

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Administration for Children and Families

[Program Announcement No. CB-97-05]

Announcement of the Availability of Financial Assistance and Request for Applications to Support Demonstration Projects under the Abandoned Infants Assistance Program

AGENCY: Administration on Children, Youth and Families, ACF, DHHS.

ACTION: Announcement of the availability of financial assistance and request for applications to support demonstration projects under the Abandoned Infants Assistance Act, as amended, Pub. L. 104-235.

SUMMARY: The Children's Bureau (CB) within the Administration on Children, Youth and Families, Administration for Children and Families announces the availability of fiscal year (FY) 1997 funds for competing new discretionary grants under the Abandoned Infants Assistance (AIA) Program. Funds from the AIA Program are designed to provide community-based, comprehensive services to abandoned infants and infants at risk of abandonment and their families; specifically young children and families who are affected by substance abuse and the human immunodeficiency virus (HIV).

This announcement contains forms and instructions for submitting an application.

CLOSING DATE: The closing date and time for Receipt of applications is 4:30 p.m. (Eastern Time Zone), on July 21, 1997. Applications received after 4:30 p.m. on that day will be classified as late. Postmarks and other similar documents DO NOT establish receipt of an application. Detailed application submission instructions including the addresses where applications must be received are found in Part III of this announcement.

DEADLINE: Mailed applications shall be considered as meeting an announced deadline if they are received on or before the deadline time and date at the U.S. Department of Health and Human Services, Administration for Children and Families, Division of Discretionary Grants, 370 L'Enfant Promenade, SW., Mail Stop 6C-462, Washington, DC 20447, Attention: Abandoned Infants Assistance Program (Specify Priority Area A, B, or C).

Applications handcarried by applicants, applicant couriers, or by

overnight/express mail couriers shall be considered as meeting an announced deadline if they are received on or before the deadline date, between the hours 8 a.m. and 4:30 p.m., at the U.S. Department of Health and Human Services, Administration for Children and Families, Division of Discretionary Grants, ACF Mailroom, 2nd Floor Loading Dock, Aerospace Center, 901 D Street, SW., Washington, DC 20024, between Monday and Friday (excluding Federal holidays). (Reference the Abandoned Infants Assistance Program and specify Priority Area A, B, or C.) Applicants are cautioned that express/overnight mail services do not always deliver as agreed.

ACF cannot accommodate transmission of applications by fax or through other electronic media. Therefore, applications transmitted to ACF electronically will not be accepted regardless of date or time of submission and time of receipt.

Late applications: Applications which do not meet the criteria above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

Extension of deadlines: ACF may extend the deadline for all applicants because of acts of God such as floods, hurricanes, etc., or when there is a widespread disruption of the mails. However, if ACF does not extend the deadline for all applicants, it may not waive or extend the deadline for any applicant.

FOR FURTHER INFORMATION CONTACT: The ACYF Operations Center, Technical Assistance Team (telephone number 1-800-351-2293) is available to answer questions regarding application requirements and to refer you to the appropriate contact person in ACYF for programmatic questions.

INTENT TO APPLY: If you are going to submit an application, send a postcard or call in the following information: The name, address and telephone number of the contact person; the name of the organization; and the priority area(s) in which you may submit an application within two weeks of the receipt of this announcement to: Administration on Children, Youth and Families, Operations Center, 3030 Clarendon Boulevard, Suite 240, Arlington, VA 22201. The telephone number is 1-800-351-2293. The information will be used to determine the number of expert reviewers needed and to update the mailing list of persons to whom the program announcement is sent.

SUPPLEMENTARY INFORMATION: This program announcement consists of five

parts. Part I provides information on the Children's Bureau. Part II describes the review process, additional requirements for the grant applications, and the programmatic priorities for which applications are being requested. Part III provides information on the application requirements. Part IV describes the evaluation criteria. Part V provides the instructions for the development and submission of applications.

The forms to be used for submitting an application follow Part V. Please copy as single-sided forms and use in submitting an application under this announcement. No additional application materials are available or needed to submit an application.

Applicants should note that grants to be awarded under this program announcement are subject to the availability of funds.

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Part I. General Information

A. Background

The Administration on Children, Youth and Families administers

national programs for children and youth, works with States and local communities to develop services which support and strengthen family life, seeks joint ventures with the private sector to enhance the lives of children and their families, and provides information and other assistance to parents.

The concerns of ACYF extend to all children from birth through adolescence. Many of the programs administered by the agency focus on children from low-income families; children and youth in need of foster care, adoption or other child welfare services; preschool children; children with disabilities; abused and neglected children; runaway and homeless youth; and children from American Indian and migrant families.

Within ACYF, the Children's Bureau plans, manages, coordinates and supports child welfare services programs. It administers the Foster Care and Adoption Assistance Program, the Child Welfare Services State Grants Program, the Child Welfare Services Training Programs, the Independent Living Initiatives Program, the Adoption Opportunities Program, the Abandoned Infants Assistance Program, and the Family Preservation and Family Support program.

The Children's Bureau programs are designed to promote the welfare of all children, including disabled, homeless, dependent, abused or neglected children and their families. The programs aid in preventing and remedying the neglect, abuse and exploitation of children. The programs also encourage the strengthening of the family unit to help alleviate the unnecessary separation of children from their families and reunify families, where possible, when separation has occurred.

B. Statutory Authority Covered Under This Announcement

The Abandoned Infants Assistance Act of 1988 as amended by Pub. L. 104-235, 42 U.S.C. 670. CFDA: 93.551.

Part II. The Review Process and Priority Areas

A. Eligible Applicants

Each priority area description contains information about the types of agencies and organizations which are eligible to apply under that priority area. Because eligibility varies depending on statutory provisions, it is critical that the "Eligible Applicants" section of each priority area be reviewed carefully.

Before review, each application will be screened for applicant organization

eligibility as specified under the selected priority area. Applications from ineligible organizations will not be considered or reviewed in the competition, and the applicants will be so informed.

Only agencies and organizations, not individuals, are eligible to apply under this Announcement. All applications developed jointly by more than one agency or organization, must identify only one lead organization and official applicant. Participating agencies and organizations can be included as co-participants, subgrantees or subcontractors. For-profit organizations are eligible to participate as subgrantees or subcontractors with eligible non-profit organizations under all priority areas.

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 current valid IRS tax exemption certification, or by providing a copy of the articles of incorporation bearing the seal of the State in which the corporation or association is domiciled.

B. Review Process and Funding Decisions

Timely applications received by the deadline date which are from eligible applicants will be reviewed and scored competitively. Experts in the field, generally persons outside the Federal government, will use the appropriate evaluation criteria listed later in this section to review and score the applications. The results of this review are a primary factor in making funding decisions.

The ACYF reserves the option of discussing applications with, or referring them to, other Federal or non-Federal funding sources when this is in the best interest of the Federal government or the applicants. ACYF may also solicit comments from ACF Regional Office staff, other Federal agencies, interested foundations, national organizations, specialists, experts, States and the general public. These comments, along with those of the expert reviewers, will be considered by ACYF in making funding decisions.

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, rural and urban areas, and ethnic populations. In making these decisions, ACYF also may take into account the need to avoid unnecessary duplication of effort.

C. Evaluation Process

A panel of at least three reviewers (primarily experts from outside the Federal government) will review the applications. To facilitate this review, applicants should ensure that they address each minimum requirement in the priority area description under the appropriate section of the Program Narrative Statement. Applicants are encouraged to use job titles and not specific names in developing the application budget. However, the specific salary rates or amounts for staff positions identified must be included in the application budget.

The reviewers will determine the strengths and weaknesses of each application using the evaluation criteria listed below, provide comments and assign numerical scores. The point value following each criterion heading indicates the maximum numerical weight.

D. Structure of Priority Area Descriptions

Each priority area description is composed of the following sections:

Eligible Applicants: This section specifies the type of organization eligible to apply under the particular priority area. Specific restrictions are also noted, where applicable.

Purpose: This section presents the basic focus and/or broad goal(s) of the priority area.

Background Information: This section briefly discusses the legislative background as well as the current state-of-the-art and/or current state-of-practice that supports the need for the particular priority area activity. Relevant information on projects previously funded by ACYF and/or others, and State models are noted, where applicable.

Application Requirements: (See Part III.) This section presents the basic set of issues that must be addressed in the application. Typically, they relate to project design, evaluation, and community involvement. This section also asks for specific information on the proposed project. Inclusion and discussion of these items is important since they will be used by the reviewers in evaluating the applications against the evaluation criteria. Project products, continuation of the project effort after the Federal support ceases, and dissemination/utilization activities, if appropriate, are also addressed.

Project Duration: This section specifies the maximum allowable length of time for the project period and refers to the amount of time approved for support, including any extensions.

Federal Share of Project Cost: This section specifies the maximum amount of Federal support for the project for the first budget year.

Matching Requirement: This section specifies the minimum non-Federal contribution, either through cash or in-kind match, required in relation to the maximum Federal funds requested for the project. Grantees must provide a share of the total approved project cost. For the Abandoned Infants Assistance Program, a grantee must propose at least a 10 percent match of the total approved project cost. The total approved project cost is the sum of the Federal and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet the match requirements through cash contributions. Therefore, an AIA project requesting \$450,000 in Federal funds per budget period must include a match of at least \$50,000 (10 percent of the total approved project cost per budget year).

Anticipated Number of Projects To Be Funded: This section specifies the number of projects that ACYF anticipates it will fund under the priority area.

Please note that applications that do not comply with the specific priority area requirements in the section on "Eligible Applicants" will not be reviewed. Applicants also should note that non-responsiveness to the section "Minimum Requirements for the Project Design" will result in a low evaluation score by the reviewers. Applicants must clearly identify the specific priority area under which they wish to have their applications considered, and tailor their applications accordingly. Previous experience has shown that an application which is broader and more general in concept than outlined in the priority area description scores lower than one more clearly focused on, and directly responsive to, that specific priority area.

E. Available Funds

The ACYF intends to award new grants resulting from this announcement during the third and fourth quarter of fiscal year 1997, subject to the availability of funds. The size of the actual awards will vary.

Each priority area description includes information on the maximum Federal share of the project costs and

the anticipated number of projects to be funded.

The term "budget period" refers to the interval of time (usually 12 months) into which a multi-year period of assistance (project period) is divided for budgetary and funding purposes. The term "project period" refers to the total time a project is approved for support, including any extensions.

Where appropriate, applicants may propose project periods which are shorter than the maximums specified in the various priority areas. Non-Federal share contributions may exceed the minimums specified in the various priority areas when the applicant is able to do so. However, if the proposed match exceeds the minimum requirement, the grantee must meet its proposed level of match support before the end of the project period. Applicants should propose only that non-Federal share they can realistically provide since any unmatched Federal funds will be disallowed by ACF.

For multi-year projects, continued Federal funding beyond the first budget period is dependent upon satisfactory performance by the grantee, availability of funds from future appropriations and a determination that continued funding is in the best interest of the Government.

F. Grantee Share of Project Costs

Grantees must provide a share 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. For the Abandoned Infants Assistance Program, a grantee must propose at least a 10 percent match of the total cost of the project. If approved for funding, grantee will be held accountable for commitments of non-Federal resources and failure to provide the required amount will result in a disallowance of unmatched Federal funds.

G. Priority Areas and Descriptions

- A—Previous Service Demonstration Projects
- B—New Start Comprehensive Service Demonstration Projects
- C—Family Support Services for Grandparents and Other Relatives Providing Caregiving for Children of Substance Abusing and HIV-Positive Women

H. Priority Descriptions

Abandoned Infants Assistance Program Service Demonstration Projects (Priority Areas A, B and C)

Availability and Allocation of Funds: Total combined funding for Priority Areas A, B and C for FY 1997 competitive grants under section 101 of the Act (42 U.S.C. 670 note), is approximately \$4.6 million.

The Administration for Children and Families proposes to award three to six grants in each of Priority Areas A and B in varying amounts up to \$450,000 per budget year and to award three projects in Priority Area C in varying amounts up to \$100,000. Applications under this announcement will be considered for:

- Previous Service Demonstration Projects—to provide support for the comprehensive service programs initially funded in FY 1991 and 1993 by requiring documentation of continuing need for the project; to propose ways of improving service provision to meet the needs of abandoned infants and young children or those who are at risk of abandonment and their families; and to propose methods to continue the program evaluation, including proposed outcome measures, and summary evaluative data on the current program. Applicants applying under this priority area should be advised this is a competitive funding process and that applications approved for funding will be given a new grant number. Further, existing award activities cannot overlap with the new grant's project period; and finally, funds from the currently existing grants cannot be expended for new grant activities.

- New Start Service Demonstration Projects—to establish a comprehensive services program in jurisdictions not already served by the Abandoned Infants Assistance Program to meet the needs of abandoned infants and young children, or those who are at risk of abandonment and their families; and to conduct a formative evaluation for Years I and II; and to collect information on client outcomes in Years III and IV. Also, included in this Priority Area are agencies or organizations that have previously received funds under the Abandoned Infants Assistance Program but are not currently receiving AIA funds.

- Family Support Services for Grandparents and Other Relatives Providing Caregiving for Children and Substance Abusing and HIV-Positive Women—to provide counseling and other support services to family caregivers for drug-exposed, HIV-

exposed, HIV positive or HIV/AIDS affected children.

All applicants funded under Priority Areas A, B or C will be required to provide information for special studies or evaluations funded by the Administration on Children, Youth and Families.

All applicants funded under this announcement will be required to have a key person from the project staff and the evaluator attend a grantees' meeting held annually in Washington, D.C.

All applicants who are funded under this announcement and who are operating a transitional residence for infants or young children are required to submit a copy of the license approving the agency to operate a residence for infants and/or young children. If a copy of the license is not submitted, the application will not be considered for review. The applicant must assure that the license is appropriate for the level of care and the number of infants/young children to be housed in the residence.

The training and technical assistance services of the National Abandoned Infants Assistance Resource Center are available to all applicants funded under this announcement.

All applicants are also required to provide assurances that they will comply with fiscal and program reporting requirements. These required assurances are listed later in this program announcement.

The agency receiving the grant must assume fiscal and administrative responsibilities for the use of grant funds. The role of cooperating agencies must be explicit and supported by letters of specified commitment to the project. Prescribed support letters will not be considered responsive. Also, each application must include as a specific goal the development of strategies to coordinate and make optimal use of all relevant private, Federal, State and local resources to establish and maintain services beyond the life of the grant.

