, to the Grants Management Branch, Division of Acquisition and Grants Management, Twinbrook Metro Plaza-Suite 100, 12300 Twinbrook Parkway, Rockville, MD 20852, by close of business July 7, 1997.

Applications shall be considered as meeting the deadline if they are either: (1) received on or before the deadline with hand carried applications received by close of business 5:00 p.m.; or (2) postmarked on or before the deadline date and received in time to be reviewed along with all other timely applications. A legibly dated receipt from a commercial carrier or the U.S. Postal Service will be accepted as proof of timely mailing. Private metered postmarks will not be accepted as proof of timely mailing. Applications received after the announced closing date will be returned to the applicant and will not be considered for funding.

*Additional Dates:*

A. Applications Review Date: July 28-29, 1997.

B. Applicants Notified of Results (approved, approved unfunded, or disapproved): September 1, 1997.

C. Anticipated Start Date: September 1, 1997.

*Contacts for Assistance:* For program information, contact Ms. F. Louise Kiger, Chief, Principal Nursing Consultant, Office of Public Health, Indian Health Service, 5600 Fishers Lane, Rockville, MD 20857, (301) 443-1840 or Ms. Carolyn Lofgren, Management Analyst/External Program Liaison, Office of Health Programs, Indian Health Service, Headquarters West, 5300 Homestead Road, NE, Albuquerque, NM 87110, (505) 248-4239.

For grant application and business management information, contact Mrs. M. Kay Carpentier, Grants Management Officer, Grants Management Branch, Division of Acquisition and Grants Management, Indian Health Service, Twinbrook Metro Plaza-Suite 100, 12300 Twinbrook Parkway, Rockville, MD 20852, (301) 443-5204. (The telephone numbers are not toll-free numbers.)

**SUPPLEMENTARY INFORMATION:** This announcement provides information on the general program purpose, eligibility

and documentation requirements, programmatic activities, funding availability and period of support, and application procedures.

*General Program Goals:* The goal of this program is to establish and/or improve American Indian/Alaska Native women's health services. Funded programs will be community based and culturally appropriate with measurable outcomes related to the following: (1) increase access to health promotion; (2) promote disease prevention activities; (3) improve existing research data; and (4) foster advocacy in policy appropriate to meet *Healthy People 2000* objectives.

*Eligibility and Documentation*

*Requirements:* Any federally recognized Indian tribe, Indian tribal organization or non-profit organizations—501(c)(3) serving primarily American Indians and Alaska Natives is eligible to apply for a demonstration grant from the IHS under this announcement.

*Documentation of Support:*

1. Tribal Resolutions.

(a) A resolution of the Indian tribe or Indian tribal organization supporting this specific program must accompany the application submission.

(b) Applications which propose services which will benefit more than one Indian tribe must include resolutions from all affected tribes to be served.

(c) Applications by tribal organizations will not require resolution(s) if the current tribal resolution(s) under which they operate would encompass the proposed grant activities. A statement of proof or a copy of the current operational resolution must accompany the application.

(d) If a resolution or a statement is not submitted, the application will be considered incomplete and will be returned without consideration.

2. Non-Profit organizations must submit a copy of the 501(c)(3) Certificate.

3. Letters of Cooperation/Collaboration/Assistance.

(a) Letters included in the application should be specific to this program.

(b) If other related human services programs are to be involved in the program, letters confirming the nature and extent of their cooperation/collaboration/assistance must be submitted.

*Programmatic Activities:* A grant awarded under this announcement shall establish demonstration programs for improving and enhancing the health services for American Indian/Alaska Native women. The program shall expand on existing services or programs or build new capacity through activities that integrate or promote collaboration

among existing services. The four identified focus areas are health promotion, disease prevention, data/research improvement and policy advocacy appropriate to meet *Healthy People 2000* objectives. Specific health priorities within these focus areas are cardiovascular disease, cervical, ovarian and breast cancer, gestational diabetes, maternal health, alcohol and substance abuse, unintentional injuries, violence, smoking, sexually transmitted diseases and mental health.

Program objectives should be measureable using objective criteria and should focus on one or more of the following:

1. Establish or expand health risk reduction programs.
2. Increase access to and acceptance of existing preventative/primary health service.
3. Increase the awareness of and need for research/data improvements relative to American Indian/Alaska Native women's health status.
4. Promote networking and collaborating among existing providers of health services for American Indian/Alaska Native women.

