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FEDERAL ASSISTANCE PROGRAMS:
HOW TO GET INFORMATION ABOUT
THEM AND APPLY FOR ASSISTANCE
(INCLUDING A GUIDE ON HOW TO
USE THE CATALOG OF FEDERAL
DOMESTIC ASSISTANCE)

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FEDERAL ASSISTANCE PROGRAMS: HOW TO GET INFORMATION ABOUT THEM
AND APPLY FOR ASSISTANCE (INCLUDING A GUIDE ON HOW TO USE THE
CATALOG OF FEDERAL DOMESTIC ASSISTANCE)

I. Introduction

Federal aid to State and local governments totals more than
1/
\$60 billion annually. Federal assistance may take the form of
financial assistance or nonfinancial assistance. Financial assistance
includes grants, contracts, loans, loan guarantees, loan insurance,
subsidies, scholarships, insurance, and direct payments. Nonfinancial
assistance includes technical assistance, counseling, training,
statistical services, services of regulatory agencies, and publication
and distribution of information. Assistance is also available in the
form of sale, exchange, or donation of surplus real and personal
property, commodities, and other goods, and in the use of Federal
facilities, equipment, and goods and services.

The variety of Federal assistance available ranges from weather
forecasts and warnings to construction loans for community facilities.
Many of these programs are available to individuals, institutions,
organizations, and governmental units. This guide is designed to help
these potential recipients identify and obtain Federal assistance.

1/ Figures are not readily available on the amount of aid to non-
governmental recipients. The Commission on Government Procurement
in Volume 3, Part F of their report published in December, 1972,
estimated that \$6.4 billion in grants were awarded to these
recipients in 1970. Since that time, there has probably been a
substantial increase in the amount of these grants.

Part II of this report outlines where to find information on currently available Federal assistance programs. Included in this part is a guide on how to use the Catalog of Federal Domestic Assistance. Application procedures are discussed in Part III. Part IV summarizes the project notification and review system. Part V, the appendix, contains some pages from the Catalog of Federal Domestic Assistance. And, a glossary of Federal assistance terms can be found in Part VI.

II. Where to Find Information on Federal Assistance Programs

The most comprehensive source of information on Federal assistance programs is the Catalog of Federal Domestic Assistance published annually and updated semiannually by the Office of Management and Budget. The "Catalog" is a guide to currently funded Federal programs offering assistance to State and local governments, public agencies, organizations, institutions, and individuals. The 1976 edition includes descriptions of 1,026 programs administered by 54 Federal departments, independent agencies, commissions, and councils. Each program description contains the objectives of the program, the type of assistance provided, the uses that can be made of the assistance, the eligibility requirements, the range and average amount of financial assistance, the application and award process, references to regulations issued by the administering agency or department and other related materials, and addresses of U.S. agency and department regional and local offices.

The "Catalog" is distributed to all State and most local governments. Copies are usually available at larger municipal and college libraries or they may be purchased from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies are also available on magnetic tape from the National Technical Information Service, Springfield, Virginia 22151. The price of the 1976 edition is \$17.50.

A. How to Use the "Catalog"

1. Indices

There are seven different types of indices in the "Catalog" to help identify the Federal program that provides the type of assistance that is being sought. Copies of pages from these indices are contained in the appendix of this guide.

The "Subject Index" (see page 28) provides a detailed listing of specific types of Federal assistance by topics, categories of services, selected beneficiaries, and other common usage terms. For example, the program veterans reemployment rights can be found under the headings "veterans" and "employment and employment services." This index should be used to when seeking assistance in a specific area or by a specific title.

The "Functional Index" (see page 30) lists programs by broad purposes such as education, housing, and transportation. This index is preceded by the "Functional Index Summary" (see page 29) which lists

18 broad purpose categories and 117 subcategories. The "Functional Index Summary" should be used to when trying to identify assistance in a broad area. First, refer to the major category, such as education; then the subcategory such as vocational. Next, turn to the page number shown for the subcategory to find the appropriate programs.

The "Popular Name Index" (see pages 31 and 32) lists programs by names that are commonly used by agencies and applicants. There is an alphabetic popular name section and a numeric popular name section. Programs with popular titles such as 701, 232, or 236 would be found in the numeric popular name section, while programs with popular titles such as Section 106, Section 235, or Public Law 480 would be found in the alphabetic popular name section. ^{1/} This index should be used when the popular or common title of the program is known.

The "Agency Index" (see page 33) lists programs by administering agency. This index should be used when the name of the agency that administers the program is known, or, when the various types of programs that are administered by a specific agency are sought. This index also identifies the type of assistance (i.e., grant, loan, etc.) that is available under the program. There is a code letter following the program title and a list identifying the defining the type of assistance available under the program preceding the index.

1/ These popular names, Section 106, Section 235, and Public Law 480 can also be found in the "Subject Index" under the terms "section" and "public law."

The last three indices are applicant eligibility indices (see pages 34, 35, and 36). The "Individual Index" lists programs which provide assistance to eligible individuals; the "Local Index," lists programs which provide assistance to eligible local governments and institutions; and the "State Index" lists programs which provide assistance to eligible State governments. These indices should be used by individuals, State and local governments, and institutions when trying to find assistance in a broad area for which they are eligible to apply. Programs are listed by the same headings that are found in the "Functional Index." The "Functional Index Summary" must be referred to in order to find the appropriate category and subcategory.

By using one or more of the indices, you should be able to draw up a list of Federal programs that seem applicable. Next, turn to the program description section in the center part of the "Catalog." Each program listed includes a program number. Each program is listed numerically by a five-digit numbering system.

2. Program Description

For each program descriptions (see page 37 for an example) included is the following information with some suggestions on how to use the information provided.

Program number, program title, and popular name, if any. The program number refers to the sequential order in which the program appears. The first two numbers indicate the administering agency and the third

number indicates the subdivision within the agency that has responsibility for the program. The program title is descriptive of what the program contains. The popular name is the common title used by the agency and applicants.

Federal agency. The administering agency and the department within the agency responsible for the program are named.

Authorization. Describes the nature and the goals of the program. Determine if these objectives fit your needs.