Background Information

Public Law (Pub. L.) 104-235, The Child Abuse Prevention and Treatment Act Amendments of 1996, amended Pub. L. 100-505, the Abandoned Infants Act of 1988 and was signed into law October 3, 1996. The purposes of the Public Law 100-505, as amended, are to establish a program of demonstration projects to prevent the abandonment in hospitals of infants and young children, particularly those who have been perinatally exposed to a dangerous drug and those with the human immunodeficiency virus (HIV) or who have been perinatally exposed to the

virus; to identify and address the needs of those infants and children who are, or might be, abandoned; to develop a program of comprehensive services for these children and members of the biological family (see Definitions) for any condition that increases the probability of abandonment of an infant or young child, including, but not limited to, foster family care services, case management services, family support services, parenting skills, in-home support services, respite and crisis intervention services, counseling services and group residential home services; and to recruit and train health and social services personnel, foster care families, and residential care providers to meet the needs of abandoned children and infants and children who are at risk of abandonment. The legislation also allows for the provision of technical assistance and training programs to support the planning, development and operation of the service demonstration projects. The reauthorized legislation (Section 101 (h) of Pub. L. 104-235) mandates that the Secretary shall give priority to applicants located in States that have developed and implemented procedures for expedited termination of parental rights and placement for adoption of infants determined to be abandoned under State law.

Definitions: The enabling legislation provides definitions for three terms, i.e., "abandoned infants and young children," "dangerous drug," and "natural family." The term "abandoned infants and young children" means infants and young children who are medically cleared for discharge from acute-care hospital settings, but who remain hospitalized because of a lack of appropriate out-of-hospital placement alternatives. The term "dangerous drug" means a controlled substance as defined in section 102 of the Controlled Substances Act. Although the term "natural family" is used in the legislation, the Administration on Children, Youth and Families prefers the term biological family. Therefore, the term biological parents, family, mother or father will be used for the remainder of the grant announcement. The term biological family shall be broadly interpreted to include biological parents, grandparents, family members, guardians, children residing in the household and individuals residing in the household on a continuing basis who are in a caregiving situation with respect to infants and young children covered under this Act. (42 U.S.C. 670 note, title I, section 103.)

Statement of the Problem

Concern continues to grow about the numbers of infants and young children infected with HIV/AIDS and/or exposed to drugs during prenatal development. Also, there is concern about an increase in the number of women who are using illegal drugs during pregnancy with possible adverse consequences for their children.

In recent years, the link between female intravenous drug users, the HIV perinatal transmission rate and the subsequent development of the acquired immune deficiency syndrome (AIDS) in young children has presented an enormous challenge to pediatric health care workers. According to the most recent Centers for Disease Control and Prevention (CDC) data, there are 7,298 AIDS-infected children under 13 years of age. That is almost 700 more than the previous year and the number has more than doubled since 1992 and the problem is expected to grow.

In 1996, 712 new cases of pediatric AIDS were reported. While 73% of AIDS cases among children have been reported from a relatively small number of States and territories—New York, Florida, New Jersey, Pennsylvania, Texas, California, Maryland and Puerto Rico—HIV infection affects children in nearly all parts of the country. Cases of pediatric AIDS have been reported from 48 States the District of Columbia, Puerto Rico and the Virgin Islands. (CDC HIV/AIDS Surveillance Report, June, 1996; AIA Factsheet, January, 1996).

Women are the fastest growing population in the AIDS epidemic. In 1992, AIDS was the fourth leading cause of death for women of child-bearing age, 25-44 years, up from fifth in 1990 and eighth in 1987. Major studies of congenital HIV infection indicate that perinatal transmission rates range between 14 and 40 percent. While new treatments have improved the likelihood of children being born without the virus, an unfortunate consequence of this is that more children born to HIV/AIDS infected women will be orphaned. This potential increase of orphaned children will have an impact on the child welfare services system. (AIA Factsheet, 1996).

The problem of AIDS is closely connected with perinatal substance abuse. Fetal exposure to HIV/AIDS is linked to maternal drug use. Mothers are most commonly infected with HIV through their own drug use or sexual relations with an IV drug user. The National Pregnancy and Health Survey (National Institute on Drug Abuse) reported that approximately six percent

of the four million women who gave birth in 1992 used illicit drugs, 19 percent drank alcohol and 20 percent smoked cigarettes during pregnancy. About one-third of the illicit drug users also smoked and/or drank alcohol during pregnancy.

The risk factors for women delivering a drug-exposed infant include poverty, little education, poor nutrition, little or no prenatal care, a history of sexual and/or physical abuse and being over 25, unmarried, uninsured, on Medicaid and having other children. Similar characteristics exist for women at risk of AIDS/HIV. They are economically and socially disadvantaged; are primarily women of color; lack access to adequate medical care; use drugs, alcohol and tobacco; and are at risk for sexually transmitted diseases. Many of these women are not even aware they are infected with HIV until they give birth and their babies test positive. (AIA Factsheet, 1996)

The characteristics of women who abandon or who are at risk of abandoning their children are similar. These women are often struggling with: Poverty, homelessness, physically, sexually and emotionally disruptive relationships; HIV infection; mental illness and drug addiction. Researchers have reported that the average age of these mothers is 27 years old; the average number of pregnancies is four; 64 percent of the mothers receive no prenatal care; and 27 percent are incarcerated during their pregnancies. Many mothers have other children in out-of-home care; have very little, if any, social supports; delivered their newborns alone; and are homeless. Additionally 45 percent of the mothers have not graduated from high school; 62 percent receive income assistance; and 80 percent use multiple drugs. (Barth *et al.*, 1996)

HIV infection is relatively prevalent in the abandoned infants population. As many as eight percent of infants abandoned in hospitals are reported to be HIV infected as compared with approximately .04 percent of all infants in the United States who are infected each year. Due to inconsistent testing and confidentiality laws, this number may underestimate the magnitude of the problem. (James Bell Associates, 1993)

Maternal substance abuse has also been indicated as a significant factor in cases of infants abandoned in hospitals. Approximately 80 percent of these babies are prenatally exposed to illicit drugs as compared with between five and approximately 11 percent of all babies born in the United States. About one-third of the illicit drug users smoked tobacco and/or drank alcohol

during pregnancy. (James Bell Associates, 1993)

Children who are HIV positive or have AIDS are frequently ill and require intensive and specialized care. The delivery of services to these children is often complicated because the children and their families live in communities that lack the necessary resources or because caregivers have difficulty accessing needed services. (Barth *et al.*, 1996) Further complicating the situation is the fact that all of these children have mothers who are HIV positive, and most of the mothers are drug-abusers who themselves need medical, social and other supportive services. Returning care to the mother may not be an option, since the mother may be too ill herself to care for the child.

The children living with an HIV/AIDS infected parent in many ways require as complex a range of services as the infected individual. To date, little attention has been focused on this issue. According to the best estimates provided by researchers thus far, the number of such children at risk of being orphaned by the AIDS/HIV epidemic may reach anywhere from 80,000–125,000 by the year 2000. (Levine, 1992) It is vital that communities, in general, and child welfare agencies, in particular, begin to address the issues of permanency planning for this vulnerable population. The magnitude of the problem and the need for appropriate planning and services to address this need have only recently been understood. Due to the episodic nature of the disease, parents and primary caregivers will experience a direct impact on the continuity of care that they must provide for their children. The children who will be or are orphaned by AIDS/HIV need social services, psychological and emotional support, medical care and the stability of a permanent home/caregiver. (Polineni, 1995)

Although many of these services still need to be developed in communities, some States have taken steps to address permanency for these children. Several States have enacted Standby Guardianship Laws to allow parents to provide for the provisional care of their child and address the needs of both the child and the family. The laws are designed to be flexible to meet the parents' needs and may be implemented at any designated time including a period of illness, hospitalization or death. Ways to provide needed services and to eliminate the barriers to implementing permanency for this population need to be continually explored. (Polineni, 1995)

Some children exposed to drugs, and those who acquire AIDS, pose challenging medical and behavioral problems. Their neurological deficits and developmental delays can prove very trying for caregivers. Biological and foster parents, relatives, adoptive parents and other caretakers often need special training and supportive services to help them meet the children's needs as well as respite services for themselves.

Achieving permanency for such children is typically slow and complex. Some parents may be motivated to keep their child, but not to change their own behaviors; other parents may be motivated to change their behaviors, but are incapable of accessing the appropriate services on their own or of maintaining improved behaviors in their current environment. The assistance required to address the service needs of the parent may be fragmented among many different agencies. Some, such as drug treatment, may not be readily available for pregnant women. Some services may not be culturally sensitive, and others may not be entirely appropriate to the client's needs.

If permanency is to be achieved early in the life of the developing child, intensive efforts must be made with the family to determine its suitability to care for the child. If that is not possible, steps must be taken toward constructive long-term solutions to provide permanency for the child. Toward these ends, systematic action must be taken to obtain and deliver a comprehensive set of services to the biological and/or foster or adoptive family and the child.

A number of discretionary programs within ACYF and throughout the Department of Health and Human Services fund projects which are related to the issues addressed by this announcement. Prospective applicants for Priority Areas A and B must, if applicable, work with existing programs in the community that serve pregnant women or community programs that serve substance-abusing women and women with HIV/AIDS. The applicant should include a description of its networking activities to demonstrate how these programs are involved in service delivery.

Emphasis on Coordination

All New Start Service Demonstration Project applicants should utilize an existing consortium or develop a consortium or other coordinating entity for the purpose of carrying out the project funded under this announcement. The consortium may include public health, child welfare, substance abuse treatment and other

relevant human services agencies. To the extent possible, applicants are encouraged to formalize working relationships with the police and courts; mental health, developmental disabilities, Head Start, and special education providers, community-based maternal and child health programs; and community parent education and parent support programs, including in-home visiting, respite care and housing assistance in the community. Plans for coordinating joint medical-social service case management, outstationing child welfare staff at hospitals where large numbers of at-risk infants are being delivered, or other methods to be used to bring about comprehensive service delivery should be described in the application and supported by documentation.

All currently funded grantees seeking new grant funding should continue to use their existing consortia. These grantees shall: (1) Describe ways in which the consortium can be expanded, if possible, or changed, if necessary; and (2) demonstrate how the consortium has improved communication and working relationships between and among community agencies in coordinating services for this target population.

A. Previous Service Demonstration Projects

Eligible Applicants: The eight service demonstration projects initially funded in FY 1991 under section 101, Pub. L. 100-505 and four service demonstrations projects initially funded in FY 1993 under Pub. L. 102-236 are eligible for new grants under this priority area. Applicants must show progress and accomplishments to date on the original goals and objectives of their current grant. Inclusion of this information will be evaluated in the Approach Criterion.

Application Requirements: See Part III.

Project Duration: The length of the renewal project period for the competing service demonstration grantees may not exceed 48 months.

Federal Share of Project Costs: Grant amounts will vary and range up to \$450,000 for each of four years. The dollar amount requested must be fully justified and documented. The justification can include various community-specific factors related to substance abuse and perinatal exposure to drugs or HIV. For example, the applicant might include information on the rate of illegal drug use by women of child-bearing age; the rate of HIV positive women giving birth; the number of known drug users; the rate or number of infants who have a positive

toxicology screen. The size of a prior grant award is not, in and of itself, adequate justification to request the same amount under this announcement.

Applicants under this priority areas must commit no less than 10% of the total approved project cost for the evaluation component. For example, a \$450,000 grant award with a \$50,000 match should commit no less than \$50,000 annually to the evaluation effort or a total of no less than \$200,000 during the entire project period.

Matching Requirement: Grantees must provide at least 10 percent of the total approved cost of the project. The total approved cost of the project is the sum of the federal 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 a total of \$1,800,000 in Federal funds for all four project years (based on an award of \$450,000 per budget year), must include a match of at least \$200,000 (10 percent of total approved project costs, i.e., \$50,000 per budget period).

Anticipated Number of Projects to be Funded: It is anticipated that three to five projects will be funded under this priority area.

Length of Proposal: The length of the proposal is limited to 75 pages, including all preprinted pages, and budget narrative, but exclusive of appendices.

B. New Start Comprehensive Service Demonstration Projects

Eligible Applicants: Any State, local public or nonprofit agency or organization including accredited colleges and universities.

Applicants in jurisdictions in which there currently does not exist a program funded under the Abandoned Infants Assistance Program will be considered under this priority area. Agencies and organizations that have previously received funding under the AIA Program but are not currently grantees may submit a proposal under this Priority Area.

Applicants from localities in which projects are currently operating (see Appendix C) will not be considered as the purpose of this priority area is to establish comprehensive service projects in new localities. Exceptions to this may be considered for large metropolitan areas, that is, cities with a population over 1,000,000.

Application Requirements: See Part III.

Project Duration: The project period may not exceed 48 months.

Federal Share of Project Costs: The maximum Federal share is \$450,000 per budget year. However, applicants are strongly encouraged to construct the budget request judiciously. Factors to be considered include the population of the area to be served; the extent of maternal substance abuse in the target area; the number of drug-exposed infants; the number of women with AIDS or women who are HIV positive in the target area; the number of reports/referrals to social service agencies of babies born with illegal substances in their system. For example, a city which currently receives a \$450,000 grant per budget year under this legislation has the following profile: A population of 2-3 million; 20 percent of newborns have been prenatally exposed to drugs; 2,000 reported allegations of child maltreatment involving infants in substance-abusing families are received annually; approximately 350-375 women with AIDS living in the jurisdiction; an estimated 2,500-3,000 HIV positive women and between 700-800 HIV positive children; and an annual projected number of 500 children born who are HIV-positive. Each applicant should compare statistics from its area to the example city and develop its budget request accordingly. This profile does not necessarily exclude an application from a jurisdiction of smaller size receiving the maximum Federal amount. However, an applicant from a smaller-sized jurisdiction must provide adequate justification that the community's experience with drug exposed and/or HIV-positive infants is severe enough to warrant the maximum Federal amount.

Applicants under this priority area must commit no less than five percent of the total project cost for the evaluation component. For example, a \$450,000 grant award with a \$50,000 match should commit no less than \$25,000 annually to the evaluation effort or no less than a total of \$100,000 during the project period. Applicants are encouraged to increase the financial commitment to evaluation in Year III and IV.

Matching Requirement: Grantees must provide at least 10 percent 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 a total of \$1,800,000 in Federal funds for all four project years (based on an award of \$450,000 per

budget year), must include a match of at least \$200,000 (10 percent of total approved project costs, i.e., \$50,000 per budget period).

Anticipated Number of Projects to be Funded: It is anticipated that three to five projects will be funded.

Length of Proposal: The length of the proposal is limited to 75 pages, including all preprinted pages, and budget narrative, but exclusive of appendices.