Creative and innovative ideas to enhance service coordination is encouraged.

**Fund Availability and Period of Support:** In FY 1997, it is anticipated that approximately \$800,000 will be available to support six to ten projects at approximately \$80,000 each (amounts include direct and indirect costs). The programs may be funded annually for up to five years in annual budget periods depending upon the defined scope of work. Funding levels beyond the first year will be based upon the availability of appropriations in future years, the continuing need of IHS for the programs, and satisfactory program performance. The anticipated start date will be September 1, 1997.

**The Indian Women's Health Demonstration Grant Application Kit:** An IHS Grant Application Kit, including form PHS 5161-1 (rev. 7/92), may be obtained from the Grants Management Branch, Division of Acquisition and Grants Management, Twinbrook Metro Plaza-Suite 100, 12300 Twinbrook Parkway, Rockville, MD 20852, telephone (301) 443-5204.

**Factors for Consideration in Preparing the Application:**

1. Following the outline provided in the announcement will guide the writing of the application and facilitate the reviewers in locating required information.
2. Projects should demonstrate coordination with other agencies and organizations within an without the

community who serve the targeted population.

3. Indian cultural aspects may be considered in program design.

**Grant Application Requirements:** All applications must be single-spaced, typewritten, and consecutively numbered pages using black type not smaller than 12 characters per one inch, with conventional one inch border margins, on only one side of standard size 8½ × 11 paper that can be photocopied. The application Narrative (not including the Appendix) must not exceed 10 typed pages. An additional page may be used for each additional year of funding requested. Exclusions from the 10 page limit are the Abstract, Tribal Resolution(s), 501(c)(3) Non-Profit Certificates, Letters of Documentation or Support, Standard Forms, Table of Contents, and the Appendix. All applications must include the following in the order presented:

- Tribal Resolution(s), or 501(c)(3) Certificate, and Letters of Documentation or Support.
- Standard Form 424, Application for Federal Assistance.
- Standard Form 424A, Budget Information—Non-Construction Programs (pages 1 and 2).
- Standard Form 424B, Assurance—Non-Construction Programs (front and back).
- Checklist (pages 23–24) Note: Each standard form and the checklist is contained in the PHS Grant Application, Form PHS 5161-1 (OMB #0937-0189; expires 07/31/98).
- A Project Abstract (may not exceed 1 typewritten page) should present a summary view of "who-what-when-where-how-cost" to determine acceptability for review.
- A table of contents to correspond with numbered pages.
- Project Narrative (10 pages):
  1. Introduction and Need for Assistance.
  2. Project Objective(s), Approach, and Results & Benefits.
  3. Project Evaluation.
  4. Organizational Capabilities and Qualifications.
  5. Budget.
- Appendix to include:
  - Resumes of key staff;
  - Position Descriptions for key staff;
  - Organizational Chart;
  - Documentation of current certified financial management systems;
  - Copy of current negotiated indirect cost rate agreement;
  - A map of the area of benefit from the project; and
  - Application Receipt Card, PHS-3038-1, Rev. 5-90.

## A. Narrative

The narrative section of the application must include the following: (1) justification for need for assistance; (2) work plan, program objectives, approach, expected results and evaluation process, (3) adequacy of management controls, and (4) key personnel. The work plan section should be project specific. These instructions for the preparation of the narrative are to be used in lieu of the instructions on page 19–20 of the PHS 5161-1. The narrative section should be written in a manner that is clear to outside reviewers unfamiliar with prior related activities of the applicant. It should be well organized, succinct, and contain all information necessary for reviewers to understand the project fully. The Narrative may not exceed TEN single-spaced pages in length, excluding attachments, budget, and tribal resolutions/non-profit 501(c)(3) certificates/letters of documentation or support. (Pages must be numbered).

### 1. Need for Assistance

(a) Describe and define the target population at the program location (e.g. identify information sources).

(b) Describe in detail the needs of the target population and what efforts have been made in the past to meet these needs, if any.

### 2. Work Plan

(a) Program Objectives:

1. State concisely the objectives of the project.

2. Describe briefly what the program intends to accomplish.

3. Describe how accomplishment of the objectives will be evaluated or measured.

(b) Approach:

1. Describe the tasks and resources needed to implement and complete this program.

2. Provide a task time line (milestones) breakdown or chart.

(c) Describe the Expected Results (outcomes):

(d) Program Evaluation:

1. Describe methods for evaluating program activities, success in achieving objectives, acceptance among the targeted population, and workload accomplishments.