Types of assistance. Specifies what types of financial assistance (grants, loans, etc.) and what types of nonfinancial assistance (technical assistance, counseling, training, etc.) are available. If the program does not provide the type of assistance you are seeking, check the related program (see page 9) to see if one of these provide the type of assistance that is being sought.

Uses and use restrictions. This explains for what purposes the assistance can be used and any restrictions placed upon the assistance. If the assistance offered is not available for your purposes, study the related programs to see if one of these provide the assistance you are seeking. If it is unclear as to whether the assistance provided can meet your purposes, there are several things you can do. First, you can check the public law creating the program to see if the purposes for which the assistance is available are spelled out. Second, you can check the "Regulations, guidelines, and literature section

(see page 9) to find out if there are any printed materials on the program or if regulations have been issued.^{1/} Most printed materials provide detailed information on the program. Copies of these publications may be requested from the Federal agency regional office. Usually, a postcard sent to the regional office listing the publications you want is sufficient. Addresses of Federal regional offices are provided in the appendix to the "Catalog."

Eligibility requirements. Stipulates who can apply for assistance and who receives the benefits. Also notes items that may have to be proved, certified, or established such as tax-exempt status.

If this section indicates that only State governments are eligible for assistance, don't assume that you are not eligible. Under some programs, private agencies, public agencies, and individuals are eligible to receive assistance by applying to the State agency that receives the Federal grant. If you determine that funds do go to a State agency, you can call that agency and ask whether you can receive funding under the program and, if so, what the process is for obtaining the funding.

Application and award process. Includes the conditions to be fulfilled before making application; the proper application forms to be filled out; the criteria used by the agency for awarding assistance;

^{1/} For information on published regulations, see the discussion on the Federal Register on page 14 of this report.

the application deadline date; the range of time for the application to be approved or disapproved; where to make appeals; for resubmitting an application, if permitted; and availability of renewals or extensions of assistance.

This section also indicates whether or not the application must be submitted for the A-95 review process. (This process is discussed in Part IV, Project Notification and Review on page 23.)

Assistance considerations. Sets forth the conditions that must be met by the applicant such as matching requirements. If these requirements cannot be met, check the related programs section for other programs that may have lower cost sharing requirements or that may be fully funded.

The length and timing of assistance are also stated here. It should be noted that all financial assistance is given for a specified period of time.

Post assistance requirements. These are some of the reporting and recordkeeping requirements that must be met if assistance is awarded. You should be aware of these requirements.

Financial information. The account identification number (this corresponds to the account identification numbers found in the Budget of the United States--Appendix), the obligations incurred and estimated obligations, and the range of assistance and the size of the usual grant are shown here. Use this to see if your proposal is reasonable.

Program accomplishments. Answers to questions such as how many projects have been started, what funding is planned, and how the program objective has been met are provided here. Contact the Federal agency regional office for current funding status; locations are shown in the appendix to the "Catalog."

Regulations, guidelines, and literature. This provides references to available printed materials, if any, and citations to regulations that have been issued. These usually provide detailed information about the program. Check your local library or contact the Federal agency regional office for copies of any publications or regulations issued. They are usually available free from the Federal agency offices.

Information office. Locations of local and regional offices are shown in the appendix to the "Catalog"; these are the people to contact when you have questions. The location of the headquarters office is shown in this section.

Related programs. The program titles and numbers are given for other Federal assistance programs that have similar objectives. If the program does not provide the assistance you are seeking, check the programs listed here. They may be able to provide you with the assistance that is sought.

3. Appendices

The "Catalog" has five appendices. The first is a list of programs requiring an environmental impact statement or coordination with OMB circular no. A-95, Treasury circular 1082, and Federal management circulars 74-4 and 74-7. For those programs that have been determined to have a significant impact on the environment, an environmental impact statement is required.^{1/} For programs that come under the A-95 clearinghouse review, a copy of either Standard Form 424 or the application must be sent to the appropriate clearinghouses before applying. (See page 23, Project Notification and Review System.) For programs that come under FMC 74-7, certain principles and standards for determining costs applicable to grants and contracts must be met. For programs that come under the purview of FMC 74-7, State and local governments are subject to certain administrative standards established by this circular.

The second appendix lists public law popular titles and executive orders in alphabetical order which enact the programs that are included in the "Catalog." The corresponding program number is shown next to the public law or executive order.

1/ In the early stages of the application process, the applicant will be advised by the Federal agency that environmental impact information concerning the proposed project must be submitted. The Federal grantor agency will provide the guidelines for submitting this assessment.

The third appendix is a list of commonly used abbreviations and acronyms.

The fourth appendix is a list of Federal agency and department regional and local offices. The phone numbers of these offices are also included.

The last appendix provides information on three types of organizations that can be contacted for additional information about Federal programs--Federal Information Centers, Federal Regional Councils and Federal Executive Boards.

Federal Information Centers provide general information about Federal programs. They primarily assist individuals usually by telling them the proper office to contact. A visit, letter, or telephone call to the nearest Information Center will generally get a direct answer to a question. Addresses and phone numbers of these offices are listed in the Appendix. In addition, there is a list of toll-free local Federal Information Center telephone tie-lines that will put the caller in immediate contact with an information center.

Federal Regional Councils consist of the senior officials of the major Federal domestic agencies in each of the ten Federal regions. These Councils coordinate the operations of the larger assistance programs and answer questions about these programs. They usually serve State and local governments, institutions, and large organizations.

Federal Executive Boards consist of the heads of Federal field offices in 25 metropolitan areas. The primary function of these boards is to improve internal Federal management practices. In addition, they coordinate Federal resources to meet local needs. Questions about Federal local involvement in many areas such as energy conservation, the aged, and minority business can be referred to these Boards. These Boards also coordinate Federal activities in the case of a local emergency.