C. Family Support Services for Grandparents and Other Relatives Providing Caregiving for Children and Substance Abusing and HIV-Positive Women

Eligible Applicants: Public agencies and private, non-profit organizations and institutions of higher education are eligible to apply. Applicants must demonstrate an understanding of family caregiver support and service needs and be able to demonstrate a history of involvement with grandparent groups or other family member caregiver groups which specifically address the needs of drug-exposed and/or HIV-positive children.

Background: As an increasing number of HIV-positive and/or substance abusing parents become unable to provide adequate care for their infants and young children, family members, frequently grandparents, assume the responsibility as the primary caretaker for the children. Social service agencies report that an increasing number of families include a grandparent raising a grandchild, a circumstance which is due primarily to parental drug addiction.

Many of the children born to drug-abusing, HIV-positive or AIDS infected women suffer medical or behavioral problems as a result of their mother's addiction or health status. They may be hyperactive and have severe or chronic health problems and developmental and neurological delays. These children may be more difficult to parent in many ways that family members, particularly grandparents who are dealing with their own aging or health issues, may not be adequately prepared to handle.

In addition to parenting issues, families must also deal with financial support and custody issues. Family members frequently are outside the public child welfare system and receive little, if any, financial assistance. If assistance is available, it is generally at a rate lower than the foster care rates. Many caretakers receive no financial assistance at all.

The familial caretakers may need education in how to deal with children who have been exposed pre-natally to a dangerous drug or who may be HIV-

positive or HIV/AIDS affected; assistance in gaining access to community resources; and for themselves, support services to cope with the responsibilities of rearing children at an older age. The caregivers need training in what to expect of these children; how to nurture and care for them; and how to access other supportive services, including respite care. Family caregivers may also need some education to deal with the addictive behaviors of the child's parent(s). In addition, if the parent is HIV-positive, the caregivers will need support in dealing with the illness and eventual death of the child's parent.

The purpose of this priority area is to provide funds to any group or organization that has experience in providing counseling and other support services to family caregivers for drug-exposed, HIV-positive or HIV/AIDS affected children. The funds will be used to establish or enhance a system of support services that should include, but not be limited to, social services, counseling, legal and financial services and assistance with custodial issues.

Application Requirements: See Part III.

Project Duration: The length of the project period for grantees may not exceed 48 months.

Federal Share of Project Costs: Grant amounts will not exceed \$100,000 for each of four years. The dollar amount requested must be fully justified and documented. The justification can include various community-specific factors related to substance abuse and perinatal exposure to drugs or HIV. For example, the applicant might include information on the rate of illegal drug use by women of child-bearing age; the rate of HIV positive women giving birth; the number of known drug users; the rate or number of infants who have a positive toxicology screen; the percentage of individuals caring for the children of substance-abusing or HIV-positive family members.

Applicants must commit no less than 5% of the total approved project cost for the evaluation component. For example, a \$100,000 grant award with a \$11,111 match should commit no less than \$5,556 annually to the evaluation effort or a total of no less than \$22,222 during the entire project period.

Matching Requirement: Grantees must provide at least 10 percent of the total approved cost of the project. The total approved cost of the project is the sum of the federal 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 a total of \$400,000 in Federal funds for all four project years (based on an award of \$100,000 per budget year), must include a match of at least \$44,444 (10 percent of total approved project costs, i.e., \$11,111 per budget period).

Anticipated Number of Projects to be Funded: It is anticipated that three projects will be funded.

Length of Proposal: The length of the proposal is limited to 60 pages, including all preprinted pages, and budget narrative, but exclusive of appendices.

Part III. Application Requirements

Applicants are required to use the Standard Forms, Certifications, Disclosures and Assurances provided under Appendix A. Applications submitted for funding under this announcement are considered New Applications; and, therefore, applicants should follow instructions for New Applications.

New applications must respond to the instructions under Program Narrative, Item A—Project Description—Components, and Item D—Budget and Budget Justification. In preparing the program narrative statement, the applicant should provide the information that the panel will use to evaluate and rank the proposal. The information should be concise and complete when addressing the activities for which Federal funds are being requested. Supporting documents should be included in order to present the information clearly and succinctly. Applicants are encouraged to provide information on their organizational structure, staff, related experience and other information considered to be relevant.

Under Item A—Project Description—component, the applicant must address the specific information requested under each priority area in this program announcement. The information addressing the following sections should either not require a response or should be located under a different section than prescribed.

Section A.1—Project Summary/Abstract—This should be a one page or less summary of the project and placed directly after the table of contents. This page will not count against the page limitation.

Section A.5—Evaluation—Provide a narrative that describes a way to evaluate (1) the results of the proposed project; and (2) the process outcomes of the project. State how the evaluation process will determine the extent to which the program has achieved the stated objectives and the extent to

which the accomplishment of the objectives can be attributed to the program. Discuss the criteria to be used to evaluate the results; explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. Keep in mind the suggested data collection instruments mentioned in the priority areas. Define the procedures you will employ to determine whether the program is being conducted in a manner consistent with the work plan and discuss the impact of the program effectiveness.

Section A.6—Geographic Location—should be addressed under the Objectives and Needs for Assistance

Section A.7—Additional Information—should be addressed under the Staff Background and Organizational Experience. Letters of support should be included in the appendices.

Section B.—Non-Competing Continuation applications—Does not apply to this announcement.

Section C.—Supplemental Requests—Does not apply to this announcement.

Section D.—Budget and Budget Justification—Provide a line item detail and detailed calculations for each budget object class identified on the Budget Information form. Detailed calculations must include estimation methods, quantities, unit costs and other similar quantitative detail sufficient for the calculation to be duplicated. The detailed budget must also include a breakout by the funding sources identified in block 15 of the SF-424.

Provide a narrative budget justification which describes how the categorical costs are derived. Discuss the necessity, reasonableness and allocability of the proposed costs.

Applicants must address the following requirements in their application to be considered responsive to the **Federal Register** announcement. These requirements have been organized according to the evaluation criteria presented in Part III.

A. Objectives and Need for Assistance

1. State the objectives for the program and indicate how these objectives relate to the community issues to be addressed and demonstrate that there is a need for the program and is based on an assessment of community needs. Provide letters of support for your program from community-based agencies.

2. Identify the population to be served by the project and describe the needs of the target population. Provide an

estimated number of infants and families the project will serve.

3. Identify the geographic location to be served by the project. Describe the key socioeconomic and demographic characteristics of the targeted community as it relates to women of child-bearing age and women and families who are affected by substance-abuse and HIV/AIDS and their needs. Describe the current availability of needed services that serve substance-abusing and/or AIDS/HIV-infected women and their families in the community.

B. Results or Benefits

1. Identify the specific results or benefits that can be expected for substance-abusing women and/or women with HIV/AIDS and their families. Identify specific community-wide results, if any.

2. Identify the kinds of qualitative and quantitative data the program will collect to measure progress towards the stated results or benefits. In discussing the evaluation, state the methods/procedures used to determine the extent to which the program has achieved the stated objectives.

3. Provide assurances that the program will collect data on individuals and families served; types of services provided; service utilization information; types and nature of needs identified and met and any other such information as may be required by ACYF.

4. Describe how the program results will benefit national policy and practice and ways in which it could lead to additional research in this field.

C. Approach

For Priority Area A

Applications submitted under this priority area are to include approaches/strategies to organize, make accessible and implement a comprehensive range of services for substance-abusing women and women with HIV/AIDS and their families. The proposed range of services should include discussions of any enhanced services based on prior years experience in conducting a service program. They must:

1. Describe how your project will accomplish the following set of legislative purposes:

- To prevent the abandonment of infants and young children, including the provision of services to members of the biological family to address any condition that increases the probability of abandonment of an infant or young child;
- To prevent the subsequent abandonment of infants and young

children when they return to their homes;

- To assist abandoned infants and young children to reside with their biological families, relatives or foster and adoptive families, as appropriate, and to include the provision of respite care as needed. Short-term, transitional residential care services for small groups of infants or young children may be provided. For these services, however, it must be shown that the placements are necessary because, for example, a sufficient number of families cannot be recruited and trained to provide foster family care for abandoned infants and young children in the community or that such placements are in the best interests of the child. Proposals including residential care services will be considered only if that component is part of and integral to a larger system of services directed toward achieving permanency for the children; and only if the residential services are designed to be transitional (i.e., three to six months and no longer) to a permanent placement. The proposal may not include the costs of construction or other major structural changes for facilities. (Minor structural changes may be considered and approved by the Project Officer and Grants Management Office.)

2. Include an outcome analysis of prior evaluation(s).

3. Describe any revision or expansions of project goals and objectives based on a review of the development and implementation of the program. The review should include an assessment of the effectiveness of the approaches and intervention strategies initially proposed. If revised approaches were used, they should also be assessed for their effectiveness. This process should also include an assessment of problems in program implementation and a discussion of the proposed improved strategies to address those barriers.

4. In developing a broad and comprehensive approach, describe ways in which the project will provide the wide range of assistance needed by the target population that could include parenting skills; supportive, therapeutic services; housing and transportation; health care and drug and alcohol treatment; as well as, ways of addressing the specialized health care and therapeutic intervention for infants exposed to drugs and AIDS/HIV to assist them in their physical and cognitive development.

5. Describe ways the project will provide a program of service delivery that provides health, education and social services at a single site, as required by section 101(a)(8) of Pub. L.

100–505, as amended. If not, provide an explanation how these services will be readily accessible to the client families.

6. Describe ways in which following suggested strategies could be used in the proposed program implementation. These strategies and approaches are based on several years of experience in implementing services programs targeted for families at risk of abandonment and can be considered successful in working with the target population. They include:

- *Interagency Collaboration*—Services to the target population need to be comprehensive and seamless and require more resources than any single agency can provide. Interagency collaboration coordinates service development and funding between multiple agencies serving the same population.

- *Intervention Teams*—These teams bring together professionals from a variety of disciplines in the planning and delivery of services. An interdisciplinary team provides a variety of service perspectives and a more holistic assessment of needs and a more complete treatment plan.

- *Peer Services*—Peer staff have backgrounds and experiences similar to the clients and serve as a bridge between the client and professional worlds. Peer staff are more accessible and less threatening to the clients and can establish more trusting and more supportive relationships.

- *Home-Based Services*—Educational, supportive and therapeutic services are provided in the client's home and can improve client assessment and service provision by giving a fuller understanding of the client's circumstances. Further, lack of transportation and child care create serious barriers to agency-based services.

- *Culturally Appropriate and Women-focused Services*—This emphasis enables the services to be provided in an environment that acknowledges, reflects and respects the cultural and ethnic influences of the client population and recognizes the needs that particularly affect women.

- *Coordinated Medical and Social Service Case Management*—These case management services aid in the timely discharge of infants and reduce medically unnecessary hospital days and expedite hospital discharges to the most family-like settings.

- *Legal, Policy and Program Development*—These services provide permanency for HIV-affected children and help keep children orphaned by AIDS from entering the child welfare system.

7. Describe ways in which these additional suggested strategies/approaches regarding family mediation and voluntary relinquishment can be used. These techniques are useful in establishing permanency for children after it has been decided that targeted infants and children cannot return home. They are:

- *Family Mediation*—This is a voluntary, non-coercive negotiation process facilitated by a neutral, third-party. The goal of mediation is to encourage birth parent(s), extended relatives and foster/adoptive parents to cooperate in making decisions that reflect the best interests of the child. Mediation empowers the biological parent(s) and recognizes the need for a child to maintain family ties.

- *Relinquishment*—This is a voluntary process of transferring parental rights to an authorized child welfare agency and is usually a front-end approach that occurs prior to court involvement.

8. Include an assurance of a third party evaluation of the project. In order to evaluate the competence of the third-party evaluator and to assure that the evaluation methodology and design are appropriate, the third party evaluator must write the evaluation section of the application. This means that the evaluator must be selected as soon as possible after an applicant has decided to compete for a demonstration project. In selecting an evaluator, applicants are reminded that it is a regulatory requirement to encourage maximum free and open competition, using the applicant's own procurement policies and procedures. The application must indicate whether the third party evaluator was competitively selected, or whether the applicant is proposing a sole source contract for the evaluator. Sole source procurements must be fully justified in the application. For those applicants who plan to continue the services of their current third party evaluator, the applicant must include in the application a sole source justification for review, by the program office and the Division of Discretionary Grants, ACF.

9. Describe the methods of collecting descriptive data on the characteristics of the clients served and the services provided; and measures of client outcomes. In developing the evaluation component, applicants are required to collect outcome data on the following:

- Substance abuse treatment and recovery;
- Target infant/child characteristics, including gestational age, birth weight, HIV status at birth/15 months, drug screen results;

- Target infant/child placement status—at program intake, 12 months after enrollment in the program and at termination;

- Client termination—child placement status at 12 months after leaving the program.
- Family stability/permanency—e.g., hospitalized, home with biological parent, pre-adoptive, adoptive home, home with relatives, formal kinship foster care, or foster care home at intake, every six months enrolled, at termination and at six months post-termination.

10. Describe ways to collect data on the additional required following outcomes using suggested data collection instruments indicated:

- Child development and well-being at program intake and 12 months after enrollment. Data should also be collected on child injuries, hospitalizations or death following case openings. Suggested instruments include: Bayley Scale of Infant Development; Brazelton Neonatal Behavioral Assessment Scale; Denver Developmental Screening Test; Infant Behavior Questionnaire; and Child Well-Being Scales.

- Client satisfaction at three, six, twelve months and termination. Suggested instruments include: Client Feedback and Customer Satisfaction Survey.

11. Describe ways to collect the data on the following suggested but not required elements. Suggested data collection instruments are also included:

- Parenting skills—Suggested instruments: Parental Outcomes Interview; Knowledge of Child Development Questionnaire;
- Parent (caregiver) child interaction—Suggested instruments: Parental Outcomes Involvement Scale; Parent-Child Early Relational Assessment; and

- Cost Benefit—Discussion of a how the project reduces the financial burden on community services, e.g., reduction in the number of days of hospitalization.

12. Provide an assurance that the applicants will submit descriptive data on the clients served and the services provided annually to the National Abandoned Infants Assistance Resource Center. Timeframes for the submission of data on outcome measures will be negotiated within six months after grant award.

13. Provide an assurance that grantee staff will attend the required grantees' meeting held annually. At a minimum, a key staff person from the project and the evaluator will attend the annual 2–3 day grantees' meeting in Washington,

D.C. The applicant is further required to participate in any evaluation effort supported by ACYF.

