

provides leadership, technical direction, and guidance in human resource utilization, program development and evaluation; organizational development, position management, classification and pay administration; employment, recruitment, and staffing; employee/labor/partnership relations; benefits and services; performance management, awards, training and employee development; transactions, personnel records, and files management; (5) coordinates HRMO remote/field operations with Headquarter's staff and other CDC, HHS, Federal, State, local, and private organizations; (6) develops annual staffing and recruitment plans, special recruitment campaigns, crediting plans, announcements, advertisements, and special information materials; (7) conducts position management studies, desk audits, qualifications analyses, peer review panels, training assessments, and reductions-in-force; (8) determines title, series, and grade of positions; qualifications, rating, and ranking of applicants; and (9) executes performance, awards, training, labor relations, merit promotion, delegated examining, summer student, fellowship and special emphasis plans; appointing and classification authority; keys, journalizes and files transactions.

Delete the title and functional statement for the *Central Staffing Activity* (CA5756) and insert the following:

Central Staffing Section (CA5756). (1) Implements a centralized staffing and placement program; (2) administers the delegated examining authority, the direct hiring authority, and the temporary limited appointment authority granted by USOPM; (3) oversees the overall staffing process and insures quality control; (4) reviews, evaluates, and makes recommendations on the application and implementation of the USOPM delegated authorities and merit promotion program rules and regulations; (5) provides guidance and consultation in job analyses and in development of knowledge/skills/abilities (KSAs) crediting plans; and (6) manages various staffing programs such as the CDC summer program, the Voluntary Employee Referral Program, the Interagency Career Transition Assistance Program, and the Career Transition Assistance Program.

Delete the functional statement for the *Technical Services Section* (CA5757) and insert the following:

(1) Provides central personnel services and assistance in the areas of employee benefits, personnel action processing, data quality control/assessment, and files/records

management; (2) serves as liaison between CDC and the HHS payroll office resolving discrepancies with pay and leave; (3) administers the leave donor program and processes time and attendance amendments; (4) provides policy guidance and technical advice and assistance on retirement, the Thrift Savings Plan, health/life insurance, and savings bonds; (5) codes and finalizes all personnel actions in the automated personnel data system; (6) assists with new employee orientation; (7) establishes and maintains the official personnel files system and administers personnel records storage and disposal program; (8) responds to employment verification inquiries; (9) administers the personnel security program; (10) initiates suitability background checks and fingerprints for all CDC personnel; and (11) provides assistance in the implementation of the HHS Plan for a Drug Free Workplace.

Information Technology and Analysis Branch (CA576). (1) Develops strategic plans for information technology and information systems to support CDC's and HRMO's personnel information requirement; (2) acquires and implements appropriate technology and develops information systems to meet CDC-wide information needs on personnel, staffing, and work force characteristics and trends; (3) provides support to HRMO organizations and users in achieving automation of functions and use of information technology and systems; (4) develops, manages, and supports centralized information technology and systems in support of personnel activities, including the HHS personnel system; (5) researches and develops new sources of personnel information and access methods including computer-based CDC-wide surveys; (6) coordinates HRMO information resource management activities with IRMO and CDC information resource management committees; (7) conducts demographic analysis of the CDC work force and publishes results in management reports; and (8) develops methodologies to assess the impact of revised personnel policies and practices on the work force.

Delete the title and functional statement for the *Recruitment Branch* (CA577) and insert the following:

Outreach and Marketing Branch (CA577). (1) Develops and implements human resource management marketing campaigns; (2) provides leadership in identifying the Centers/Institute/Offices' (CIOs) recruiting needs, and assesses, analyzes, and develops CDC's short- and long-range recruitment plans to meet these needs; (3) provides consultation,

guidance, and technical advice on recruitment and special emphasis policies, practices, and procedures, including search committees; (4) strategizes on the best approach to recruitment at specific events, and designs and develops recruitment materials for events; (5) maintains and manages the Automated Applicant Listing System (AALS/Resumix) for storage and retrieval of applications of those individuals with education and experience appropriate for commonly needed and hard-to-fill positions; coordinates, with CIOs, the referral of appropriate candidates from the applicant pool for position vacancies; (6) provides leadership on recruitment activities through the development of policies and practices for effective communication of HRMO programs, coordinates the development and dissemination of information among HRMO and the CIOs, provides training and technical assistance to CIO staff; (7) manages and operates the CDC Job Information Center, including the automated telephone job line; (8) markets and manages special emphasis programs including the Program for Persons with Disabilities and the Disabled Veterans Affirmative Action Program, the Veterans Readjustment Appointment Program, the Federal Equal Opportunity Recruitment Program, and college relations and student employment programs; and (9) provides leadership in assessing progress in achieving overall staffing, EEO, and Affirmative Action goals.