B. Other Sources of Information on Federal Assistance Programs

1. Sources of Additional Information Contacts, Catalog of Federal Domestic Assistance. See page 11.

2. Federal agency and department publications. Many

Federal agencies and departments publish their own guides to Federal assistance programs. (Look at the regulations, guidelines and literature section of the program description section in the "Catalog" for citations to these publications.) Some of these guides are described below:

Guide to Programs, National Science Foundation. This guide is designed to provide summary information about assistance programs of the National Science Foundation. Program listings describe the principal characteristics and basic purposes of each activity, eligibility requirements, closing dates, and the address from which more detailed information, brochures, or application forms may be obtained. The

price of the publication is \$1.25 and is available from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

National Endowment for the Arts, Guide to Programs. This booklet describes in detail Federal programs awarding grants to individuals and organizations in the areas of architecture and environmental arts, dance, education, expansion arts, Federal-State partnership, literature, museum, music, public media, special projects, theater, and visual arts. The publication is available free from the National Endowment for Arts, Washington, D.C. 20506.

Guide to NIH Programs and Awards. This publication is a compendium of the scientific programs of the entities which make up the National Institutes of Health, and which award contracts and grants. It helps potential applicants locate the appropriate offices to contact for further information about application, review, and award processes. The publication is available free from the Office of Grants Inquiries, Division of Research Grants, Room 484, Westwood Building, 5333 Westbard Avenue, Bethesda, Maryland, 20016.

Federal Assistance Programs of the Environmental Protection Agency. This publication is a reprint of assistance programs appearing in the Catalog of Federal Domestic Assistance. Copies can be obtained from the Environmental Protection Agency, Grants Information Branch, Grant Administration Division (PM 216), Office of Planning and Management, Washington, D.C. 20460. There is no charge for the publication.

3. Federal Register (FR). The FR contains announcements of all guidelines and regulations for grant programs issued by executive departments and agencies and announcements of contract soliciations^{1/} for research and training.

The FR is divided into several sections. The first section, "Rules and Regulations," contains detailed program descriptions covering such information as eligibility requirements, application procedures, uses of funds, and the criteria used by the agency for awarding assistance.

The second section, "Notices," contains deadlines for submitting applications. Sometimes, new programs appear in this section.

The third section, "Proposed Rules," contains explanations of changes in rules and regulations and how and when interested persons may submit comments. This gives you an opportunity to participate in the process before final adoption. The Catalog of Federal Domestic Assistance program number is generally given for those programs appearing in the FR.

If you find a program for which you are eligible to receive assistance, contact the agency or department listed in the FR and

1/ The FR contains all public regulations and legal notices issued by Federal departments and agencies. These Executive orders, Presidential proclamations and many other Federal agency documents. Only those portions of the FR that are of particular interest to those seeking Federal assistance are discussed here.

request that you be sent the deadline date and a copy of the guidelines and application form.

The FR is published daily, Monday through Friday, and can be found in government document depository libraries and most larger local libraries. Subscriptions are available at \$5 per month or \$50 per year from the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402. A monthly and annual index are included with the subscription or can be purchased by nonsubscribers for \$18 per year.

4. Code of Federal Regulations (CFR). Permanent rules published in the Federal Register are also published in the CFR. These rules are codified under 50 titles and are revised annually. Copies should be available at larger local libraries.

5. Public Interest Organizations. These are several public interest organizations which help governmental officials with information and guidance on Federal assistance programs. The names, addresses, and telephone numbers of a few of these are listed below:

National League of Cities
1620 I Street, N.W.
Washington, D.C. 20006
(202) 293-7300

National Association of Counties
1735 New York Avenue, N.W.
Washington, D.C. 20006
(202) 785-9577

United Conference of Mayors
1620 I Street, N.W.
Washington, D.C. 20006
(202) 293-7300

Council of State Governments
Iron Works Pike
Lexington, Kentucky 40505
(606) 535-5700

6. Other sources. The Grantsmanship Center News is published six times a year by the Grantsmanship Center, a non-profit tax-exempt institute. This publication provides summary information on foundation and Federal grants. Each issue contains information from the Federal Register on new grant programs, application date deadlines, articles on obtaining grants, a column providing answers to specific questions on obtaining grants, and citations to new publications on Federal and foundation grants. The subscription costs \$15 per year and can be ordered from the Grantsmanship Center, 1015 West Olympic Boulevard, Los Angeles, California 90015.

Trade organizations are another possible source of information on Federal assistance programs. Often, they will provide information on Federal programs of interest to their members. The Encyclopedia of Associations provides descriptive information concerning the location, size and objectives of these many trade organizations that provide this type of information. The "Encyclopedia" suggests that as a courtesy, when contacting an association by mail, include a self-addressed stamped envelope. A copy of this publication is available in most libraries.

III. Application Procedures

Before submitting an application, it is important to note the deadline date. Most programs have a deadline for submission of the

application or proposal for review and evaluation. Sometimes, late applications will be held for the next review period. Deadline dates for applications can be found in the Federal Register (usually in the "Notices" section), the Catalog of Federal Domestic Assistance (in the "application and award process" section of the program description),^{1/} or by contacting the Federal agency regional office.

Procedures for submission of applications vary with the program and agency. It is best to send a letter to the Federal agency regional office describing your proposal. The letter should briefly state why the program is needed, the purposes of the program, the methods by which the objective will be accomplished, the estimated cost of the program, and how the matching requirements can be met. If your proposal is of interest to the agency, they will send you copies of the application forms. Most agencies have their own application forms which include comprehensive instructions for filling them out. Help in preparing applications is available from the Federal agency regional office, and all questions concerning the application should be directed to them.

A. Standard Application Forms for State and Local Governments

Most grant-in-aid programs come under the direction of Federal Management Circular (FMC) 74-7 (Uniform Administrative Requirements

^{1/} These are not the only places that a deadline date can be found. See Part I, Section B, Other Sources of Information on Federal Assistance Programs, page 12.

for Grants-In-Aid to State and Local Governments). FMC 74-7 requires that standard application forms be used by State and local governments in applying for all Federal grants except those Federal formula grant-in-aid programs that do not require the recipient to apply for Federal funds on a project basis. Those programs which come under the requisites of FMC 74-7 are identified in the Catalog of Federal Domestic Assistance in the appendix and also in the application and award process section of the program description.

There are five standard application forms--(1) Preapplication for Federal Assistance; (2) Notice of Review Action; (3) Federal Assistance Application for Nonconstruction Programs; (4) Federal Assistance Application for Construction Programs; and (5) Application for Federal Assistance--Short Form. All these application forms use the new Standard Form 424 as a cover sheet. This new form contains general information questions concerning the applicant and the applicant's project.