2. Identify who will conduct the evaluation of the projected outcomes and when the evaluation is to be completed.

3. Identify the cost of the evaluation (whether internal or external).

(e) Program Continuance: Discuss how the program services will be continued after the grant expires.

(f) Experience Sharing: Indicate the program's willingness to share its program experience with IHS Areas, urban programs, tribes and tribal organizations.

**3. Adequacy of Management Controls**

(a) Describe where the program will be housed, i.e., facilities and equipment available.

(b) Describe the management controls of the grantee over the directions and acceptability of work to be performed. Discuss personnel and financial systems in use and changes planned for this grant.

(c) Applicant must demonstrate that the organization has adequate systems and expertise to manage Federal funds. Also, include a letter from the accounting firm describing results of the most recent organization-wide audit.

**4. Key Personnel**

(a) Provide a biographical sketch (qualifications) and position descriptions for the program director and other key personnel as described on pages 20–21 of PHS 5161–1. Identify existing personnel and new program staff to be hired.

(b) Provide an organizational chart and indicate how the project will operate within the organization. Describe how this program will interface with other existing available resources.

(c) List the qualifications and experience of consultants or contractors where their use is anticipated. Identify who will determine if the work of a contractor is acceptable.

**B. Budget**

1. An itemized estimate of costs and justification for the proposed program by line item must be provided on form SF 424A of the PHS 5161–1 Application Kit.

2. A narrative justification must be submitted for all costs. Indicate needs by listing individual items and quantities necessary. The need for items and quantities should be clearly specified in the narrative justification.

3. Any special start up costs should be indicated.

4. Multi-Year Projects—Projects requiring 2, 3, 4 or 5 years funding must include a brief program narrative and budget for each additional year of funding requested. The applicant may use one additional page to describe the developmental plans for each additional year of the project.

5. Grant funding may not be used to supplant existing public and private resources.

**C. Assurances**

The application shall contain assurance to the Secretary that the applicant will comply with program regulations, 42 CFR 36, Subpart H.

*Review Process:* Applications meeting eligibility requirements that are complete, responsive, and conform to this program announcement will be reviewed for merit by reviewers appointed by the IHS. The review will be conducted in accordance with PHS review procedures. The review process ensures selection of quality projects in a national competition for limited funding. Applications will be evaluated and rated on the basis of the evaluation criteria listed below. These criteria are used to evaluate the quality of a proposed project, to assign a numerical score to each application, and to determine the likelihood of its success. Applications scoring below 60 points will not be funded.

*Evaluation Criteria:* Applications will be evaluated against the following criteria and weights:

Weight (percent)	Criteria	Description
15 .....	1	Need—The demonstration of identified problems and risks in the target population.
50 .....	2	Work Plan—The soundness and effectiveness of the applicant's plan for conducting the program, with special emphasis on the objectives and methodology portion of the application.
15 .....	3	Adequacy of Management Controls—The apparent capability of the applicant to successfully conduct the program including both technical and business aspects. The soundness of the applicant's budget in relation to the program work plan and for assuring effective utilization of grant funds. Adequacy of facilities and equipment available within the organization or proposed for purchase under the program.

Weight (percent)	Criteria	Description
10 .....	4	Key personnel—Qualifications and adequacy of the staff.
10 .....	5	Budget—Clarity and accuracy of program costs, and cost justification for the entire grant period.
100 .....	.....	TOTAL WEIGHT.

*Reporting Requirements:*

A. Progress Report—Program progress reports will be required semiannually. These reports will include a brief description of a comparison of actual accomplishments to the goals established for the period, reasons for slippage and other pertinent information as required. A final report is due 90 days after expiration of the project/budget period.

B. Financial Status Report—A semiannual financial status report will be submitted 30 days after the end of the half-year. Final financial status reports are due 90 days after expiration of the project/budget period. Standard Form 269 (long form) will be used for financial reporting.

*Grant Administration Requirements:* Grants are administered in accordance with the following documents:

A. 45 CFR Part 92, Department of Health and Human Services, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, or 45 CFR Part 74, Administration of Grants to Non-profit recipients.

B. Public Health Service Grants Policy Statement, and

C. Appropriate Cost Principles: OMB Circular A–87, State and Local Governments, or OMB Circular A–122, Nonprofit Organizations.

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Dated: April 14, 1997.

**Michael H. Trujillo,**

*Assistant Surgeon General Director.*

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