Dated: April 19, 1999.

Jeffrey P. Koplan,

Director.

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DEPARTMENT OF HEALTH AND HUMAN SERVICES

Administration for Children and Families

[Program Announcement No. ACF/ACYF/RHYP 99-1]

Administration on Children, Youth and Families; Runaway and Homeless Youth Program (RHYP): Fiscal Year (FY) 1999 Final Program Priorities, Availability of Financial Assistance for Fiscal Year 1999 and Request for Applications for FY 1999

AGENCY: Family and Youth Services Bureau (FYSB), Administration on Children, Youth and Families (ACYF), Administration for Children and

Families (ACF), Department of Health and Human Services (HHS).

ACTION: Notice of fiscal year 1999 Final Runaway and Homeless Youth (RHY) Program Priorities, announcement of availability of financial assistance and request for applications for FY 1999 Basic Center Program for Runaway and

Homeless Youth (BCP), FY 1999 Training and Technical Assistance Cooperative Agreements (T&TA) and FY 2000 Transitional Living Program for Homeless Youth (TLP).

SUMMARY: The Administration on Children, Youth and Families is publishing final program priorities and

announcing the availability of funds for the Basic Center Program for Runaway and Homeless Youth; Transitional Living Program for Homeless Youth and Training and Technical Assistance Cooperative Agreements.

Deadlines: The deadlines for RECEIPT by DHHS of applications for new grants under this announcement are as follows:

Competitive grant area	Deadline dates	Deadline times
BCP	June 25, 1999	4:30 p.m. (EDT).
TLP	June 28, 1999	4:30 p.m. (EDT).
T&TA	June 25, 1999	4:30 p.m. (EDT).

Mailing and Delivery Instructions: Mailed applications and applications hand delivered by applicants, applicant couriers, overnight/express mail couriers or any other method of hand delivery shall be considered as meeting an announced deadline if they are received on or before the deadline, at the: ACYF Operations Center, 1815 North Fort Myer Drive, Suite 300, Arlington, VA 22209, Telephone: 1-800-351-2293.

Applications may be hand delivered to the above address between the hours of 8:00 a.m. and 4:30 p.m. (EDT), Monday through Friday (excluding Federal Holidays).

Applicants are responsible for mailing and delivering applications well in advance of deadlines to ensure that the applications are received on time. Applications received after 4:30 p.m. (EDT) on the deadline date will be classified as late. Postmarks and other similar documents do not establish receipt of an application.

ACF will not accept applications delivered by fax, regardless of date or time of submission and receipt.

Late Applications. Applications which do not meet the criteria stated above and are not received by the deadline date and time are considered late applications. The Administration for Children and Families (ACF) will notify each late applicant that its application will not be considered in the current competition.

Extension of Deadline. ACF may extend an application deadline for applicants affected by acts of God such as floods and hurricanes, or when there is widespread disruption of the mails. A determination to waive or extend deadline requirements rests with the Chief Grants Management Officer.

FOR FURTHER INFORMATION: This program announcement contains all the necessary information and application materials to apply for funds. Additional information and copies of this announcement can be obtained by

contacting the Administration on Children, Youth and Families, Family and Youth Services Bureau, Program Announcement, 1815 North Fort Myer Drive, Suite 300, Arlington, VA. 22209; Telephone: 1-800-351-2293. You may also locate a copy of this program announcement on the FYSB website at <http://www.acf.dhhs.gov/programs/FYSB> under Policy and Funding Announcements. Copies of the announcement have been sent to all current FYSB grantees, all organizations that applied for FYSB grant awards in FY 98 and all individuals and organizations that asked to be placed on the mailing list for FY 99. Information about all the programs funded by FYSB may be found on the FYSB homepage under Programs and on the National Clearinghouse on Families and Youth website at <http://www.ncfy.com>.