The preapplication form is required for all construction, land acquisition, land development projects, and other programs for which the request for Federal funding is more than \$100,000. Federal agencies can also ask that an applicant submit this form for other assistance requests. Programs which require the preapplication form to be submitted are identified in the Catalog of Federal Domestic Assistance (in the preapplication coordination section of the program

description). This form can also be submitted for other types of assistance requests even though mandatory requirements for it do not exist.

The purpose of the preapplication is to (1) establish communication between the Federal grantor agency and the applicant; (2) to determine the applicant's eligibility; (3) to determine how well the proposed project can compete with similar applications; and (4) to eliminate any proposals which have little or no chance for Federal funding before applicants incur significant expenditures for preparing a formal application.

The notice of the preapplication review lets the applicant know the results of the preapplication by the Federal grantor agency. The applicant is usually notified within 45 days of the receipt of the preapplication form; however, if the review cannot be made within this time period, the applicant is then informed in writing as to when the review will be completed.

The notice of review action tells the applicant whether the proposal is eligible for assistance, or if not eligible, why not, the date by which the formal application should be received, when funds will be available for the project, whether the proposed budget is reasonable, and whether a preapplication conference is necessary.

After receiving a favorable preapplication review, one of the three formal application forms--Federal Assistance Application for

Nonconstruction Programs; Federal Assistance Application for Construction Programs, or Application for Federal Assistance--Short Form should be submitted to the Federal grantor agency.

The Federal Assistance Application for Nonconstruction Programs is used for all Federal assistance requests except for construction, land development, land acquisition or single purpose one time requests of less than \$10,000 which do not require clearinghouse review,^{1/} an environmental impact statement, or relocation of businesses, persons, or farms. It is also used for supplemental assistance requests and proposed changes for approved grants originally submitted on this form.

The Federal Assistance Application for Construction Programs is used for all grants where the major purpose of the program involves construction, land acquisition and land development except when the Application for Federal Assistance--Short Form is used.

The Application for Federal Assistance--Short Form is used for all single purpose one-time grant awards not requiring clearinghouse approval, and environmental impact statement, or the relocation of persons, businesses, or farms. At the discretion of the Federal grantor agency, it is sometimes used for larger funding requests.

In addition to the standard application forms, Federal agencies may issue supplementary instructions to:

^{1/} See Part IV, Project Notification and Review System, page 23.

(1) specify and describe the programs, functions, or activities which will be used to plan, budget, and evaluate the work under the grant program;

(2) provide amplification or specifics to the requirements for program narratives; and,

(3) design report forms for additional information to meet legal and program requirements.

Instructions for completing the application forms are printed on them. Help in preparing applications is available from the Federal agency regional office. Applicants must submit two copies of the application along with the original. Copies of the forms are available from the Federal grantor agency. Copies and questions about the circular should be addressed to:

Financial Management Branch
Budget Review Division
Office of Management and Budget
Washington, D.C. 20503

B. Standard Application Forms for Other Applicants

Institutions of higher education, hospitals and other nonprofit organizations are required by OMB circular no. A-110 (Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations--Uniform Administrative Requirements) to use Standard Form (SF) 424 as a face sheet when applying for Federal assistance. Under circular no. A-110, SF 424 must be used for all programs that come

under the requisites of OMB circular no. A-95. A list of these programs can be found in Appendix I of the Catalog of Federal Domestic Assistance. Instructions for completing SF 424 are printed on the back of the form. Copies of the form and help in completing it are available from the Federal grantor agency regional office. Copies and questions concerning the circular should be addressed to:

Financial Management Branch
Budget Review Division
Office of Management and Budget
Washington, D.C. 20503

C. Joint Funding: Assistance From Two or More Federal Agencies

The joint funding program was established by the Joint Funding Simplification Act of 1974. The joint funding process permits Federal agencies to use a single application for related aid programs even though they are administered by more than one Federal agency. Single application forms for related assistance programs were used on an experimental basis under the now defunct Integrated Grant Administration program.

Under the joint funding process, the applicant identifies those sources of Federal assistance relevant to a specific project from a list of programs identified by the various agencies. The proposal must then be submitted to the appropriate Federal Regional Council for approval.

Policies and procedures to be followed in the joint funding of related programs to State and local governments and nonprofit

institutions are established in OMB circular no. A-111 (Jointly Funded Assistance to State and Local Governments and Nonprofit Organizations--Policies and Procedures). Circular no. A-111 requires that State and local governments and nonprofit organizations seeking joint funding use the standard applications contained in FMC 74-7 and OMB circular no. A-110 with some modifications. These modifications are discussed in the circular. Copies and inquiries concerning the circular should be addressed to the appropriate Federal Regional Council or the Office of Management and Budget, Intergovernmental Relations and Regional Operations, Washington, D.C. 20503.

IV. Project Notification and Review System

Many Federal assistance programs are subject to the project notification and review system (PNRS) established under OMB circular no. A-95 (Evaluation, Review and Coordination of Federal and Federally Assisted Programs and Projects, January 2, 1976). Circular no. A-95 is a procedure for coordinating Federal and federally assisted programs and projects with each other and with State, regional, and local plans and programs. Under the PNRS, coordination is brought about through the review of applications for Federal assistance by State and areawide clearinghouses.^{1/}

^{1/} There are two types of clearinghouses, State and areawide. State clearinghouses are usually comprehensive planning agencies designated by the governor. Areawide clearinghouses are substate in scale. OMB normally designates areawide clearinghouses covering metropolitan areas while governors designate all others.

The purpose of the PNRS is to identify possible conflicts or issues with the proposal before the formal application is submitted. The system allows any changes to be made in the formal application based upon comments by the clearinghouses. The system also allows State and local officials to know what grants are being applied for and what effect these grants will have helping to ensure that the proposal does not unnecessarily duplicate or conflict with another area's proposal.