For Priority Area B

Applications submitted under this priority area are to include approaches/strategies to organize, make accessible and implement a comprehensive range of services for substance-abusing women and women with HIV/AIDS and their families. They must:

1. Describe how your project will accomplish the following set of legislative purposes:

- To prevent the abandonment of infants and young children, including the provision of services to members of the biological family to address any condition that increases the probability of abandonment of an infant or young child;
- To prevent the subsequent abandonment of infants and young children when they return to their homes;
- To assist abandoned infants and young children to reside with their biological families, relatives or foster and adoptive families, as appropriate, and to include the provision of respite care as needed. Short-term, transitional residential care services for small groups of infants or young children may be provided. For these services, however, it must be shown that the placements are necessary because, for example, a sufficient number of families cannot be recruited and trained to provide foster family care for abandoned infants and young children in the community or that such placements are in the best interests of the child. Proposals including residential care services will be considered only if that component is part of and integral to a larger system of services directed toward achieving permanency for the children; and only if the residential services are designed to be transitional (i.e., three to six months and no longer) to a permanent placement. The proposal may not include the costs of construction or other major structural changes for facilities. (Minor structural changes may be considered and approved by the Project Officer and Grants Management Office.)

2. In developing a broad and comprehensive approach, describe ways in which the project will provide the wide range of assistance needed by the target population that could include parenting skills; supportive, therapeutic services; housing and transportation; health care and drug and alcohol treatment; as well as, ways of addressing the specialized health care and therapeutic intervention for infants

exposed to drugs and AIDS/HIV to assist them in their physical and cognitive development.

3. Describe ways the project will provide a program of service delivery that provides health, education and social services at a single site, as required by section 101(a)(8) of Pub. L. 100-505, as amended. If not, provide an explanation how these services will be readily accessible to the client families.

4. Describe ways in which following suggested strategies could be used in the proposed program implementation.

These strategies and approaches are based on several years of experience in implementing services programs targeted for families at risk of abandonment and can be considered successful in working with the target population. They include:

- *Interagency Collaboration*—Services to the target population need to be comprehensive and seamless and require more resources than any single agency can provide. Interagency collaboration coordinates service development and funding between multiple agencies serving the same population.

- *Intervention Teams*—These teams bring together professionals from a variety of disciplines in the planning and delivery of services. An interdisciplinary team provides a variety of service perspectives and a more holistic assessment of needs and a more complete treatment plan.

- *Peer Services*—Peer staff have backgrounds and experiences similar to the clients and serve as a bridge between the client and professional worlds. Peer staff are more accessible and less threatening to the clients and can establish more trusting and more supportive relationships.

- *Home-Based Services*—Educational, supportive and therapeutic services are provided in the client's home and can improve client assessment and service provision by giving a fuller understanding of the client's circumstances. Further, lack of transportation and child care create serious barriers to agency-based services.

- *Culturally Appropriate and Women-focused Services*—This emphasis enables the services to be provided in an environment that acknowledges, reflects and respects the cultural and ethnic influences of the client population and recognizes the needs that particularly affect women.

- *Coordinated Medical and Social Service Case Management*—These case management services aid in the timely discharge of infants and reduce medically unnecessary hospital days

and expedite hospital discharges to the most family-like settings.

- *Legal, Policy and Program*

Development—These services provide permanency for HIV-affected children and help keep children orphaned by AIDS from entering the child welfare system.

5. Describe ways in which these additional suggested strategies/approaches regarding family mediation and voluntary relinquishment can be used. These techniques are useful in establishing permanency for children after it has been decided that targeted infants and children cannot return home. They are:

- *Family Mediation*—This is a voluntary, non-coercive negotiation process facilitated by a neutral, third-party. The goal of mediation is to encourage birth parent(s), extended relatives and foster/adoptive parents to cooperate in making decisions that reflect the best interests of the child. Mediation empowers the biological parent(s) and recognizes the need for a child to maintain family ties.

- *Relinquishment*—This is a voluntary process of transferring parental rights to an authorized child welfare agency and is usually a front-end approach that occurs prior to court involvement.

6. Include an assurance of a third party evaluation of the project. In order to evaluate the competence of the third-party evaluator and to assure that the evaluation methodology and design are appropriate, the third party evaluator must write the evaluation section of the application. This means that the evaluator must be selected as soon as possible after an applicant has decided to compete for a demonstration project. In selecting an evaluator, applicants are reminded that it is a regulatory requirement to encourage maximum free and open competition, using the applicant's own procurement policies and procedures. The application must indicate whether the third party evaluator was competitively selected, or whether the applicant is proposing a sole source contract for the evaluator. Sole source procurements must be fully justified in the application.

7. Describe ways to collect process and outcome measures data for the project. For examples, applicants should consider a tiered evaluation plan (1) To collect formative evaluation data; and (2) to collect data on outcome measures as the information becomes available. The evaluation plan should address both aspects even though process data may be the only reportable data available for Years 1 and II. The evaluation component of the application

should include methods of collecting descriptive data on the characteristics of the clients served and the services provided. This evaluation should be designed to collect systematic data to answer questions such as the following: What are the characteristics of families who abandon children? What are the service needs of children, mothers, fathers and families of drug exposed infants? Of HIV positive infants? What are the barriers to comprehensive case management and to the coordination of service delivery? What changes have been most helpful in improving the delivery of services? What changes/improvements have there been in the child's well-being and the child's development? What changes have there been in the family's stability and ability to function? What are the permanency outcomes for children?

8. Describe the methods of collecting descriptive data on the characteristics of the clients served and the services provided; and measures of client outcomes. In developing the evaluation component, applicants are required to collect outcome data on the following:

- Substance abuse treatment and recovery;
- Target infant/child characteristics, including gestational age, birth weight, HIV status at birth/15 months, drug screen results;
- Target infant/child placement status—at program intake, 12 months after enrollment in the program and at termination;
- Client termination—child placement status at 12 months after leaving the program.
- Family stability/permanency—e.g., hospitalized, home with biological parent, pre-adoptive, adoptive home, home with relatives, formal kinship foster care, or foster care home at intake, every six months enrolled, at termination and at six months post-termination.

9. Describe ways to collect data on the additional required following outcomes using suggested data collection instruments indicated:

- Child development and well-being at program intake and 12 months after enrollment. Data should also be collected on child injuries, hospitalizations or death following case openings. Suggested instruments include: Bayley Scale of Infant Development; Brazelton Neonatal Behavioral Assessment Scale; Denver Developmental Screening Test; Infant Behavior Questionnaire; and Child Well-Being Scales.
- Client satisfaction at three, six, twelve months and termination. Suggested instruments include: Client

Feedback and Customer Satisfaction Survey.

10. Describe ways to collect the data on the following suggested but not required elements. Suggested data collection instruments are also included:

- Parenting skills—Suggested instruments: Parental Outcomes Interview; Knowledge of Child Development Questionnaire;
- Parent (caregiver) child interaction—Suggested instruments: Parental Outcomes Involvement Scale; Parent-Child Early Relational Assessment; and
- Cost Benefit—Discussion of how the project reduces the financial burden on community services, e.g., reduction in the number of days of hospitalization.

11. Provide an assurance that the applicants will submit descriptive data on the clients served and the services provided annually to the National Abandoned Infants Assistance Resource Center. Timeframes for the submission of data on outcome measures will be negotiated within six months after grant award.

12. Provide an assurance that grantee staff will attend the required grantees' meeting held annually. At a minimum, a key staff person from the project and the evaluator will attend the annual 2–3 day grantees' meeting in Washington, D.C. The applicant is further required to participate in any evaluation effort supported by ACYF.

For Priority Area C

Applications submitted under this priority area are to include approaches/strategies to organize, make accessible and implement appropriate services for caregivers of substance-abusing women and women with HIV/AIDS and their families. They must:

1. Describe the applicant's understanding of the problems involved in caring for children of substance-abusing and/or HIV-positive parent(s) and an understanding of the special needs of children who may be HIV-positive;
2. Describe the multiple needs of the relative caregivers, particularly the support services needed to address the unique needs of families dealing with intergenerational differences and issues, including caring for siblings;
3. Show the applicant's evidence of a commitment to work with a social service, public health, mental health agency or legal services in providing needed consultation, support services and advice to family caregivers;
4. Describe the applicant's understanding of the program, service and legal issues involved in serving

families affected by substance abuse and HIV/AIDS.

5. Include an assurance of a third party evaluation of the project. In order to evaluate the competence of the third-party evaluator and to assure that the evaluation methodology and design are appropriate, the third party evaluator must write the evaluation section of the application. This means that the evaluator must be selected as soon as possible after an applicant has decided to compete for a demonstration project. In selecting an evaluator, applicants are reminded that it is a regulatory requirement to encourage maximum free and open competition, using the applicant's own procurement policies and procedures. The application must indicate whether the third party evaluator was competitively selected, or whether the applicant is proposing a sole source contract for the evaluator. Sole source procurements must be fully justified in the application.

6. Provide an assurance that a key staff person from the project and the evaluator will attend an annual 2–3 day grantees' meeting in Washington, D.C. The applicant must agree to participate in any evaluation effort supported by ACYF.

D. Staff Background and Experience

1. Describe the applicant's experience in providing comprehensive services to substance-abusing women and women who have HIV/AIDS and their infants and/or young children, as well as the applicant's experience in collaborating with community-based agencies. Describe the applicant's history and relationship with the targeted community. Include a complete discussion of relevant program, administrative and fiscal management experience.

2. If the applicant represents a consortium of partner agencies, explain the relevant background of each partner and the partners' experience in planning and implementing programs to serve children and families impacted by substance-abuse and HIV/AIDS. Each partner must provide a letter of commitment which authorizes the applicant to apply on behalf of the consortium.

3. Identify and provide a brief description of key staff who are proposed to work in the program and indicate their educational training and experience in working with similar programs. Provide resumes. In addition, explain how the ethnic and racial composition and language proficiencies of the proposed staff persons is reflective of the community to be served.

4. Describe the experience and provide resumes of the individuals who will assist the program in conducting the evaluation activities.

E. Budget Appropriateness

1. Provide a detailed line-item budget. In the proposed budget, applicants must include sufficient funds so that at least two staff can travel to Washington, D. C. for the annual grantee's conference. (Attendance at this conference is a grant requirement.) Each budget should include the required non-Federal share of the cost of the project.

2. Describe how the budget reflects high quality, ongoing service provided at reasonable costs. Include a discussion on the appropriateness of staff compensation levels and funds sets aside to promote staff training, as needed. Explain the efforts the applicant has made to secure other community case and/or in-kind resources.

Part IV. Evaluation Criteria

In considering how applicants will carry out the responsibilities addressed under Part III of this announcement, competing applications will be reviewed and evaluated against the following five criteria. The point values following each criterion indicate the numerical weight each criterion will be accorded in the review process.

A. Criterion 1. Objectives and Need for Assistance (20 Points)

The extent to which the applicant:

- Identifies the relevant socioeconomic and demographic characteristics of women of child-bearing age who are substance-abusers and/or infected with HIV/AIDS, as well, as the community resources available or the gaps in services which demonstrate a need for the project;
- Addresses the goals of the legislative mandate to address the needs of infants who have been exposed to a dangerous drug or who have been perinatally exposed to the HIV virus and who may be at risk of abandonment;
- Identifies goals that address the social service support needs of women impacted by substance-abuse or HIV/AIDS and how those support will enhance family stability and functioning;
- Proposes objectives and need for assistance that (1) address the community's needs and the needs and concerns of the targeted families; and (2) help ameliorate the issues confronted by women, children and families who are impacted by substance-abuse and HIV/AIDS; and (3) address the permanency placement needs of infants and young

children involved in the service demonstration project;

- Draws on the available services in the community, if available;
- Describes the population to be served by the project and explains why this population is in most need; and describe the permanency planning needs of the infants and young children and strategies to address those needs that either prevent abandonment or subsequent entries into the child welfare system;
- Gives a precise location and rationale for the project site/area to be served.

B. Criterion 2. Results of Benefits Expected (10 Points)

The extent to which the applicant:

- Identifies the results and benefits to be derived from the project and links these to the stated objective(s);
- Describes the types of data to be collected and how it will be utilized to measure progress towards the stated results or benefits; and
- Describes how the lessons learned from the project will benefit policy, practice, theory and/or research in both addressing the social service needs of substance-abusing or HIV/AIDS women and their families or in establishing permanency for the infants and young children in the target population.

C. Criterion 3. Approach (40 Points)

The extent to which the applicant:

- Outlines a workable plan of action which relates to the stated objectives and scope of the project and reflects the intent of the legislative mandates and details how the proposed work will be accomplished;
- Addresses the permanency outcomes for infants and young children, for example, by conducting concurrent planning with the family or by expediting permanency after all appropriate stabilizing efforts with the biological family have been tried;
- Lists the activities to be conducted in chronological order, showing a reasonable schedule of accomplishments and target dates;
- If the applicant is proposing to conduct a transitional residence for infants impacted by substance-abuse and/or HIV/AIDS, the extent to which the applicant develops and executes plans for infants not to exceed six months in the residence and plans for permanency for the infants or young children. (Applicants who are proposing transitional residence services and do not respond to this sub-criterion will be considered non-responsive to the **Federal Register** announcement. Applicants who are proposing

transitional residence services and do not include a copy of the appropriate state license will be considered non-responsive to the **Federal Register** announcement.);

- Identifies the kinds of data to be collected and maintained and discusses the criteria to be used to evaluate the results and successes of the project; and
- Describes the evaluation methodology that will be used to determine if the needs identified and discussed are met and if the results and benefits identified are achieved.

D. Criterion 4. Staff Background and Organizational Experience (20 Points)

The extent to which the applicant:

- Demonstrates that the proposed project director, key project staff and the evaluator have the ability to effectively and efficiently administer a project of this size, scope and complexity, including their experience and background in working with women who are substance-abusing or have HIV/AIDS and the young children and families impacted by those issues and their experience working with local and state child welfare systems and their familiarity with child welfare issues;
- Details the organization's experience in addressing the needs of women and families impacted by substance-abuse and/or HIV/AIDS; and
- Describes the adequacy of the applicant's management plan to ensure its capacity and efficiency to accomplish the goals of the project.

E. Budget Appropriateness (10 Points)

The extent to which the applicant justifies the following:

- Costs are reasonable in view of the activities to be conducted and the expected results and benefits;
- Salaries and fringe benefits reflect the level of compensation appropriate for the proposed staff responsibilities; and
- The non-Federal contribution of the total project costs.

Part V. Instructions for the Development and Submission of Applications for FY 1997

This part contains information and instructions for submitting applications in response to this announcement. Application forms are provided along with a checklist for assembling an application package. Please copy and use these forms in submitting an application.