SUPPLEMENTARY INFORMATION: Grant awards of FY 1999 funds will be made by September 30, 1999 for the Basic Center Program and the Training and Technical Assistance Cooperative Agreements. The awards for the Transitional Living Program will be made with FY 2000 funds after October 1, 1999.

The estimated funds available for new starts and the approximate number of new grants that may be awarded under this program announcement are as follows:

Competitive grant area	New start funds available (\$ millions)	Estimated number of new grants
BCP	\$10.4	105)
TLP	7	35
T&TA	2	10

In addition to the new start grants, the Administration for Children and Families has provided for 11 Street Outreach Program supplements and non-competitive continuation funds to current grantees in the following programs:

Program	Funds available (\$ millions)	Number of grants
BCP	\$28.4	243
SOP	13.3	128
TLP	6.7	43

Applicants are advised to read all parts of this announcement prior to developing a grant application. This outline is provided to assist in the review of the program announcement:

Part I: General Information

- A. Background on Runaway and Homeless Youth
- B. Legislative Authority
- C. Definitions
- D. ACF Hub/Regional Structure
- E. Final Priorities
 1. Public Comments
 2. Final Program Priorities for Fiscal Year 1999
 - a. Basic Center Program Grants
 - b. Street Outreach Program Grants
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 - d. Support Services for Runaway and Homeless Youth Programs
 - (1) National Communication System
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 - (4) Runaway and Homeless Youth Management Information System (RHYMIS)
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Part II: Competitive Grant Areas and Evaluation Criteria

- A. Basic Center Program for Runaway and Homeless Youth
- B. Transitional Living Program for Homeless Youth
- C. Training and Technical Assistance Cooperative Agreements

Part III: Application Process

- A. Assistance to Prospective Grantees
- B. Application Requirements

- C. Paperwork Reduction Act of 1995
- D. Notification Under Executive Order 12372
- E. Availability of Forms and Other Materials
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Part V: Appendices

- A. Basic Center Program Performance Standards
- B. National Runaway Switchboard (National Communication System)
- C. National Clearinghouse on Families and Youth
- D. Administration for Children and Families Regional Office Youth Contacts
- E. Training and Technical Assistance Providers
- F. State Single Points of Contact
- G. Basic Center Program Allotments by State
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- I. Forms and Instructions

Part I. General Information

A. Background on Runaway and Homeless Youth

The Family and Youth Services Bureau (FYSB), within the Administration on Children, Youth and Families (ACYF), administers programs that support services to an adolescent population of runaway, homeless and street youth. Estimates of this population vary from 500,000 to 1.3 million. Many of these youth have left home to escape abusive situations or because their parents could not meet their basic needs for food, shelter and a safe supportive environment. Many live on the streets.

While living on the streets or away from home without parental supervision, these youth are highly vulnerable. They may be exploited by dealers of illegal drugs, or become victims of street violence or members of gangs which provide protection and a sense of extended family. They may be drawn into shoplifting, survival sex or dealing drugs in order to earn money for food, shelter, clothing and other daily expenses. They often drop out of school, forfeiting their opportunities to learn and to become independent, self-sufficient, contributing members of society.

On the street, these youth may try to survive with little or no contact with medical professionals, the result being that health problems may go untreated and worsen. Without the support of family, schools and other community institutions, they may not acquire the personal values and work skills that will enable them to enter or advance in the world of work. Finally, as street people, they may create substantial law enforcement problems and endanger themselves. All these problems, real and potential, call for a comprehensive, nationwide, community-based program

approach to address the needs of runaway, homeless and street youth.