If the program for which the assistance is sought comes under ^{1/} the PNRS, the Federal grantor agency will advise the applicant to notify both the State and areawide clearinghouses about the project for which it intends to apply for assistance. The applicant should send a copy of Standard Form 424 ^{2/} or a summary description of the proposal to the appropriate clearinghouses. The summary description should contain the name of the Federal program and the agency under which the assistance is sought; the location of the program or project; the identity of the applicant; a brief description of the proposal including estimated cost, beneficiaries, and purposes; and the expected date of formal filing by the applicant. ^{3/}

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- 1/ A list of programs requiring clearinghouse review can be found in Appendix I of the Catalog of Federal Domestic Assistance. The preapplication coordination section of the program description also identifies whether the program requires coordination with State and areawide clearinghouses.
 - 2/ See discussion on standard application forms for State and local governments, page 17.
 - 3/ If an environmental impact statement is required, the applicant should indicate the nature and extent of environmental impact expected.

After receiving notification from the applicant, the clearinghouses then contact those jurisdictions or agencies whose interest might be affected by the proposal. These agencies are given a chance to review and comment on the proposal.

The clearinghouse has 30 days to let the applicant know whether the project is of interest or whether there are potential or actual problems with the proposal. If there is no interest or problems to resolve, the applicant completes and submits the formal application stating that the PNRS's requirements have been fulfilled.

If an interest or possible conflicts are identified, the clearinghouse has an additional 30 days to review the notification of intent to apply for assistance. Usually, a conference is arranged with the applicant to explore the project in greater detail. This conference serves to either strengthen the application or resolve any conflicts. If the conflicts are resolved within the 30 days, the applicant completes and submits the application stating that the proposal has gone through the PNRS. If the conflicts are not resolved, the clearinghouse advises the applicant that it will have comments to be submitted with the application. These comments may be supportive or critical;^{1/} they do not, however, constitute an approval or disapproval of the project.

^{1/} Conflicts over the merits of a project may arise between clearinghouses. Consequently, they may be supportive or critical.

After the clearinghouses complete their review, the applicant submits a copy of the completed application with any comments from the clearinghouses. The applicant may also attach to the application an explanation of its own position in regard to any comments by the clearinghouses. The Federal grantor agency will consider all comments received when evaluating the application.

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V. APPENDIX

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ACP	10.063	COP	13.241
ADAP	20.102	Cotton Direct Payments	10.052
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Age Search	11.006	Counseling on Doing Business with the Federal Government	39.001
Aging Programs	13.609	Crew Leader	17.308
Airport Lease	15.200	Criminal Justice Educational Development Program	16.511
Alcohol and Drug Dependence Division	64.019	Crop and Livestock Estimates	10.950
Annual Allotment Program	15.951	CRS	16.200
AOP	17.200	Cuban Student Loan Program	13.409
AOP	59.025	DBL	59.001
APC	23.003	Death Compensation	64.102
Appalachian Corridors	23.005	Demonstration (H81)	13.254
Appalachian Housing Assistance	23.001	Developmental District Program; Redevelopment Area Program	11.302
Appalachian Program	23.004	DIC	64.110
Appalachian 202 Health Demonstrations	23.017	Dingell-Johnson Program	15.605
ARC 201 A-11 Program	47.001	Distribution System Loans	15.501
Arctic Research Program; U.S. Antarctic Research Program	13.539	Direct Student Loans	13.471
Basic Grants	13.624	Disaster Plans and Programs	14.702
Basic Support Program	59.020	D-J Program	15.605
BCEI	13.625	Dollar Loans	70.005
Beneficiary Rehabilitation Program	17.307	Domestic Shipping	11.509
Black Lung	13.806	Domiciliary Care	64.008
"Black Lung" Benefits	64.007	Donation Program	39.003
Blind Center	20.301	Drug Formula Grants	13.269
BRS	20.500	Drug Staffing (H19); Drug Abuse Services (H80)	13.235
Capital Grants	20.501	Early Education Program	13.444
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CC	13.211	Engineering Stockpile	12.306
CCF	11.508	EOC	12.305
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CFM Program	10.657	Escape Clause	61.001
Child Abuse	13.628	ESEA, Title III	13.519
Child Health Research Grants Program	13.231	ESEA, Title V	13.486
CLEO	13.556	ESEA, Title V-Special Projects	13.485
College Work-Study Program	13.463	ETV	13.413
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- 10 652 Forestry Research
- 15 607 Pesticide Appraisal and Monitoring

GENERAL INFORMATION AND SERVICES (See also INFORMATION AND STATISTICS)

- 10.350 Technical Assistance to Cooperatives
- 10.700 National Agricultural Library Service
- 10.950 Agricultural Statistical Reports

BUSINESS AND COMMERCE

SMALL BUSINESS

- 10.406 Farm Operating Loans
- 10.422 Business and Industrial Development Loans
- 11.800 Minority Business Enterprise-Coordination, Management, and Technical Assistance
- 14.003 Crime Insurance
- 36.001 Fair Competition Counseling and Investigation of Complaints
- 39.001 Business Services
- 59.001 Displaced Business Loans
- 59.002 Economic Injury Disaster Loans
- 59.003 Economic Opportunity Loans for Small Businesses
- 59.004 Lease Guarantees for Small Businesses
- 59.005 Management Assistance to Small Businesses
- 59.006 Minority Business Development-Procurement Assistance
- 59.008 Physical Disaster Loans
- 59.010 Product Disaster Loans
- 59.011 Small Business Investment Companies
- 59.012 Small Business Loans
- 59.014 Coal Mine Health and Safety Loans
- 59.018 Occupational Safety and Health Loans
- 59.019 Minority Vendors Program
- 59.020 Base Closing Economic Injury Loans
- 59.021 Handicapped Assistance Loans
- 59.022 Emergency Energy Shortage Economic Injury Loans
- 59.023 Strategic Arms Economic Injury Loans
- 59.024 Water Pollution Control Loans
- 59.025 Air Pollution Control Loans
- 64.112 Veterans Farm Loans

ECONOMIC DEVELOPMENT (See also COMMUNITY DEVELOPMENT)

- 10.422 Business and Industrial Development Loans
- 10.903 Soil Survey
- 11.102 Foreign Investment Development in the United States
- 11.301 Economic Development-Business Development Assistance
- 15.118 Indian Investments-Tribal Trust Funds and Individual Indian Monies
- 15.120 Indian Lands-Real Estate Appraisal
- 15.124 Indian Loans-Economic Development
- 15.207 Mineral Leasing
- 15.303 Mineral and Materials Research and Development
- 15.802 Minerals Discovery Loan Program
- 36.001 Fair Competition Counseling and Investigation of Complaints
- 59.024 Water Pollution Control Loans
- 59.025 Air Pollution Control Loans
- 62.002 Tennessee Valley Region-General Resources Development
- 62.003 Tennessee Valley Region-Water Resources Development

COMMERCIAL FISHERIES

- 11 405 Anadromous and Great Lakes Fisheries Conservation
- 11 410 Fishermen-Reimbursement of Losses
- 11 411 Fishery Cooperative Services
- 11 415 Fishing Vessel Obligation Guarantees

APPLICANT ELIGIBILITY INDEX

LOCAL

This index lists programs which provide Federal assistance to eligible local governments. The programs are listed by the same headings found in the Functional Index.