Potential applicants should read this section carefully in conjunction with the information contained within the specific priority area under which the application is to be submitted. The

priority area descriptions are in Part II and the application requirements are in Part III.

A. Availability of Forms

Eligible applicants interested in applying for funds must submit a complete application including the required forms at the end of this program announcement in Appendix A. In order to be considered for a grant under this announcement, an application must be submitted on the Standard Form 424 (approved by the Office of Management and Budget under Control Number 0348-0043). A copy has been provided. Each application must be signed by an individual authorized to act for the applicant and to assume responsibility for the obligations imposed by the terms and conditions of the grant award. Applicants requesting financial assistance for non-construction projects must file the Standard Form 424B, "Assurances: Non-Construction Programs" (approved by the Office of Management and Budget under Control Number 0348-0040). Applicants must sign and return the Standard Form 424B with their application. Applicants must provide a certification regarding lobbying (approved by the Office of Management and Budget under Control Number 0348-0046). Prior to receiving an award in excess of \$100,000 applicants shall furnish an executed copy of the lobbying certification (approved by the Office of Management and Budget under Control Number 0348-0046). Applicants must sign and return the certification with their application.

Applicants must make the appropriate certification of their compliance with the Drug Free Workplace Act of 1988. By signing and submitting the application, applicants are providing the certification and need not mail back the certification with the application.

Applicants will be held accountable for the smoking prohibition included with Pub.L. 103-227, Part C Environmental Tobacco Smoke (also known as the Pro-Children's Act of 1994). A copy of the **Federal Register** notice which implements the smoking prohibition is included with the forms. By signing and submitting the applications, applicants are providing the certification and need not mail back the certification with the application.

B. Paperwork Reduction Act of 1995

Under the Paperwork Reduction Act of 1995 (Pub. L. 104-13), the Department is required to submit to the Office of Management and Budget (OMB) for review and approval any

reporting and record-keeping requirements or program announcements. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB Control Number. This program announcement meets all information collection requirements approved for ACF grant applications under OMB Control Number 0970-0139.

C. Required Notification of the State Single Point of Contact

The Abandoned Infants Program is covered under Executive Order 12372, Intergovernmental Review of Federal Programs, and 45 CFR part 100, Intergovernmental Review of Department of Health and Human Services Program and Activities. Under the Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

As of January 1997, the following jurisdictions have elected not to participate in the Executive Order process. Applicants from these jurisdictions or for projects administered by Federally-recognized Indian Tribes need take no action in regard to E.O. 12372: Alabama, Alaska, American Samoa, Colorado, Connecticut, Hawaii, Idaho, Kansas, Louisiana, Massachusetts, Minnesota, Montana, Nebraska, New Jersey, Oklahoma, Oregon, Palau, Pennsylvania, South Dakota, Tennessee, Vermont, Virginia, Washington.

All remaining jurisdictions participate in the Executive Order process and have established State Single Point of Contact (SPOCs). Applicants from participating jurisdictions should contact their SPOCs as soon as possible to alert them of the prospective application and receive instructions. Applicants must submit any required material to the SPOCs as soon as possible so that the program office can obtain and review SPOC comments as part of the review process. The applicant must submit all required materials, if any, to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form 424, item 16a.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application deadline to comment on proposed new or competing continuation awards. SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations.

Additionally, SPOCs are requested to clearly differentiate between mere advisory comments and those official State process recommendations which

may trigger the "accommodate" or "explain" rule.

When comments are submitted directly to ACF, they should be addressed to: Department of Health and Human Services, Administration for Children and Families, Division of Discretionary Grants, 370 L'Enfant Promenade SW, Mail Stop 6C-462, Washington, DC 20447.

A list of the Single Points of Contact for each State and Territory is included as Appendix B of this announcement.

D. Deadline for Submission of Applications

The closing time and date for the receipt of applications is 4:30 p.m. (Eastern Time Zone) on July 21, 1997. Applications *must be received* by 4:30 p.m. on that day. Applications received after 4:30 p.m. will be classified as late.

Deadline: Mailed applications shall be considered as meeting an announced deadline if they are received *on or before the deadline time and date* at the U.S. Department of Health and Human Services, Administration for Children and Families, Division of Discretionary Grants, 370 L'Enfant Promenade SW, Mail Stop 6C-462, Washington, DC 20447, Attention: Abandoned Infants Assistance Program (Reference Announcement Number and Priority Area A, B, or C). Applicants are responsible for mailing applications well in advance, when using the mail services, to ensure that the applications are received on or before the deadline time and date.

Applications handcarried by applicants, applicant couriers, or by overnight/express mail couriers shall be considered as meeting an announced deadline if they are received on or before the deadline date, between the hours of 8:00 a.m. and 4:30 p.m. at the U.S. Department of Health and Human Services, Administration for Children and Families, Division of Discretionary Grants, ACF Mailroom, 2nd Floor Loading Dock, Aerospace Center, 901 D Street, SW, Washington, DC 20024 between Monday and Friday (excluding Federal Holidays). Applicants are cautioned that express/overnight mail services do not always deliver as agreed.

ACF cannot accommodate transmission of applications by fax or through other electronic media. Therefore, applications transmitted to ACF electronically will not be accepted regardless of date or time of submission and time of receipt.

Late Applications: Applications which do not meet the criteria stated above are considered late applications. ACF shall notify each late applicant that

its application will not be considered in the current competition.

Extension of Deadlines: ACF may extend the deadline for all applicants because of acts of God such as floods, hurricanes, etc., or when there is a widespread disruption of the mail. However, if ACF does not extend the deadline for all applicants, it may not waive or extend the deadline for any applicants.

E. Instructions for Preparing the Application and Completing Application Forms

The SF 424, 424A, 424B, and certifications have been reprinted for your convenience in preparing the application. See Appendix A. You should reproduce single-sided copies of these forms from the reprinted forms in the announcement, typing your information onto the copies. Please do not use forms directly from the **Federal Register** announcement, as they are printed on both sides of the page.

Please prepare your application in accordance with the following instructions:

1. SF 424 Page 1, Application Cover Sheet. Please read the following instructions before completing the application cover sheet. An explanation of each item is included. Complete only the items specified.

Top of Page. Enter the single priority area number under which the application is being submitted under only one priority area.

Item 1. Type of submission—Preprinted on the form.

Item 2. Date Submitted and Applicant Identifier—Date application is submitted to ACYF and applicant's own internal control number, if applicable.

Item 3. Date Received By State—State use only (if applicable).

Item 4. Date Received by Federal Agency—Leave blank.

Item 5. Applicant Information Legal Name—Enter the legal name of the applicant organization. For applications developed jointly, enter the name of the lead organization only. There must be a single applicant for each application.

Organizational Unit—Enter the name of the primary unit within the applicant organization which will actually carry out the project activity. Do not use the name of an individual as the applicant. If this is the same as the applicant organization, leave the organizational unit blank.

Address—Enter the complete address that the organization actually uses to receive mail, since this is the address to which all correspondence will be sent. Do not include both street address and

P.O. box number unless both must be used in mailing.

Name and telephone number of the person to be contacted on matters involving this application (give area code)—Enter the full name (including academic degree, if applicable) and telephone number of a person who can respond to questions about the application. This individual should be accessible at the address given here.

Item 6. Employer Identification Number (EIN)—Enter the employer identification number of the applicant organization, as assigned *only* by the DHHS Central Registry System. EIN prefixes and suffixes assigned by agencies other than DHHS are not valid at DHHS/ACF.

Item 7. Type of Applicant—Self-explanatory.

Item 8. Type of Application—Preprinted on the form.

Item 9. Name of Federal Agency—Preprinted on the form.

Item 10. Catalog of Federal Domestic Assistance Number and Title—Enter the Catalog of Federal Domestic Assistance (CFDA) number assigned to the program under which assistance is requested and its title, as indicated in the relevant priority area description. The CFDA number for the Abandoned Infants Assistance Program is 93.551.

Item 11. Descriptive Title of Applicant's Project—Enter the project title and the priority area number in parenthesis after the project title. The title is generally short and is descriptive of the project.

Item 12. Areas Affected by Project—Enter the governmental unit where significant and meaningful impact could be observed. List only the largest unit or units affected, such as State, county, or city. If an entire unit is affected, list it rather than subunits.

Item 13. Proposed Project—Enter the desired start date for the project and projected completion date.

Item 14. Congressional District of Applicant/Project—Enter the number of the Congressional District where the applicant's principal office is located and the number of the Congressional district(s) where the project will be located. If statewide, a multi-State effort, or nationwide, enter 00.

Items 15. Estimated Funding Levels In completing 15a through 15f, the dollar amounts entered should reflect, for a 12 month budget period, the total amount requested. If the proposed project period exceeds 17 months, enter only those dollar amounts needed for the first 12 months of the proposed project.

Item 15a. Enter the amount of Federal funds requested in accordance with the preceding paragraph. This amount

should be no greater than the maximum amount specified in the priority area description.

Item 15 b–e. Enter the amount(s) of funds from non-Federal sources that will be contributed to the proposed project. Items b–e are considered cost-sharing or matching funds. The value of third party in-kind contributions should be included on appropriate lines as applicable.

Items 15f. Enter the estimated amount of income, if any, expected to be generated from the proposed project. Do not add or subtract this amount from the total project amount entered under item 15g. Describe the nature, source and anticipated use of this income in the Project Narrative Statement.

Item 15g. Enter the sum of items 15a–15e.

Item 16a. Is Application Subject to Review By State Executive Order 12372 Process? Yes, except for the 18 jurisdictions listed above. Enter the date the applicant contacted the SPOC regarding this application. Select the appropriate SPOC from the listing provided in Appendix B. The review of the application is at the discretion of the SPOC. The SPOC will verify the date noted on the application.

Item 16b. Is Application Subject to Review By State Executive Order 12372 process? No.—Check the appropriate box if the application is not covered by E.O. 12372 or if the program has not been selected by the State for review.

Item 17. Is the Applicant Delinquent on any Federal Debt?—Check the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include audit disallowances, loans and taxes.

Item 18. To the best of my knowledge and belief, all data in this application/preapplication are true and correct. The document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.—To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for signature of this application by this individual as the official representative must be on file in the applicant's office, and may be requested from the applicant.

Item 18 a–c. Typed Name of Authorized Representative, Title, telephone Number—Enter the name, title and telephone number of the authorized representative of the applicant organization. This individual will receive all ACF/ACYF

correspondence regarding the application.

Item 18d. Signature of Authorized Representative—Signature of the authorized representative named in Item 18a. At least one copy of the application must have an original signature. Use colored ink (not black) so that the original signature is easily identified.

Item 18e. Date Signed—Enter the date the application was signed by the authorized representative.

2. SF 424A—Budget Information—Non-Construction Programs. This is a form used by many Federal agencies. For this application, Sections A, B, C, E and F are to be completed. Section D does not need to be completed.

Sections A and B should include the Federal as well as the non-Federal funding for the proposed project covering the first year budget period.

Section A—Budget Summary. This section includes a summary of the budget. On line 5, enter total Federal costs in column (e) and total non-Federal costs, including third party in-kind contributions, but not program income, in column (f). Enter the total of (e) and (f) in column (g).

Section B—Budget Categories. This budget, which includes the Federal as well as non-Federal funding for the proposed project, covers the first year budget period if the proposed project period exceeds 12 months. It should relate to item 15g, total funding, on the SF 424. Under column (5), enter the total requirements for funds (Federal and non-Federal) by object class category.

A separate itemized budget justification for each line item is required. The types of information to be included in the justification are indicated under each category. For multiple year projects, it is desirable to provide this information for each year of the project. The SF 424A.

Personnel—Line 6a. Enter the total costs of salaries and wages of applicant/grantee staff. Do not include the costs of consultants, which should be included on line 6h, Other.

Justification: Identify the principal investigator or project director, if known. Specify by title or name the percentage of time allocated to the project, the individual annual salaries, and the cost to the project (both Federal and non-Federal) of the organization's staff who will be working on the project.

Fringe Benefits—Line 6b. Enter the total cost of fringe benefits, unless treated as part of an approved indirect cost rate.

Justification: Provide a break-down of amounts and percentages that comprise fringe benefit costs, such as health

insurance, FICA, retirement insurance, etc.

Travel—6c. Enter total costs of out-of-town travel (travel requiring per diem) for staff of the project. Do not enter costs for consultant's travel or local transportation, which should be included on Line 6h, Other.

Justification: Include the name(s) of traveler(s), total number of trips, destinations, length of stay, transportation costs and subsistence allowances.

Equipment—Line 6d. Enter the total costs of all equipment to be acquired by the project. Equipment is defined as an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of (a) the capitalization level established by the organization for the financial statement purposes of (b) \$5,000 or more per unit.

Justification: Equipment to be purchased with Federal funds must be justified. The equipment must be required to conduct the project, and the applicant organization or its subgrantees must not have the equipment or a reasonable facsimile available to the project. The justification also must contain plans for future use or disposal of the equipment after the project ends.

Supplies—Line 6e. Enter the total costs of all tangible expendable personal property (supplies) other than those included on Line 6d.

Justification: Specify general categories of supplies and their costs.

Contractual—Line 6f. Enter the total costs of all contracts, including (1) Procurement contracts (except those which belong on other lines such as equipment, supplies, etc.) and (2) contracts with secondary recipient organizations, including delegate agencies. Also include any contracts with organizations for the provision of technical assistance. Do not include payments to individuals on this line. If the name of the contractor, scope of work, and estimated total costs are not available or have not been negotiated, include on Line 6h, other.

Justification: Attach a list of contractors, indicating the names of the organizations, the purposes of the contracts, and the estimated dollar amounts of the awards as part of the budget justification. Whenever the applicant/grantee intends to delegate part or all of the program to another agency, the applicant/grantee must complete this section (Section B, Budget Categories) for each delegate agency by agency title, along with the supporting information. The total cost of all such agencies will be part of the amount

shown on Line 6f. Provide backup documentation identifying the name of contractor, purpose of contract, and major cost elements. Applicants who anticipate procurement that will exceed \$5,000 (non-governmental entities) or \$25,000 (governmental entities) and are requesting an award without competition should include a sole source justification in the proposal which at a minimum should include the basis for contractor's selection, justification for lack of competition when competitive bids or offers are not obtained and basis for award cost or price. (Note: Previous or past experience with a contractor is not sufficient justification for sole source.)

Construction—Line 6g. Not applicable. New construction is not allowable.