B. Legislative Authority

Grants for the Basic Center Program for Runaway and Homeless Youth are authorized by Part A of the Runaway and Homeless Youth Act (RHY Act), 42 U.S.C. 5701 *et seq.* Grants for the Transitional Living Program for Homeless Youth are authorized under Part B of the Runaway and Homeless Youth Act. Part B was established in 1988 as part of Public law 100-690. The RHY Act was originally enacted as Title III of the Juvenile Justice and Delinquency Prevention Act of 1974 (Pub. L. 93-415) and amended by the Juvenile Justice Amendments of 1977 (Pub. L. 95-115), the Juvenile Justice Amendments of 1980 (Pub. L. 96-509), the Juvenile Justice Amendments of 1984 (Pub. L. 98-473) and the Juvenile Justice and Delinquency Prevention Act Amendments of 1992 (Pub. L. 102-586). Grants for Training and Technical Assistance are authorized under section 342 of the Runaway and Homeless Youth Act, as amended. Grants for the Street Outreach Program are authorized by the Violent Crime Control and Law Enforcement Act of 1994 (Pub. L. 103-322, Sec. 40155) which amended Part A of the Runaway and Homeless Youth Act (42 USC 5711 *et seq.*) by creating Section 316, Grants for Prevention of Sexual Abuse and Exploitation.

C. Definitions

1. The term "homeless youth," as defined under Part A of the RHY Act, means a person under 18 years of age who is in need of services and without a place of shelter where he or she receives supervision and care. This definition applies to all Basic Center projects and can be found in 45 CFR 1351.1(f).

2. The term "homeless youth," as defined under Part B of the RHY Act, means an individual who is not less than 16 years of age and not more than 21 years of age for whom it is not possible to live in a safe environment with a relative and who has no other safe alternative living arrangement. This definition applies to all Transitional Living programs and can be found in section 321(b)(1) of the RHY Act.

3. The term "public agency" means any State, unit of local government, Indian tribes and tribal organizations, combination of such States or units, or any agency, department, or instrumentality of any of the foregoing. This definition applies to all runaway and homeless youth programs funded under this announcement.

4. The term "runaway youth" means a person under 18 years of age who absents himself or herself from home or place of legal residence without the permission of parents or legal guardian. This definition applies to all Basic Center program grantees and can be found in 45 CFR 1351.1(k).

5. The term "shelter" includes host homes, group homes and supervised apartments. This definition applies to all RHY program grantees and is referenced in Section 322(1) of the RHY Act. As currently understood in the field:

"Host homes" are facilities providing shelter, usually in the home of a family, under contract to accept runaway and/or homeless youth assigned by the RHY service provider and are licensed according to State or local laws.

"Group homes" are single-site residential facilities designed to house RHY clients who may be new to the program or may require a higher level of supervision. These dwellings operate in accordance with State or local housing codes and licensure.

"Supervised apartment" is a single unit dwelling or multiple unit apartment house operated under the auspices of the TLP service provider for the purpose of housing program participants.

6. The term "State" means any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa and the Commonwealth of the Northern Marianas. This definition can be found in Section 3601(10) of the Anti-Drug Abuse Act, incorporating by reference Section 103(7) of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended.

7. The term "street-based outreach and education" includes education and prevention efforts directed at youth that are victims of offenses committed by offenders who are and are not known to the victim.

8. The term "street youth" means a juvenile who spends a significant amount of time on the street or in other areas of exposure to encounters that may lead to sexual abuse.

9. The term "temporary shelter" means the provision of short-term (maximum of 15 days) room and board and core crisis intervention services on a 24-hour basis. This definition applies to all Basic Center Program grantees and can be found in 45 CFR 1351.1(o).

10. The term "training" means the provision of local, State, or regionally based instruction to runaway and homeless youth service providers in skill areas that will directly strengthen service delivery.

11. The term "technical assistance" means the provision of expertise,

consultation and/or support for the purpose of strengthening the capabilities of grantee organizations to deliver services.

12. The term "transitional living youth project" means a project that provides shelter and services designed to promote the transition to self-sufficient living and to prevent long-term dependency on social services. This definition applies to all TLP program grantees and is found in Section 321(b)(2) of the RHY Act.

13. The term "cooperative agreement" means a financial assistance award used if substantial Federal involvement with the grantee during the performance is anticipated by the awarding office.