AGRICULTURE

RESOURCE CONSERVATION AND DEVELOPMENT (See also NATURAL RESOURCES)

- 10.004 Forestry Incentives Program
- 10.414 Resource Conservation and Development Loans
- 10.416 Soil and Water Loans
- 10.418 Water and Waste Disposal Systems for Rural Communities
- 10.901 Resource Conservation and Development
- 10.902 Soil and Water Conservation
- 15.111 Indian Forests-Fire Suppression and Emergency Rehabilitation
- 15.112 Indian Forests-Management, Protection, and Development
- 15.119 Indian Lands-Range Management

PRODUCTION AND OPERATIONS

- 10.025 Plant and Animal Disease and Pest Control
- 10.061 Emergency Livestock Feed Program
- 15.208 Non-Sale Disposals of Material on Public Lands
- 15.601 Animal Damage Control

MARKETING

- 10.153 Market News
- 10.154 Market Supervision
- 10.800 Livestock and Poultry Market Supervision

RESEARCH

- 10.001 Agricultural Research-Basic and Applied Research
- 10.204 Rural Development Research
- 10.652 Forestry Research
- 15.607 Pesticide Appraisal and Monitoring

GENERAL INFORMATION AND SERVICES (See also INFORMATION AND STATISTICS)

- 10.025 Plant and Animal Disease and Pest Control
- 10.350 Technical Assistance to Cooperatives
- 10.700 National Agricultural Library Service
- 10.750 Information on Agricultural Activities
- 10.903 Soil Survey
- 10.950 Agricultural Statistical Reports

BUSINESS AND COMMERCE

SMALL BUSINESS

- 14.001 Flood Insurance
- 59.013 State and Local Development Company Loans

ECONOMIC DEVELOPMENT (See also COMMUNITY DEVELOPMENT)

- 10.422 Business and Industrial Development Loans
- 11.102 Foreign Investment Development in the United States
- 11.300 Economic Development-Grants and Loans for Public Works and Development Facilities
- 11.302 Economic Development-Support for Planning Organizations
- 11.303 Economic Development-Technical Assistance

- 11.304 Economic Development-Public Works Impact Projects
- 11.305 Economic Development-State and Local Economic Development Planning
- 11.306 Economic Development-District Operational Assistance
- 11.307 Economic Development-Special Economic Development and Adjustment Assistance Program
- 11.800 Minority Business Enterprise-Coordination, Management and Technical Assistance
- 11.951 Matching Funds
- 12.600 Community Economic Adjustment
- 15.117 Indian Business Enterprise Development
- 15.118 Indian Investments-Tribal Trust Funds and Individual Indian Monies
- 15.120 Indian Lands-Real Estate Appraisal
- 15.123 Indian Loans-Claims Assistance
- 15.129 Indian Accounting Services for Tribes
- 15.207 Mineral Leasing
- 28.001 Coastal Plains Regional Economic Development
- 28.002 Coastal Plains-Technical and Planning Assistance
- 28.003 Coastal Plains Supplements to Federal Grant-in-Aid
- 38.001 Four Corners Regional Economic Development
- 38.002 Four Corners-Technical and Planning Assistance
- 38.003 Four Corners Supplements to Federal Grant-in-Aid
- 48.001 New England Regional Economic Development
- 48.002 New England-Technical and Planning Assistance
- 52.001 Ozarks Regional Economic Development
- 52.002 Ozarks-Technical and Planning Assistance
- 52.003 Ozarks Supplements to Federal Grant-in-Aid
- 62.002 Tennessee Valley Region-General Resources Development
- 62.003 Tennessee Valley Region-Water Resources Development
- 63.001 Upper Great Lakes Regional Economic Development
- 63.002 Upper Great Lakes-Technical and Planning Assistance
- 63.003 Upper Great Lakes Supplements to Federal Grant-in-Aid
- 75.001 Old West Regional Economic Development
- 75.002 Old West-Technical and Planning Assistance
- 76.001 Pacific Northwest Regional Economic Development
- 76.002 Pacific Northwest-Technical and Planning Assistance

COMMERCIAL FISHERIES

- 11.413 Fishery Products Inspection and Certification
- 15.600 Anadromous Fish Conservation

MARITIME

- 11.401 Nautical Charts and Related Data
- 11.501 Development and Promotion of Ports and Intermodal Transportation
- 11.509 Development and Promotion of Domestic Waterborne Transport Systems

INTERNATIONAL

- 11.100 Export Licensing Service and Information
- 11.101 Export Trade Promotion
- 11.102 Foreign Investment Development in the United States
- 11.103 International Commercial Information

STATISTICS (See also INFORMATION AND STATISTICS)

- 11.003 Census Geography
- 11.005 Census Special Tabulations and Services
- 11.007 Measures and Analyses of U.S. Economy
- 15.304 Minority Research and Resource Information and Technical Assistance

APPLICANT ELIGIBILITY INDEX STATE

This index lists programs which provide Federal assistance to eligible State governments. The programs are listed by the same headings found in the Functional Index.