Other—Line 6h. Enter the total of all other costs. Where applicable, such costs may include, but are not limited to: Insurance; medical and dental costs; noncontractual fees and travel paid directly to individual consultants; local transportation (all travel which does not require per diem is considered local travel); space and equipment rentals; printing and publication; computer use; training costs, including tuition and stipends; training service costs, including wage payments to individuals and supportive service payments; and staff development costs. Note that costs identified as miscellaneous and honoraria are not allowable.

Justification: Specify the costs included.

Total Direct Charge—Line 6i. Enter the total of Lines 6a through 6h.

Indirect Charges—6j. Enter the total amount of indirect charges (costs). If no indirect costs are requested, enter none. Generally, this line should be used when the applicant has a current indirect cost rate agreement approved by the Department of Health and Human Services or another Federal agency.

Local and State governments should enter the amount of indirect costs determined in accordance with DHHS requirements. When an indirect cost rate is requested, these costs are included in the indirect cost pool and should not be charged again as direct costs to the grant.

Justification: Enclose a copy of the indirect cost rate agreement.

Total—Line 6k. Enter the total amounts of lines 6i and 6j.

Program Income—Line 7. Enter the estimated amount, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount.

Justification: Describe the nature, source, and anticipated use of program

income in the Program Narrative Statement.

Section C—Non-Federal Resources. This section summarizes the amounts of non-Federal resources that will be applied to the grant. Enter this information on line 12 entitled Totals. In-kind contributions are defined in 45 CFR, 74.51 and 45 CFR 92.3, as property or services which benefit a grant-supported project or program and which are contributed by non Federal third parties without charge to the grantee, the subgrantee, or a cost-type contractor under the grant or subgrant.

Justification: Describe third party in-kind contributions, if included.

Section D—Forecasted Cash Needs, Not applicable.

Section E—Budget Estimate of Federal Funds Needed For Balance of the Project. This section should only be completed if the total project period exceeds 12 months.

Totals—Line 20. For projects that will have more than one budget period, enter the estimated required Federal funds for the second budget period (months 13 through 24) under column (b) First. If a third budget period will be necessary, enter the Federal funds needed for months 25 through 36 under (c) Second. Column (d) would be used in the case of a 48 month project. Column (e) would not apply.

Section F—Other Budget Information. Direct Charges—Line 21, Not applicable.

Indirect Charges—Line 22, Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

Remarks—Line 23. If the total project period exceeds 12 months, you must enter your proposed non-Federal share of the project budget for each of the remaining years of the project.

3. Project Summary Description. Clearly mark this separate page with the applicant name as shown in item 5 of the SF 424, the priority area number as shown at the top of the SF 424, and the title of the project as shown in item 11 of the SF 424. The summary description should not exceed 300 words. These 300 words become part of the computer database on each project.

Care should be taken to produce a summary description which accurately and concisely reflects the application. It should describe the objectives of the project, the approaches to be used and the outcomes expected. The description should also include a list of major products that will result from the proposed project, such as software

packages, materials, management procedures, data collection instruments, training packages, or videos (please note that audiovisuals should be closed captioned). The project summary description, together with the information on the SF 424, will constitute the project abstract. It is the major source of information about the proposed project and is usually the first part of the application that the reviewers read in evaluating the application.

At the bottom of the page, following the summary description, type up to 10 key words which best describe the proposed project, the service(s) involved and the target population(s) to be covered. These key words will be used for computerized information retrieval for specific types of funded projects.

4. Program Narrative Statement. The Program Narrative Statement is a very important part of an application. It should be clear, concise, and address the specific requirements mentioned under the priority area description in Parts II and III.

The narrative should provide information concerning how the application meets the evaluation criteria using the following headings:

- (a) Objectives and Need for Assistance;
- (b) Results and Benefits Expected;
- (c) Approach;
- (d) Staff Background and Organization's Experience; and
- (e) Budget Appropriateness.

The narrative should be typed double-spaced on a single-side of an 8½" × 11" plain white paper, with 1" margins on all sides using standard type sizes or fonts (e.g., Times Roman 12 or Courier 10. Type should be no smaller than 10 point). Applicants should not submit reproductions of larger paper reduced to meet the size requirement. All pages of the narrative (including charts, references/footnotes, tables, maps, exhibits, etc.) must be sequentially numbered, beginning with Objectives 84 and Need for Assistance as page number one.

The length of the application, including the application forms and all attachments, should meet criteria set forth in each Priority Area. A page is a single side of an 8½" × 11" sheet of paper. Applicants are requested not to send pamphlets, brochures or other printed material along with their application as these pose xeroxing difficulties. These materials, if submitted, will not be included in the review process if they exceed the page limit criteria. If the applicant chooses to submit printed materials, the applicant must provide a duplicate or a copy of

each printed document with each copy of the application submitted. Each page of the application will be counted to determine the total length.

5. Organizational Capability Statement. The Organizational Capability Statement should consist of a brief (two to three pages) background description of how the applicant organization (or the unit within the organization that will have responsibility for the project) is organized, the types and quantity of services it provides, and/or the research and management capabilities it possesses. This description should cover capabilities not included in the Program Narrative Statement. It may include descriptions of any current or previous relevant experience, or describe the competence of the project team and its demonstrated ability to produce a final product that is readily comprehensible and usable. An organization chart showing the relationship of the project to the current organization should be included.

6. Assurances/Certifications. Applicants are required to file an SF 424B, Assurances—Non-Construction Programs and the Certification Regarding Lobbying. Both must be signed and returned with the application. In addition, applicants must certify their compliance with: (1) Drug-Free Workplace Requirements; (2) Debarment and Other Responsibilities; and (3) Pro-Children Act of 1994 (Certification Regarding Environmental Tobacco Smoke). Copies of the assurances/certifications are reprinted at the end of this announcement (see Appendix A) and should be reproduced, as necessary. A duly authorized representative of the applicant organization must certify that the applicant is in compliance with these assurances/certifications. A signature on the SF 424 indicates compliance with the Drug Free Workplace Requirements, and Debarment and Other Responsibilities and Environmental Tobacco Smoke certifications.

A signature on the application constitutes an assurance that the applicant will comply with the pertinent Departmental regulations contained in 45 CFR part 74 and 45 CFR part 92. Applicants requesting financial assistance for a non-construction project must file the standard SF-424B, "Assurances-Non—Construction Programs." Applicants must sign and return the Standard Form 424B with their applications.

7. Statutory Assurances. Applicants seeking funding under the Abandoned Infants Assistance Act, Pub. L. 102-236, are required to meet the following

assurances. Any assistance needed to comply with these requirements should be discussed with the local public child welfare agency. Applicants must submit written assurance that they will comply with the Statutory Assurances outlined under sections 101 (b), (c) and (d) of Pub. L. 102-236:

(1) That the applicant give priority to abandoned infants and young children (a) who are infected with the human immunodeficiency virus or who have been perinatally exposed to the virus; or (b) who have been perinatally exposed to a dangerous drug.

(2) That, if the applicant expends the grant to carry out any program of providing care to infants and young children in foster homes or in other nonmedical residential settings away from their parents, the applicant will ensure that (a) a case plan of the type described in paragraph (1) of section 475 of the Social Security Act is developed for each such infant and young child (to the extent that such infant and young child are not otherwise covered by such a plan); and (b) the program includes a case review system of the type described in paragraph (5) of such section (covering each such infant and young child who is not otherwise subject to such a system).

(3) That funds provided under section 101(a) shall be used only as specified in the application approved by the Secretary (section 101(d)(1)(A)).

(4) That fiscal control and fund accounting procedures will be established as may be necessary to ensure proper disbursement and accounting of Federal funds paid to the applicant under this announcement (section 101(d)(1)(B)).

(5) That reports to the Secretary will be made annually on the utilization, cost and outcomes of activities conducted and service furnished under this grant (section 101(d)(1)(C)).

(6) If during the majority of the 180-day period preceding the data of the enactment of this Act, the applicant has carried out any program with respect to the care of abandoned infants and young children, the applicant must certify that funds provided under the grant will be expended only for the purpose of expanding such service (section 101(d)(1)(D)).

F. Checklist for a Complete Application

The checklist below is for your use to ensure that your application package has been properly prepared.

- One original, signed and dated application, plus two complete copies. Applications for different priority areas are packaged separately;
- Application is from an organization which is eligible under the eligibility requirements defined in the priority area description (screening requirement);
- Application length does not exceed 75 pages, unless otherwise specified in the priority area description. A complete application consists of the following items in this order:
- Application for Federal Assistance (SF 424, Rev. 4-92);
- A completed SPOC certification with the date of SPOC contact entered in line 16, page 1 of the SF 424;
- Budget Information-Non-Construction Programs (SF 424A, REV 4-92);
- Budget justification for Section B-Budget Categories;
- Table of Contents;
- Letter from the Internal Revenue Service to prove non-profit status, if necessary;
- Copy of the applicant's approved indirect cost rate agreement, if appropriate;
- Project summary description and listing of key words;
- Program Narrative Statement (See Part III, Section C);
- Organizational capability statement, including an organization chart;
- Any appendices/attachments;
- Assurances-Non-Construction Programs (Standard Form 424B, Rev. 4-92);
- Certification Regarding Lobbying; and
- Certification Regarding Environmental Tobacco Smoke (Pro-Children Act Certification).

G. The Application Package

Each application package must include an original and two complete copies of the application. Each copy should be secured with a binder clip in the upper left-hand corner. All pages of the narrative (including charts, tables, maps, exhibits, etc.) must be sequentially numbered, beginning with page one. In order to facilitate handling, please do not use covers, binders or

tabs. Do not include extraneous materials as attachments, such as agency promotion brochures, slides, tapes, film clips, minutes of meetings, survey instruments or articles of incorporation. Applicants are advised that the copies of the applications submitted, not the original, will be reproduced by the Federal government for review.

Do not include a self-addressed, stamped acknowledgement card. All applicants will be notified automatically about the receipt of their application. If acknowledgement of receipt of your application is not received within eight weeks after the deadlines date, please notify the ACYF Operations Center by telephone at 1-800-351-2293.

Dated: May 13, 1997.

James A. Harrell,

Acting Commissioner, Administration on Children, Youth and Families.

References

- AIA *Factsheet*, Number 2, November, 1995. *Perinatal Substance Exposure*. National Abandoned Infants Assistance Resource Center. University of California at Berkeley.
- AIA *Factsheet*, Number 3, January, 1996. *Women and Children with HIV/AIDS*. National Abandoned Infants Assistance Resource Center. University of California at Berkeley.
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- Department of Health and Human Services (1996). Centers for Disease Control. *HIV/AIDS Surveillance Report*, Washington, D.C.
- James Bell Associates (1993). *Report to the Congress: National Estimates on the Number of Boarder Babies, the Cost of Their Care, and the Number of Abandoned Infants*. Washington, D.C.: U. S. Department of Health and Human Services, Administration for Children and Families, Administration on Children, Youth and Families, Children's Bureau.
- Levine, C., and Stein, G. (1994) *Orphans of the HIV Epidemic*. The Orphan Project. New York, New York.
- Polineni, Kavita. *Permanency Planning for Children and Youth at Risk of Being Orphaned by AIDS*. (1995 unpublished). Johns Hopkins University. Baltimore, Maryland.

BILLING CODE 4184-01-P

Instructions for the SF 424

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

Please do not return your completed form to the Office of Management and Budget, send it to the address provided by the sponsoring agency.

This is a standard form used by applicants as a required facesheet for preapplications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item and Entry

1. Self-explanatory.
2. Date application submitted to Federal agency (or State, if applicable) & applicant's control number (if applicable).
3. State use only (if applicable).
4. If this application is to continue or revise an existing award, enter present

Federal identifier number. If for a new project, leave blank.

5. Legal name of applicant, name of primary organizational unit which will undertake the assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application.

6. Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.

7. Enter the appropriate letter in the space provided.

8. Check appropriate box and enter appropriate letter(s) in the space(s) provided:

- “New” means a new assistance award.
- “Continuation” means an extension for an additional funding/budget period for a project with a projected completion date.
- “Revision” means any change in the Federal Government's financial obligation or contingent liability from an existing obligation.

9. Name of Federal agency from which assistance is being requested with this application.

10. Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.

11. Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.

12. List only the largest political entities affected (e.g., State, counties, cities.)

13. Self-explanatory.

14. List the applicant's Congressional District and any District(s) affected by the program or project.

15. Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate *only* the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.

16. Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.

17. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit allowances, loans and taxes.

18. To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)

BILLING CODE 4184-01-M

OMB Approval No. 0348-0044

BUDGET INFORMATION — Non-Construction Programs

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		\$	\$	\$	\$	\$
2.						
3.						
4.						
5. Totals		\$	\$	\$	\$	\$

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$	\$	\$	\$	\$
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a - 6 6h)					
j. Indirect Charges					
k. TOTALS (sum of 6i and 6j)	\$	\$	\$	\$	\$
7. Program Income	\$	\$	\$	\$	\$

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Prescribed by OMB Circular A-102

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8.	\$	\$	\$	\$	
9.					
10.					
11.					
12. TOTAL (sum of lines 8 and 11)	\$	\$	\$	\$	

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$	\$	\$	\$	\$
14. Non-Federal					
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	\$	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges:	22. Indirect Charges:
23. Remarks:	

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Standard Form 424A (Rev. 4-92) Page 2

Instructions for the SF 424A

Public reporting burden for this collection of information is estimated to average 180 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

Please do not return your completed form to the Office of Management and Budget, send it to the address provided by the sponsoring agency.

General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a–k of Section B.

Section A. Budget Summary Lines 1–4, Columns (a) and (b)

For applications pertaining to a single Federal grant program (Federal Domestic Assistance Catalog number) and not requiring a functional or activity breakdown, enter on Line 1 under Column (a) the catalog program title and the catalog number in Column (b).

For applications pertaining to a single program requiring budget amounts by multiple function or activities, enter the name of each activity or function on each line in Column (a), and enter the catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the catalog program title on each line in Column (a) and the respective catalog number of each line in Column (b).

For applications pertaining to multiple programs where one or more programs require a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

Lines 1–4, Columns (c) Through (g)

For new applications, leave Columns (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

For continuing grant program applications, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this.

Otherwise, leave these columns blank. Enter in Columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For supplemental grants and changes to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum in Columns (e) and (f).

Line 5—Shown the total for all columns used.

Section B. Budget Categories

In the column headings (1) through (4) enter the titles of the same programs, functions, and activities shown on Lines 1–4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

Lines 6a–i—Show the totals of Lines 6a to 6i in each column.

6j—Show the amount of indirect cost.

Line 6k—Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)–(4), Line 6k, should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

Line 7—Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount. Show under the program narrative statement the nature and source of income. The estimated amount of program income may be considered by the federal grantor agency in determining the total amount of the grant.