D. ACF Hub/Regional Structure

On April 24, 1996, the Administration for Children and Families (ACF) published notice in the **Federal Register** of the change in its ten-region organizational structure into a five-region Hub structure: the Northeast (Regions I, II, and III), the Southeast (Region IV), the Midwest (Regions V and VII), the West Central (Regions VI and VIII) and the Pacific-West (Regions IX and X). The five Hub sites, headed by a Hub Director, are located in the five ACF Regional Offices with the largest caseloads and that serve the nation's largest population centers (New York, Atlanta, Chicago, Dallas and San Francisco). Each of the remaining five regions is part of a Hub (Boston, Philadelphia, Kansas City, Denver and Seattle). All Regional Offices represent ACF to State, county, city or town and tribal governments, grantees, and public and private local organizations in the administration of programs in the region which assist vulnerable children and families to achieve independence, stability, and self-reliance. For a complete overview of the Hub structure see Appendix H.

E. Final Priorities

Section 364 of the Runaway and Homeless Youth Act (RHY Act) requires the Department to publish annually for public comment a proposed plan specifying priorities the Department will follow in awarding grants and contracts under the RHY Act. The proposed plan for FY 1999 was published in the **Federal Register** on Thursday, February 4, 1999.

1. Public Comments

The Family and Youth Services Bureau (FYSB) received 116 responses, constituting a total of 220 comments. The overall comments were supportive of the proposed priorities and youth development philosophy. Of the 220

comments received, 95 percent support maintaining a nationally-administered and regionally delivered system for the Training and Technical Assistance Cooperative Agreements. To the extent feasible, ACYF has taken these comments into account in preparation of this announcement.

Approximately 98 percent of the comments received support shifting from three-year to five-year project periods. Because this is not within the parameters of the current regulations governing the Runaway and Homeless Youth Programs, revisions will be proposed to the current regulations to extend project periods to up to five years.

2. Final Program Priorities for Fiscal Year 1999

The Department will award new and continuation grants and contracts as specified below and will continue to support and emphasize a comprehensive youth development approach to services to youth and their families.

a. *Basic Center Program Grants.* Approximately 65 percent of the Basic Center grants awarded in FY 1999 will be non-competing continuation grants and approximately 35 percent will be competitive new awards. Eligible applicants for new awards are current grantees with project periods ending in FY 1999 and otherwise eligible applicants who are not current grantees. Applications will be competed by State, and awards will be made during the last quarter of FY 1999 (July–September 1999).

We estimate that 348 Basic Center grants will be funded in FY 1999. Approximately 105 will be competitive new starts and 243 will be non-competitive continuations.

Section 385(a)(2) of the Act requires that 90 percent of the funds appropriated under Part A (The Runaway and Homeless Youth Grant Program) be used to establish and strengthen Runaway and Homeless Youth Basic Centers. Total funding for FY 1999 under Part A of the Act is \$43.7 million. This sum triggers the provision in the Act calling for a minimum award of \$100,000 to each State, the District of Columbia and Puerto Rico, and a minimum award of \$45,000 to each of the four insular areas: the Virgin Islands, Guam, American Samoa and the Commonwealth of the Northern Marianas.

b. *Street Outreach Program Grants.* All FY 1999 funds for Street Outreach Program Grants will be noncompetitive continuations and supplements. Funding for Street Outreach Program

grants in FY 1999 will be approximately \$13.3 million.

c. *Transitional Living Program.* There will be a competition for new-start TLP applications in FY 1999. Funds for approximately 35 new start grants are expected to be awarded in FY 2000, after October 1, 1999. Non-competitive continuation funding will be awarded to 43 TLP grantees in FY 1999.

d. Support Services for Runaway and Homeless Youth Programs.

(1) *National Communication System.* Part C, Section 331 of the Runaway and Homeless Youth Act, as amended, mandates support for a National Communication System to assist runaway and homeless youth in communicating with their families/guardians and with service providers. In FY 1999, a three-year grant was awarded to the National Runaway Switchboard, Inc., in Chicago, Illinois, to operate the system.

(2) *Training and Technical Assistance.* Part D, Section 342 of the Act authorizes the Department to make grants to statewide and regional nonprofit organizations to provide training and technical assistance (T&TA) to organizations that are eligible to receive service grants under the Act. The purpose of T&TA is to strengthen programs and enhance the knowledge and skills of youth service workers.

In FY 1994, the Family and Youth Services Bureau awarded ten Cooperative Agreements, one in each of the ten Federal Regions, to provide T&TA to agencies funded by the Family and Youth Services Bureau to provide services to runaway and homeless youth. Each Cooperative Agreement is unique, being based on the characteristics and different T&TA needs in the respective Regions. The present cooperative agreements expire in September 1999.