AGRICULTURE

RESOURCE CONSERVATION AND DEVELOPMENT (See also NATURAL RESOURCES)

- 10 064 Forestry Incentives Program
- 10 416 Soil and Water Loans
- 10 418 Water and Waste Disposal Systems for Rural Communities
- 10 500 Cooperative Extension Service
- 10 655 Assistance to States for Tree Planting and Reforestation
- 10 656 Cooperative Forest Fire Control
- 10 657 Cooperation in Forest Management and Processing
- 10 658 Cooperative Forest Insect and Disease Control
- 10 659 Cooperative Production and Distribution of Forest Tree Planting Stock
- 10 660 General Forestry Assistance
- 10 901 Resource Conservation and Development
- 10 902 Soil and Water Conservation
- 10 905 Plant Materials for Conservation
- 10 906 River Basin Surveys and Investigations

PRODUCTION AND OPERATIONS

- 10 025 Plant and Animal Disease and Pest Control
- 10 500 Cooperative Extension Service
- 15 208 Non-Sale Disposals of Material on Public Lands
- 15 601 Animal Damage Control

MARKETING

- 10 026 Assistance to States for Intrastate Meat and Poultry Inspection
- 10 153 Market News
- 10 154 Market Supervision
- 10 156 Federal-State Marketing Improvement Program
- 10 500 Cooperative Extension Service
- 10 800 Livestock and Poultry Market Supervision

RESEARCH

- 10 001 Agricultural Research-Basic and Applied Research
- 10 200 Grants for Scientific Research
- 10 202 Cooperative Forestry Research
- 10 203 Payments to Agricultural Experiment Stations Under Hatch Act
- 10 204 Rural Development Research
- 10 651 Forestry Cooperative Research
- 10 652 Forestry Research
- 15 607 Pesticide Appraisal and Monitoring

GENERAL INFORMATION AND SERVICES (See also INFORMATION AND STATISTICS)

- 10 025 Plant and Animal Disease and Pest Control
- 10 500 Cooperative Extension Service
- 10 700 National Agricultural Library Service
- 10 750 Information on Agricultural Activities
- 10 903 Soil Survey
- 10 950 Agricultural Statistical Reports

BUSINESS AND COMMERCE

SMALL BUSINESS

- 14 001 Flood Insurance
- 59 013 State and Local Development Company Loans

ECONOMIC DEVELOPMENT (See also COMMUNITY DEVELOPMENT)

- 10 422 Business and Industrial Development Loans
- 10 660 General Forestry Assistance
- 11 102 Foreign Investment Development in the United States
- 11 300 Economic Development-Grants and Loans for Public Works and Development Facilities
- 11 305 Economic Development - State and Local Economic Development Planning
- 11 307 Economic Development-Special Economic Development and Adjustment Assistance Program
- 11 800 Minority Business Enterprise-Coordination, Management and Technical Assistance
- 11 951 Matching Funds
- 12 600 Community Economic Adjustment
- 15 207 Mineral Leasing
- 23 001 Appalachian Regional Development
- 28 001 Coastal Plains Regional Economic Development
- 28 002 Coastal Plains-Technical and Planning Assistance
- 28 003 Coastal Plains Supplements to Federal Grant-in-Aid
- 38 001 Four Corners Regional Economic Development
- 38 002 Four Corners-Technical and Planning Assistance
- 38 003 Four Corners Supplements to Federal Grant-in-Aid
- 48 001 New England Regional Economic Development
- 48 002 New England-Technical and Planning Assistance
- 52 001 Ozarks Regional Economic Development
- 52 002 Ozarks-Technical and Planning Assistance
- 52 003 Ozarks Supplements to Federal Grant-in-Aid
- 59 013 State and Local Development Company Loans
- 62 002 Tennessee Valley Region-General Resources Development
- 62 003 Tennessee Valley Region-Water Resources Development
- 63 001 Upper Great Lakes Regional Economic Development
- 63 002 Upper Great Lakes Technical and Planning Assistance
- 63 003 Upper Great Lakes Supplements to Federal Grant-in-Aid
- 75 001 Old West Regional Economic Development
- 75 002 Old West Technical and Planning Assistance
- 76 001 Pacific Northwest Regional Economic Development
- 76 002 Pacific Northwest - Technical and Planning Assistance

COMMERCIAL FISHERIES

- 11 406 Commercial Fisheries Disaster Assistance
- 11 407 Commercial Fisheries Research and Development
- 11 413 Fishery Products Inspection and Certification
- 15 600 Anadromous Fish Conservation

MARITIME

- 11 401 Nautical Charts and Related Data
- 11 501 Development and Promotion of Ports and Intermodal Transportation
- 11 506 State Marine Schools
- 11 509 Development and Promotion of Domestic Waterborne Transport Systems

INTERNATIONAL

- 11 100 Export Licensing Service and Information

OFFICE OF MINORITY BUSINESS ENTERPRISE

11,800 MINORITY BUSINESS ENTERPRISE- COORDINATION, MANAGEMENT AND TECHNICAL ASSISTANCE

(OMBE)

FEDERAL AGENCY: OFFICE OF MINORITY BUSINESS ENTERPRISE, DEPARTMENT OF COMMERCE

AUTHORIZATION: 15 U.S.C. 1512; Title III of the Public Works and Economic Development Act of 1965, as amended; Public Law 89-136; 42 U.S.C. 3151; Executive Order 11625, October 13, 1971.

OBJECTIVES: To promote and assist the expansion of minority enterprises in the United States, both in the number of businesses and the size of businesses.

TYPES OF ASSISTANCE: Project Grants; Research Grants; Advisory Services and Counseling; Dissemination of Technical Information.

USES AND USE RESTRICTIONS: Project grants are available for use by State and local governments in developing and operating minority business programs and for experimental and demonstration projects. Research contracts are used to provide professional services in technical and management assistance to minority business persons and minority-owned firms, and to provide professional services in the effort to encourage minority business development activities by financial institutions, corporations, business and trade associations, educational institutions and foundations. Advisory services and counseling are available to promote and assist minority business development activities in the private sector. Information on the promotion of minority business development and on the operation of enterprises is available. Technical and management assistance (rendered to minority business persons and minority-owned firms by research contractors) is available at no cost and includes all forms of counsel, guidance and advice on the establishment and operation of a business enterprise, e.g., inventory control, financial management, quality control, legal affairs and site location. No financial assistance, i.e., project grants and research contracts, can be used to finance a business venture. Project grants can be made only, to public or non-profit organizations.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Unsolicited applications for projects grants and research contracts are not encouraged. State and local government agencies developing and operating comprehensive minority business enterprise programs are invited to submit applications for projects grants. Professional services under research contracts are obtained by solicited contracts. Applications for Advisory Services and Counseling or for Technical Information may be made at any time, without restriction or limitation.