Section C. Non-Federal Resources

Lines 8–11 Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

Column (a)—Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

Column (b)—Enter the contribution to be made by the applicant.

Column (c)—Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

Column (d)—Enter the amount of cash and in-kind contributions to be made from all other sources.

Column (e)—Enter totals in Columns (b), (c), and (d).

Line 12—Enter the total for each Columns (b)–(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f), Section A.

Section D. Forecasted Cash Needs

Line 13—Enter the amount of cash needed by quarter from the grantor agency during the first year.

Line 14—Enter the amount of cash from all other sources needed by quarter during the first year.

Line 15—Enter the totals of amounts on Lines 13 and 14.

Section E. Budget Estimates of Federal Funds Needed for Balance of the Project

Lines 16–19—Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications an continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

Line 20—Enter the total for each of the Columns (b)–(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

Section F. Other Budget Information

Line 21—Use this space to explain amounts for individual direct object-class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

Line 22—Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

Line 23—Provide any other explanations or comments deemed necessary.

Assurances—Non-Construction Programs

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing

the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

Please do not return your completed form to the Office of Management and Budget, send it to the address provided by the sponsoring agency.

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as

amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. §§ 276c and 18 U.S.C. §§ 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.O. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984 or OMB Circular No. A-133, Audits of Institutions of Higher Learning and other Non-profit Institutions.

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

Signature of Authorized Certifying Official

Title

Applicant Organization

Date Submitted

Program Narrative

This program narrative section was designed for use by many and varied programs. Consequently, it is not possible to provide specific guidance for developing a program narrative statement that would be appropriate in all cases. Applicants must refer the relevant program announcement for information on specific program requirements and any additional guidelines for preparing the program narrative statement. The following are general guidelines for preparing a program narrative statement.

The program narrative provides a major means by which the application is evaluated and ranked to compete with other applications for available assistance. It should be concise and complete and should address the activity for which Federal funds are requested. Supporting documents should be included where they can present information clearly and succinctly. Applicants are encouraged to provide information on their organizational structure, staff, related experience, and other

information considered to be relevant. Awarding offices use this and other information to determine whether the applicant has the capability and resources necessary to carry out the proposed project. It is important, therefore, that this information be included in the application. However, in the narrative the applicant must distinguish between resources directly related to the proposed project from those which will not be used in support of the specific project for which funds are requested.

Cross-referencing should be used rather than repetition. ACF is particularly interested in specific factual information and statements of measurable goals in quantitative terms. Narratives are evaluated on the basis of substance, not length. Extensive exhibits are not required. (Supporting information concerning activities which will not be directly funded by the grant or information which does not directly pertain to an integral part of the grant funded activity should be placed in an appendix.) Pages should be numbered for easy reference.

Prepare the program narrative statement in accordance with the following instructions:

- Applicants submitting new applications or competing continuation applications should respond to Items A and D.
- Applicants submitting noncompeting continuation applications should respond to Item B.
- Applicants requesting supplemental assistance should respond to Item C.

Project Description—Components

1. Project Summary/Abstract

A summary of the project description (usually a page or less) with reference to the funding request should be placed directly behind the table of contents or SF-424.

2. Objectives and Need for Assistance

Applicants must clearly identify the physical, economic, social, financial, institutional, 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 testimonials from concerned interests other than the applicant may be included. Any relevant data based on planning studies should be included or referenced in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the narrative, the applicant may volunteer or be requested to provide information on the total range of projects currently 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 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 which 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 this 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. When accomplishments cannot be quantified by activity or function, 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 an information collection.) 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. Evaluation

Provide a narrative addressing how you will evaluate (1) the results of your project and (2) the conduct of your program. In addressing the evaluation of results, state how you will determine the extent to which the program has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the program. Discuss the criteria to be used to evaluate results; explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of your program, define the procedures you will employ to determine whether the program is being conducted in a manner consistent with the work plan you presented and discuss the impact of the program's various activities upon the program's effectiveness.

6. Geographic Location

Give the precise location of the project and boundaries of the area to be served by the proposed project. Maps or other graphic aids may be attached.

7. Additional Information (Include if Applicable)

Additional information may be provided in the body of the program narrative or in the appendix. Refer to the program announcement and "General Information and Instructions" for guidance on placement of application materials.

Staff and Position Data—Provide a biographical sketch for key personnel appointed and a job description for each vacant key position. Some programs require both for all positions. Refer to the program announcement for guidance on presenting this information. Generally, a biographical sketch is required for original staff and new members as appointed.

Plan for Project Continuance Beyond Grant Support—A plan for securing resources and continuing project activities after Federal assistance has ceased.

Business Plan—When federal grant funds will be used to make an equity investment, provide a business plan. Refer to the program announcement for guidance on presenting this information.

Organization Profiles—Information on applicant organizations and their cooperating partners such as organization charts, financial statements, audit reports or statements from CPA/Licensed Public Accountant, 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 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.

Dissemination Plan—A plan for distributing reports and other project outputs to colleagues and the public. Applicants must provide a description of the kind, volume and timing of distribution.

Third-Party Agreements—Written agreements between grantees and subgrantees or subcontractors or other cooperating entities. These agreements may detail scope of work, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

Waiver Request—A statement of program requirements for which waivers will be needed to permit the proposed project to be conducted.

Letters of Support—Statements from community, public and commercial leaders which support the project proposed for funding.

B. Noncompeting Continuation Applications

A program narrative usually will not be required for noncompeting continuation applications for nonconstruction programs. Noncompeting continuation applications shall be abbreviated unless the ACF Program Office administering this program has issued a notice to the grantee that a full application will be required.

An abbreviated application consists of:

1. The Standard Form 424 series (SF 424, SF 424A, SF-424B)
2. The estimated or actual unobligated balance remaining from the previous budget period should be identified on an accurate SF-269 as well as in Section A, Columns (c) and (d) of the SF-424A.
3. The grand budget, broken down into the object class categories on the 424A, and if

category "other" is used, the specific items supported must be identified.

4. Required certifications.

A full application consists of all elements required for an abbreviated application plus:

1. Program narrative information explaining significant changes to the original program narrative statement, a description of accomplishments from the prior budget period, a projection of accomplishments throughout the entire remaining project period, and any other supplemental information that ACF informs the grantee is necessary.

2. A full budget proposal for the budget period under consideration with a full cost analysis of all budget categories.

3. A corrective action plan, if requested by ACF, to address organizational performance weaknesses.

C. Supplemental Requests

For supplemental assistance requests, explain the reason for the request and justify the need for additional funding. Provide a budget and budget justification *only* for those items for which additional funds are requested. (See item D for guidelines on preparing a budget and budget justification.)

D. Budget and Budget Justification

Provide line item detail and detailed calculations for each budget object class identified on the Budget Information form. Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. The detailed budget must also include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification which describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocability of the proposed costs.

The following guidelines are for preparing the budget and budget justification. Both federal and non-federal resources should be detailed and justified in the budget and narrative justification. For purposes of preparing the program narrative, "federal resources" refers only to the ACF grant for which you are applying. Non-Federal resources are all other federal and non-federal resources. It is suggested that for the budget, applicants use a column format: Column 1, object class categories; Column 2, federal budget amounts; Column 3, non-federal budget amounts, and Column 4, total amounts. The budget justification should be a narrative.

Personnel. Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known. For each staff person, show name/title, time commitment to the project (in months), time commitment to the project (as a percentage or full-time equivalent), annual salary, grant salary, wage rates, etc. Do not include costs of consultants or personnel costs of delegate agencies or of specific project(s) or businesses to be financed by the applicant.

Fringe Benefits. Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of amounts and percentages that comprise fringe benefit costs, such as health insurance, FICA, retirement insurance, taxes, etc.

Travel. Costs of project related travel by employees of the applicant organization (does not include costs of consultant travel).

Justification: For each trip, show the total of traveler(s), travel destination, duration of trip, per diem, mileage allowances, if privately owned vehicles will be used, and other transportation costs and subsistence allowances. Travel costs for key staff to attend ACF sponsored workshops as specified in this program announcement should be detailed in the budget.

Equipment. Costs of all non-expendable, tangible personal property to be acquired by the project where each article has a useful life of more than one year and an acquisition cost which equals the lesser of (a) the capitalization level established by the applicant organization for financial statement purposes, or (b) \$5000.

Justification: For each type of equipment requested, provide a description of the equipment, cost per unit, number of units, total cost, and a plan for use on the project, as well as use or disposal of the equipment after the project ends.

Supplies. Costs of all tangible personal property (supplies) other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information which supports the amount requested.

Contractual. Costs of all contracts for services and goods except for those which belong under other categories such as equipment, supplies, construction, etc. Third-party evaluation contracts (if applicable) and contracts with secondary recipient organizations including delegate agencies and specific project(s) or businesses to be financed by the applicant should be included under this category.

Justification: All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. If procurement competitions were held or if a sole source procurement is being proposed, attach a list of proposed contractors, indicating the names of the organizations, the purposes of the contracts, the estimated dollar amounts, and the award selection process. Also provide back-up documentation where necessary to support selection process.

Note: Whenever the applicant/grantee intends to delegate part of the program to another agency, the applicant/grantee must provide a detailed budget and budget narrative for each delegate agency by agency title, along with the required supporting information referenced in these instructions.

Applicants must identify and justify any anticipated procurement that is expected to exceed the simplified purchase threshold (currently set at \$100,000) and to be awarded without competition. Recipients are required to make available to ACF pre-award review and procurement documents, such as request for proposals or invitations for bids, independent cost estimates, etc. under the conditions identified at 45 CFR Part 74.44(e).

Construction. Costs of construction by applicant or contractor.

Justification: Provide detailed budget and narrative in accordance with instructions for other object class categories. Identify which construction activity/costs will be contractual and which will be assumed by the applicant.

Other. Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to insurance, food, medical and dental costs (noncontractual), fees and travel paid directly to individual consultants, space and equipment rentals, printing and publication, computer use, training costs, including tuition and stipends, training service costs including wage payments to individuals and supportive service payments, and staff development costs.

Indirect Charges. Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services or another cognizant Federal agency.

Justification: With the exception of most local government agencies, an applicant which will charge indirect costs to the grant must enclose a copy of the current rate agreement if the agreement was negotiated with a cognizant Federal agency other than the Department of Health and Human Services (DHHS). If the rate agreement was negotiated with the Department of Health and Human Services, the applicant should state this in the budget justification. If the applicant organization is in the process of initially developing or renegotiating a rate, it should immediately upon notification that an award will be made, develop a tentative indirect cost rate proposal based on its most recently completed fiscal year in accordance with the principles set forth in the pertinent DHHS Guide for Establishing Indirect Cost Rates, and submit it to the appropriated DHHS Regional Office. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. It should be noted that when an indirect cost rate is requested, those costs included in the indirect cost pool should not be also charged as direct costs to the grant. Also, if the applicant is requesting a rate which is less than what is allowed under this program announcement, the authorized representative of your organization needs to submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

Program Income. The estimated amount of income, if any, expected to be generated from this project. Separately show expected program income generated from program support and income generated from other mobilized funds. Do not add or subtract this amount from the budget total. Show the nature and source of income in the program narrative statement.

Justification: Describe the nature, source and anticipated use of program income in the budget or reference ages in the program narrative statement which contain this information.

Non-Federal Resources. Amounts of non-Federal resources that will be used to support the project as identified in Block 15 of the SF-424.

Justification: The firm commitment of these resources must be documented and submitted with the application in order to be given credit in the review process.

Total Direct Charges, Total Indirect Charges, Total Project Costs. (self explanatory)

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR part 76, Subpart F. Sections 76.630(c) and (d)(2) and 76.645(a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central point is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW Washington, DC 20201.

Certification Regarding Drug-Free Workplace Requirements

(Instructions for Certification)

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.

2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.

3. For grantees other than individuals, Alternate I applies.

4. For grantees who are individuals, Alternate II applies.

5. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.

6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).

7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).

8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification.

Grantees' attention is called, in particular, to the following definitions from these rules:

Controlled substance means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

Criminal drug statute means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

Employee means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) all direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grantees Other Than Individuals)

The grantee certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

(B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

Alternate II. (Grantees Who Are Individuals)

(a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

(b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

[55 FR 21690, 21702, May 25, 1990]

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that

the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.

4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, [[Page 33043]] should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered

transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

* * * * *

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters—Primary Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions

and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

* * * * *

Certification Regarding Debarment, Suspension, and Other Responsibility Matters—Primary Covered Transactions

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal Act;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery,

falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one

or more public transactions (Federal, State or local) terminated for cause or default.

(2) where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

BILLING CODE 4184-01-M

Protection of Human Subjects
Assurance Identification/Certification/Declaration
 (Common Federal Rule)

POLICY: Research activities involving human subjects may not be conducted or supported by the Departments and Agencies adopting the Common Rule (56FR28003, June 18, 1991) unless the activities are exempt from or approved in accordance with the common rule. See Section 101(B) the common rule for exemptions. Institutions submitting applications or proposals for support must submit certification of appropriate Institutional Review Board (IRB) review and approval to the Department or Agency in accordance with the common rule.

Institutions with an assurance of compliance that covers the research to be conducted on file with the Department, Agency or the Department of Health and Human Services (HHS) should submit certification of IRB review and approval with each application or proposal unless otherwise advised by the Department or Agency. Institutions which do not have such an assurance must submit an assurance and certification of IRB review and approval within 30 days of a written request from the Department or Agency.

1. Request Type <input type="checkbox"/> ORIGINAL <input type="checkbox"/> FOLLOWUP <input type="checkbox"/> EXEMPTION	2. Type of Mechanism <input type="checkbox"/> GRANT <input type="checkbox"/> CONTRACT <input type="checkbox"/> FELLOWSHIP <input type="checkbox"/> COOPERATIVE AGREEMENT <input type="checkbox"/> OTHER: _____	3. Name of Federal Department or Agency and, if known, Application or Proposal Identification No.
4. Title of Application or Activity		5. Name of Principal Investigator, Program Director, Fellow, or Other

6. Assurance Status of this Project (*Respond to one of the following*)

☐ This assurance, on file with the Department of Health and Human Services, covers this activity:
 Assurance identification no. M- IRB identification no. _____

☐ This Assurance, on file with (*agency/dept.*) _____, covers this activity:
 Assurance identification no. _____ IRB identification no. _____ (*if applicable*)

☐ No assurance has been filed for this project. This institution declares that it will provide an Assurance and Certification of IRB review and approval upon request.

☐ *Exemption status:* Human subjects are involved, but this activity qualifies for exemption under Section 101 (b), paragraph _____.