Applications for new Cooperative Agreements for training and technical assistance are being solicited in this announcement (see Part II, Competitive Grant Area C).

(3) *National Clearinghouse on Families and Youth.* In 1997, The Family and Youth Services Bureau awarded a contract to continue operations of the National Clearinghouse on Families and Youth (NCFY). The purpose of the Clearinghouse is to serve as a central information point for professionals and agencies involved in the development and implementation of services to runaway and homeless youth. To this end, the Clearinghouse:

Collects, evaluates and maintains reports, materials and other products

regarding service provision to runaway and homeless youth;

Develops and disseminates reports and bibliographies useful to the field;

Identifies areas in which new or additional reports, materials and products are needed; and

Carries out other activities designed to provide the field with the information needed to improve services to runaway and homeless youth.

Subject to availability of funds, non-competitive continuation funds will be awarded to the Clearinghouse in Fiscal Year 1999.

(4) *Runaway and Homeless Youth Management Information System (RHYMIS)*. The Family and Youth Services Bureau awarded a contract in FY 1997 for continued development and implementation of the Runaway and Homeless Youth Management Information System (RHYMIS) for FYSB programs. The data generated by the system are used to produce reports and information regarding the programs, including information for the required reports to Congress. The RHYMIS also serves as a management tool for FYSB and for individual programs.

In addition, the Year 2000 (Y2K) computer problem is an area of concern for all computer users. RHYMIS 4.0 is a Y2K compliant management information system. To meet reporting requirements, all of FYSB's grantees are required to have a computer system that is Y2K compliant to support RHYMIS. Below is the recommended minimum computer configuration capable of running RHYMIS:

Intel Pentium 166MHz processor
32 Mbytes of memory
8 speed CD-ROM drive
2.1 gbyte system hard disk drive
1.44 Mbytes diskette drive
Anti-Virus system installed
1.44 Mbytes diskette drive
33.6 data/fax modem
SVGA video card and Color Monitor
Windows 97 installed
Microsoft Access 7.0

Subject to availability of funds, non-competitive continuation funds will be awarded in FY 1999 to continue this work.

(5) *Monitoring Support for FYSB Programs*. The Family and Youth Services Bureau uses a standardized, comprehensive monitoring instrument and site visit protocol, including a pre-review component for monitoring runaway and homeless youth programs.

The Bureau awarded a new contract in FY 1997 to continue to provide logistical support for the peer review monitoring process, including nationwide distribution of the

monitoring instrument. The findings from the monitoring visits are used by the Regional Offices and the T&TA providers as a basis for their activities.

Subject to availability of funds, non-competitive continuation funds will be awarded in FY 1999 to continue this work.

(6) *Research, Demonstration and Management Initiatives*. Section 315 of the Act authorizes the Department to make grants to States, localities and private nonprofit entities to carry out research, demonstration and service projects designed to increase knowledge concerning and improve services for runaway and homeless youth. These activities serve to identify emerging issues and to develop and test models which address such issues. In FY 1998, the Family and Youth Services Bureau awarded grants to support Youth Development State Collaboration Demonstration Projects in nine States. The purpose of these demonstration grants is to create partnerships between States and FYSB in order to establish and support effective youth development program strategies at the State and local levels.

Subject to the availability of funds, the nine grantees will receive continuation funding in FY 1999.

e. *Comprehensive Youth Development Framework*. A youth development approach is central to all FYSB activities. In Fiscal Year 1995, a contract was awarded to develop a youth development framework from a theoretical perspective. This framework is intended to enhance the capacity of policy and program developers, program managers and youth services professionals to develop service models and approaches that direct youth toward positive pathways of development.

It is our hope and expectation that this framework will serve as a basis for securing consensus on a working definition of youth development and for increasing awareness of the importance and benefits of a youth development perspective in serving youth.