Beneficiary Eligibility: Any existing or potential minority business enterprise; that is, a business enterprise owned or controlled by one or more socially or economically disadvantaged persons. Such disadvantage may arise from cultural, racial, chronic economic circumstances or background, or other similar cause. Such persons include, but are not limited to, Afro-Americans, Puerto Ricans, Spanish-Speaking Americans, American Indians, Eskimos, Aleuts, and Orientals. Application for technical and management assistance is made to research contractors rendering professional services in this area. Contact Regional Offices for contractors' names.

Credentials/Documentation: Costs will be determined in accordance with General Services Administration FMC 74-4 for project grants to State and local government agencies.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: The standard application forms as furnished by the Federal agency and required by General Services

Administration FMC 74-7 must be used for project grants to State and local government agencies.

Application Procedure: Application forms for grants are submitted to the nearest OMBE Regional Office. (See appendix).

Award Procedure: Grants receive final approval by the Director of the Office of Minority Business Enterprise. Contracts are awarded pursuant to the Federal Procurement Regulation. Notification of grant award must be made to the designated State Central Information Reception Agency and the Department of Treasury on SF 240.

Deadlines: None.

Range of Approval/Disapproval Time: One to six months.

Appeals: Not Applicable.

Renewals: Yes, renewals are possible.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: A minimum of 25 percent must be provided by grantee from non-Federal sources. This may be cash or in-kind contribution. Under certain conditions this contribution requirement may be waived.

Length and Time Phasing of Assistance: One year.

POST ASSISTANCE REQUIREMENTS:

Reports: Financial (Quarterly and annually); narrative; statistical and special reports as required.

Audits: Precontract audit, interim audit, and final audit.

Records: Documents, papers, and financial records relating to grant or contract are required for three years following final payment under the grant or contract.

FINANCIAL INFORMATION:

Account Identification: 06-40-0201-0-1-403.

Obligations: (Contracts) FY 74 \$36,221,216; FY 75 est \$51,906,000; and FY 76 est \$38,255,000; (Grants) FY 74 \$3,127,816; FY 75 \$2,980,000; and FY 76 est \$2,980,000; (Salaries and Expenses for Non-Financial Assistance) FY 74 \$2,100,000; FY 75 est \$2,700,000; and FY 76 est \$2,700,000.

Range and Average of Financial Assistance: \$10,000 to \$1,000,000; \$150,000.

PROGRAM ACCOMPLISHMENTS: In fiscal Year 1974, the number of beneficiaries receiving assistance was about 25,000. Over 4,500 loans in the amount of \$200,000,008 were secured. For the first half of fiscal year 1975, there were 12,488 beneficiaries; over 1,400 loans in the amount of \$75,000,000 were secured. Over 800 corporations participated in the efforts of the National Minority Purchasing Council. Federal deposits in minority-owned banks exceed \$1 billion. Minority franchisees are now in excess of 2,400.

REGULATIONS, GUIDELINES, AND LITERATURE: For regulations and guidelines contact OMBE Regional Offices. For publications, slide shows, films, exhibits, displays and other informational materials, contact the OMBE Information Service, Department of Commerce, Washington, DC 20230.

INFORMATION CONTACTS:

Regional or Local Office: Contact nearest OMBE Regional Office listed in Appendix.

Headquarters Office: Assistant Director, Administration and Field Operations Division, Office of Minority Business Enterprise, Department of Commerce, Washington, DC 20230. Telephone: (202) 967-3007.

RELATED PROGRAMS: 11.104, Business Assistance, Services, and Information; 11.301, Economic Development Loans for Business and Development Companies; 59.005, Management Assistance to Small Business; 59.006, Minority Business Development-Procurement Assistance; 59.007, Management and Technical Assistance for Disadvantaged Businessmen; 59.009, Procurement Assistance to Small Businesses; 59.011, Small Businesses; Investment Companies; 59.012, Small Business Loans; 59.019, Minority Vendors Programs.

VI. Glossary

Contract--An amount of money paid for the procurement or acquisition of goods and services or property. Contracts are usually used when offering assistance or services to the Federal Government rather than when seeking financial aid from the Federal Government.

Direct payment--Financial assistance from the Federal Government provided directly to individuals, private firms, and other private institutions. This may take the form of a payment made under a retirement or pension program or a subsidy for a particular activity.

Dissemination of technical information--This is the publication of information on data of a specialized technical nature usually distributed through clearinghouses or libraries.

Grant-in-aid--An amount of money paid mainly to State and local governments. Excluded from this definition are shared revenues, loans or repayable advances, payments in lieu of taxes, and payments for contractual services rendered by State and local governments. Among the various types of grants are formula and project. A formula grant is one in which funds are allocated or apportioned among eligible jurisdictions by prescribed factors established by statute or regulation. A project grant is awarded in response to an application for a specific purpose. Unlike formula grants, assistance is not spread among eligible recipients according to a predetermined set of factors.

Insurance--Financial assistance that assures reimbursement for losses sustained under specified conditions. Coverage may be provided by the Federal Government or through private carriers and may or may not involve the payment of premiums.

Loan or repayable advance--An amount of money that must be repaid to the Federal Government usually subject to an interest rate at or below market rates. Sometimes, the loan may be interest free.

Loan guarantee--A loan in which the Federal Government pays if the borrower defaults. The borrower in default still has an obligation to pay the Government.

Loan insurance--A loan in which the lender is insured by the Federal Government if the borrower is in default. If the borrower defaults, his obligation is paid by an insurance fund and he is relieved of his liability.

Provision of specialized services--Provision of Federal personnel to perform certain tasks for the benefit of communities or individuals.

Technical assistance--Usually a formal or informal designation that representatives of the Federal Government will be available to provide help.

Training--Instructional assistance conducted by a Federal agency for individuals not employed by the Federal Government.

Use of property, facilities, and equipment--This includes the loan, use of, or access to Federal facilities or property. Federally owned facilities or property do not remain in the possession of the recipient.

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