7. Certification of IRB Review (*Respond to one of the following IF you have an Assurance on file*)

☐ This activity has been reviewed and approved by the IRB in accordance with the common rule and any other governing regulations and subparts on (*date*) _____ by: ☐ Full IRB Review or ☐ Expedited Review.

☐ This activity contains multiple projects, some of which have not been reviewed. The IRB has granted approval on condition that all projects covered by the common rule will be reviewed and approved before they are initiated and that appropriate further certification will be submitted.

8. Comments

9. The official signing below certifies that the information provided above is correct and that, as required, future reviews will be performed and certification will be provided.		10. Name and Address of Institution	
11. Phone No. (<i>with area code</i>)	12. Fax No. (<i>with area code</i>)		
13. Name of Official		14. Title	
15. Signature		16. Date	

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Public reporting burden for this collection of information is estimated to average 5 minutes per response. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: PHS Reports Clearance Officer (9999-0020 and 0925-0418), Humphrey Building, 200 Independence Ave. S.W., Washington, D.C. 20201. Attn: PRA. Do not return the completed form to this address.

OPTIONAL FORM 310 (Rev. 1-95)
 Sponsored by HHS/PHS/NIH

Certification Regarding Lobbying*Certification for Contracts, Grants, Loans, and Cooperative Agreements*

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant,

loan, or cooperative agreement, the undersigned shall complete and submit Standard Form—LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form—LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature

Title

Organization

Date

BILLING CODE 4184-01-M

DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB
0348-0046Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance		2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award		3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For material change only Year _____ Quarter _____ date of last report _____	
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known. Congressional District, if known			5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known		
6. Federal Department/Agency:			7. Federal Program Name/Description: CFDA Number, if applicable:		
8. Federal Action Number, if known:			9. Award Amount, if known: \$		
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):			b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):		
Items 11 through 15 are deleted.					
16. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____		
Federal Use Only:				Authorized for Local Reproduction Standard Form - LLL	

Certification Regarding Environmental Tobacco Smoke

Public Law 103-227, Part C—Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity.

By signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the Act. The applicant/grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for the children's services and that all subgrantees shall certify accordingly.

Appendix B—OMB State Single Point of Contact Listing*Arizona*

Joni Saad, Arizona State Clearinghouse, 3800 N. Central Avenue, Fourteenth Floor, Phoenix, Arizona 85012, Telephone (602) 280-1315, FAX: (602) 280-1305

Arkansas

Mr. Tracy L. Copeland, Manager, State Clearinghouse, Office of Intergovernmental Services, Department of Finance and Administration, 1515 W. 7th St., Room 412, Little Rock, Arkansas 72203, Telephone (501) 682-1074, FAX: (501) 682-5206

California

Grants Coordinator, Office of Planning & Research, 1400 Tenth Street, Room 121, Sacramento, California 95814, Telephone (916) 323-7480, FAX (916) 323-3018

Delaware

Francine Booth, State Single Point of Contact Executive Department, Thomas Collins Building, PO Box 1401, Dover, Delaware 19903, Telephone (302) 739-3326, FAX (302) 739-5661

District of Columbia

Charles Nichols, State Single Point of Contact, Office of Grants Mgmt. & Dev., 717 14th Street, NW—Suite 500, Washington, DC 20005, Telephone (202) 727-6554, FAX: (202) 727-1617

Florida

Florida State Clearinghouse, Department of Community Affairs, 2740 Centerview Drive, Tallahassee, Florida 32399-2100, Telephone: (904) 922-5438, FAX: (904) 487-2899

Georgia

Tom L. Reid, III, Administrator, Georgia State Clearinghouse, 254 Washington Street, SW—Room 401J, Atlanta, Georgia 30334, Telephone: (404) 656-3855 or (404) 656-3829, FAX: (404) 656-7938

Illinois

Virginia Bova, State Single Point of Contact, Department of Commerce and Community Affairs, James R. Thompson Center, 100 West Randolph, Suite 3-400, Chicago, Illinois 60601, Telephone: (312) 814-6028, FAX: (312) 814-1800

Indiana

Frances Williams, State Budget Agency, 212 State House, Indianapolis, Indiana 46204-2796, Telephone: (317) 232-5619, FAX: (317) 233-3323

Iowa

Steven R. McCann, Division for Community Assistance, Iowa Department of Economic Development, 200 East Grand Avenue, Des Moines, Iowa 50309, Telephone: (515) 242-4719, FAX: (515) 242-4859

Kentucky

Ronald W. Cook, Office of the Governor, Department of Local Government, 1024 Capitol Center Drive, Frankfort, Kentucky 40601-8204, Telephone: (502) 573-2382, FAX: (502) 573-2512

Maine

Joyce Benson, State Planning Office, State House Station #38, Augusta, Maine 04333, Telephone: (207) 287-3261, FAX: (207) 287-6489

Maryland

William G. Carroll, Manager, State Clearinghouse for Intergovernmental Assistance, Maryland Office of Planning, 301 W. Preston Street—Room 1104, Baltimore, Maryland 21201-2365, Staff Contact: Linda Janey, Telephone: (410) 225-4490, FAX: (410) 225-4480

Michigan

Richard Pfaff, Southeast Michigan Council of Governments, 1900 Edison Plaza, 660 Plaza Drive, Detroit, Michigan 48226, Telephone: (313) 961-4266

Mississippi

Cathy Malette, Clearinghouse Officer, Department of Finance and Administration, 455 North Lamar Street, Jackson, Mississippi 39202-3087, Telephone: (601) 359-6762, FAX: (601) 359-6764

Missouri

Lois Pohl, Federal Assistance Clearinghouse, Office of Administration, P.O. Box 809, Room 760, Truman Building, Jefferson City, Missouri 65102, Telephone: (314) 751-4834, FAX: (314) 751-7819

Nevada

Department of Administration, State Clearinghouse, Capitol Complex, Carson City, Nevada 89710, Telephone: (702) 687-4065, FAX: (702) 687-3983

New Hampshire

Jeffrey H. Taylor, Director, New Hampshire Office of State Planning, Attn: Intergovernmental Review Process, Mike Blake, 2½ Beacon Street, Concord, New Hampshire 03301, Telephone: (603) 271-2155, FAX: (603) 271-1728

New Mexico

Robert Peters, State Budget Division, Room 190 Bataan Memorial Building, Santa Fe, New Mexico 87503, Telephone: (505) 827-3640

New York

New York State Clearinghouse, Division of the Budget, State Capitol, Albany, New York 12224, Telephone: (518) 474-1605, FAX: (518) 486-5617

North Carolina

Chrys Baggett, Director, N.C. State Clearinghouse, Office of the Secretary of Admin., 116 West Jones Street, Raleigh, North Carolina 27603-8003, Telephone: (919) 733-7232, FAX: (919) 733-9571

North Dakota

North Dakota Single Point of Contact, Office of Intergovernmental Assistance, 600 East Boulevard Avenue, Bismarck, North Dakota 58505-0170, Telephone: (701) 224-2094, FAX: (701) 224-2308

Ohio

Larry Weaver, State Single Point of Contact, State Clearinghouse, Office of Budget and Management, 30 East Board Street, 34th Floor, Columbus, Ohio 43266-0411, Please direct correspondence and questions about intergovernmental review to: Linda Wise, Telephone: (614) 466-0698, FAX: (614) 466-5400

Rhode Island

Kevin Nelson, Review Coordinator, Department of Administration/Division of Planning, One Capitol Hill, 4th Floor, Providence, Rhode Island 02908-5870, Telephone: (401) 277-2656, FAX: (401) 277-2083, Please direct correspondence and questions to: Review Coordinator, Office of Strategic Planning

South Carolina

Rodney Grizzle, State Single Point of Contact, Grant Services, Office of the Governor, 1205 Pendleton Street—Room 331, Columbia, South Carolina 29201, Telephone: (803) 734-0494, FAX: (803) 734-0356

Texas

Tom Adams, Governor's Office, Director, Intergovernmental Coordination, PO Box 12428, Austin, Texas 78711, Telephone: (512) 463-1771, FAX: (512) 463-1888

Utah

Carolyn Wright, Utah State Clearinghouse, Office of Planning and Budget, Room 116 State Capitol, Salt Lake City, Utah 84114, Telephone: (801) 538-1535, FAX: (801) 538-1547

West Virginia

Fred Cutlip, Director, Community Development Division, W. Virginia

Development Office, Building #6, Room 553, Charleston, West Virginia 25305, Telephone: (304) 558-4010, FAX: (304) 558-3248

Wisconsin

Jeff Smith, Section Chief, State/Federal Relation, Wisconsin Department of Administration, 101 East Wilson Street—6th Floor, P.O. Box 7868, Madison, Wisconsin 53707, Telephone: (608) 266-0267, FAX: (608) 267-6931

Wyoming

Matthew Jones, State Single Point of Contact, Office of the Governor, 200 West 24th Street, State Capitol, Room 124 Cheyenne, Wyoming 82002, Telephone: (307) 777-7446, FAX: (307) 632-3909

Territories

Guam

Mr. Giovanni T. Sgambelluri, Director, Bureau of Budget and Management Research, Office of the Governor, P.O. Box 2950, Agana, Guam 96910, Telephone: 011-671-472-2285, FAX: 011-671-472-2825

Puerto Rico

Norma Burgos/Jose E. Caro, Chairwoman/Director, Puerto Rico Planning Board, Federal Proposals Review Office, Minillas Government Center, P.O. Box 41119, San Juan, Puerto Rico 00940-1119, Telephone: (809) 727-4444, (809) 723-6190, FAX: (809) 724-3270, (809) 724-3103

North Mariana Islands

Mr. Alvaro A. Santos, Executive Officer, State Single Point of Contact, Office of Management and Budget, Office of the Governor, Saipan, MP, Northern Mariana Islands 96950, Telephone: (670) 664-2256, FAX: (670) 664-2272, Contact Person: Ms. Jacoba T. Seman, Federal Programs Coordinator, Telephone (670) 644-2289, FAX: (670) 644-2272

Virgin Islands

Nelson Bowry, Director, Office of Management and Budget, #41 Norregade Emancipation Garden Station, Second Floor, Saint Thomas, Virgin Islands 00802, Please direct all questions and correspondence about intergovernmental review to: Linda Clarke, Telephone: (809) 774-0750, FAX: (809) 776-0069.

In accordance with Executive Order #12372, "Intergovernmental Review of Federal Programs," this listing represents the designated State Single Points of Contact.

The jurisdictions not listed no longer participate in the process but grant applicants are still eligible to apply for the grant even if your state, territory, commonwealth, etc does not have a "State Single Point of Contact." States Without "State Single Points of Contact" include: Alabama, Alaska, American Samoa, Colorado, Connecticut, Kansas, Hawaii, Idaho, Louisiana, Massachusetts, Palau, Minnesota, Montana, Nebraska, New Jersey, Oklahoma, Oregon, Pennsylvania, South Dakota, Tennessee, Vermont, Virginia, and Washington. This list is based on the most current information provided by the States. Information on any changes or apparent errors should be provided to the Office of Management and Budget and the State in question. Changes to the list will only be made upon formal question. Changes to the list will only be made upon formal notification by the State. Also, this listing is published biannually in the Catalogue of Federal Domestic Assistance.

Appendix C—Currently Funded Abandoned Infants Service Demonstration Projects

Bienvenidos Children's Center, 421 South Glendora Avenue, West Covina, California 91790
 San Joaquin County, Department of Health Care Services, 500 West Hospital Road, French Camp, California 95231
 Yale University, School of Medicine, Child Study Center, 333 Cedar Street, New Haven, Connecticut 06510
 Consortium for Child Welfare, 300 Eye Street, NE., Suite 209, Washington, DC 20002-4389
 Children's Home Society of Florida, 800 N.W. 15th Street, Miami, Florida 33136-1494
 Emory University School of Medicine, Department of Pediatrics, 2040 Ridgewood Drive, NE, Atlanta, Georgia 30322
 Illinois State Department of Children and Family Services, 406 East Monroe Street, Springfield, Illinois 62701, (Project site: Chicago, IL)
 Children's Mercy Hospital, 24th at Gillham Road, Kansas City, Missouri 64108
 New York State Department of Social Services, Division of Family and Children Services, 40 N. Pearl Street, Albany, New York 12243, (Project site: Manhattan, NY)
 New Jersey State Department of Human Services, 50 East State Street, CN 717, Trenton, New Jersey 08625 (Project site: Newark, NJ)
 University of New Mexico, School of Medicine, 915 Camino de Salud, NE, Albuquerque, New Mexico 87131

University of Oklahoma Health Sciences Center, Department of Pediatrics, Child Study Center, 1100 NE 13th Street, Oklahoma City, Oklahoma 73117
 Allegheny University of Health Sciences Center, Broad and Vine Streets, Mail Stop 404, Philadelphia, Pennsylvania 19102
 Children's AIDS Network Designed for Interfaith Involvement (CANDII), Suite F-116, 222 West 21st Street, Norfolk, Virginia 23517
 The University of Tennessee, Memphis Department of Pediatrics—Newborn Center, 800 Madison Avenue, Memphis, Tennessee 38163
 The following projects are currently funded but have project periods ending this fiscal year.
 Orange County Social Services Agency, 1055 N. Main Street, Suite 600, Santa Ana, California 927021
 Tarzana Treatment Center, 18646 Oxnard Street, Tarzana, California 91356-1486
 Children's Institute International, 711 S. New Hampshire Avenue, Los Angeles, California 90005
 Delaware Department of Health and Social Services, Division of Alcoholism, Drug Abuse and Mental Health, 1901 No. DuPont Highway, New Castle, Delaware 19720
 The Center for Drug-Free Living, Inc., 100 W. Columbia Street, Orlando, Florida 32806
 Illinois State Department of Children and Family Services, 406 East Monroe Street, Springfield, Illinois 62701 (Project site: Chicago, IL)
 Children's Hospital of New Orleans, 200 Henry Clay Avenue, New Orleans, Louisiana 70118
 Maryland State Department of Human Resources, 311 West Saratoga Street, Room 931, Baltimore, Maryland 21201
 Massachusetts State Department of Public Health, Division of Perinatal and Child Health, 150 Tremont Street, 4th Floor, Boston, Massachusetts 02111 (Project sites: Springfield, and New Bedford, MA)
 New Jersey State Department of Human Services, 50 East State Street, CN 717, Trenton, New Jersey 08625 (Project site: Jersey City, NJ)
 Children's Hospital, 219 Bryant Street, Buffalo, New York 14222
 Child & Family Services of Knox County, 114 Dameron Avenue, Knoxville, Tennessee 37917.

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