The reports, *Understanding Youth Development: Promoting Positive Pathways of Growth and Reconnecting Youth and Community: A Youth Development Approach*, are widely distributed as source documents for individuals and organizations interested in gaining a working knowledge of youth development, both its theoretical underpinnings and practical applications. Both publications are currently available from the National Clearinghouse on Families and Youth.

f. *Administrative Changes*. To support the increased emphasis on youth development, the following

management and administrative efforts will continue:

- FYSB will continue to support a youth development approach to the provision of services, both from theoretical and practical perspectives;
- Regions/Hubs will continue to play a significant role in the assessment of grant applications. This role includes Regional staff involvement (1) as chairpersons for peer review panels and (2) in the conduct of administrative reviews of new start applications that take into account knowledge about the applicants' experience, effectiveness, potential and of the geographic distribution of the grantees in their respective States and Regions. Final funding decisions will remain the responsibility of the Commissioner of the Administration on Children, Youth and Families;
- FYSB will continue to explore the potential for successful collaborations among federal government agencies, state governments and local community-based youth services organizations; and
- FYSB will pursue the development of youth development performance-based indicators and outcome measures as a method of evaluating the effectiveness of youth services funded by FYSB.

F. General Instructions for the Uniform Project Description

The following ACF Uniform Project Description has been approved under OMB Control Number 0970-0139. This format is to be used to submit an application for the three programs covered under this announcement.

1. Introduction

Applicants required to submit a full project description shall prepare the project description statement in accordance with the following instructions. The pages of the project description must be numbered and are limited to 40 typed pages, double spaced, printed on only one side, with at least 1/2 inch margins. Pages over the limit will be removed from the application and will not be reviewed. In addition, please note that previous attempts by applicants to circumvent space limitations or to exceed page limits by using small print have resulted in negative responses from reviewers because of the difficulty in reviewing the application.

Applicants should use the evaluation criteria listed in Part II under the appropriate competitive grant area as a way to organize the uniform project description, providing specific information that addresses all components of each criterion.

It is in the applicant's best interest to ensure that the project description is easy to read, logically developed in accordance with evaluation criteria and adhere to page limitations. In addition, applicants should be mindful of the importance of preparing and submitting applications using language, terms, concepts and descriptions that are generally known both to the runaway and homeless youth and broader youth services field.

2. Project Summary/Abstract

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

3. Objectives and Need for Assistance

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

4. Results or Benefits Expected

Identify the results and benefits to be derived. For example, when applying for a grant to serve adolescents and their families, describe who will receive services, where and how these services will be provided, and how the services will benefit the youth families and the community it will serve.

5. 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 the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of youth to be served and the results of those services. 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 a "collection of information" that is "conducted or sponsored" by ACF. List organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

6. Geographic Location

Describe 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

A. Staff and Position Data: Provide a biographical sketch for each key person appointed and a job description for each vacant key position. A biographical sketch will also be required for new key staff as appointed.

B. Plan for Project Continuance Beyond Grant Support: Provide a plan for securing resources and continuing project activities after Federal assistance has ceased.

C. Organization Profiles: Provide information on the applicant organization(s) and cooperating partners such as organizational charts, financial statements, audit reports or statements from CPAs/Licensed Public Accountants, Employer Identification Numbers, names of bond carriers, contact persons and telephone numbers, child care licenses and other documentation of professional accreditation, information on compliance with Federal/State/local government standards, documentation of experience in the program area, and other pertinent information.

Any non-profit organization submitting an application must submit proof of its non-profit status in its application at the time of submission. The non-profit agency can accomplish this by providing a copy of the applicant's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in Section 501(c)(3) of the IRS code, or by providing a copy of the currently valid

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

D. Third-Party Agreements: Include written agreements between grantees and subgrantees or subcontractors or other cooperating entities. These agreements must detail scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

E. Letters of Support: Provide statements from community, public and commercial leaders that support the project proposed for funding.

F. 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 that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocability of the proposed costs.

More detailed information on each of the competitive grant areas and specific criteria for evaluation of applications is presented in Part II, Sections A-D and in Part III.

Part II. Competitive Grant Areas and Evaluation Criteria

An application responding to one of the three competitive grant areas in Part II must have a project description which is organized and presented according to the related evaluation criteria contained in section F, items 1-7, of the OMB-approved ACF Uniform Project Description. The evaluation criteria specific to each competitive grant area can be found below in this Part.

Competitive Area A: Basic Center Program for Runaway and Homeless Youth

Eligible Applicants: Any State, unit of local government, combination of units of local government, public or private agency, organization or institution is eligible to apply for these funds. Federally recognized Indian Tribes are eligible to apply for Basic Center grants. Indian Tribes that are not federally recognized and urban Indian organizations are also eligible to apply for grants as private agencies.

Current Basic Center grantees with project periods ending by September 30, 1999 and all other eligible applicants not currently receiving Basic Center funds may apply for a new competitive Basic Center grant under this announcement.

Current Basic Center Program grantees (including subgrantees) with one or two years remaining on their current grant and the expectation of continuation funding in FY 1999 may not apply for a new Basic Center grant for the community they currently serve. These grantees will receive instructions from their respective ACF Regional Offices on the procedures for applying for non competitive continuation grants. Current grantees, which have questions regarding their eligibility to apply for new funds, should consult with the appropriate Regional Office Youth Contact, listed in Part V, Appendix D, to determine if they are eligible to apply for a new grant award.

Program Purpose, Goals and Objectives: The Administration for Children and Families expects to award approximately \$10.4 million for approximately 105 new competitive Basic Center Program grants.

The purpose of Part A of the RHY Act is to establish or strengthen locally-controlled, community-based programs that address the immediate needs of runaway and homeless youth and their families. Services must be delivered outside of the law enforcement, child welfare, mental health and juvenile justice systems. The program goals and objectives of the Basic Center Program of Part A of the RHY Act are to:

- a. Alleviate problems of runaway and homeless youth,
- b. Reunite youth with their families and encourage the resolution of intrafamily problems through counseling and other services,
- c. Strengthen family relationships and encourage stable living conditions for youth, and
- d. Help youth decide upon constructive courses of action.

Background: The Runaway and Homeless Youth Act of 1974 was a response to widespread concern regarding the alarming number of youth who were leaving home without parental permission, crossing State lines and who, while away from home, were exposed to exploitation and other dangers of street life.

Each Basic Center program is required to provide outreach to runaway and homeless youth; temporary shelter for up to fifteen days; food; clothing; individual, group and family counseling; aftercare and referrals, as appropriate. Many Basic Center

programs provide their services in residential settings for no more than 20 youth. Some programs also provide some or all of their shelter services through host homes (usually private homes under contract to the centers), with counseling and referrals being provided from a central location.

In FY 1998, approximately 75,000 youth received shelter and non-shelter services through ACYF-funded Basic Centers. The primary presenting problems of these youth include: (1) conflict with parents or other adults, including physical, sexual and emotional abuse; (2) other family crises such as divorce, death, or sudden loss of income; and (3) personal problems such as drug use, or problems with peers, school attendance and truancy, bad grades, inability to get along with teachers and learning disabilities. Slightly more than half gave an indication of clinical depression and 14 percent reported having made at least one suicide attempt.

After receiving services from Basic Center programs, approximately 66.5 percent of the youth return to their families; 25 percent go to a variety of other situations such as Job Corps, independent living programs, drug treatment programs and other institutional programs; and 8.5 percent return to the streets or to an unknown living situation after service.

In accordance with the RHY Act, the funds will be divided among the States in proportion to their respective populations under the age of 18, according to the latest census data. A minimum of \$100,000 will be awarded to each State, the District of Columbia and Puerto Rico. A minimum of \$45,000 will be awarded to each of the four insular areas: Guam, American Samoa, the Commonwealth of the Northern Marianas and the Virgin Islands.

The funds available for continuations and new starts in each State and insular area is listed in the Table of Allocations by State (Part V, Appendix G). In this Table, the amounts shown in the column labeled "New Starts" are the amounts available for competition under this announcement. The number of new awards made within each State depends upon the amount of the State's total allotment less the amount required for non-competing continuations, as well as on the number of acceptable applications. Therefore, where the amount required for non-competing continuations in any State equals or exceeds the State's total allotment, it is possible that no new awards will be made.

All applicants under this competitive grant area will compete with other

applicants in the State in which they propose to deliver services. In the event that there are insufficient numbers of applications approved for funding in any State or jurisdiction, the Commissioner of ACYF will reallocate the unused funds.

Duration of Project: This announcement solicits applications for Basic Center programs of up to three years duration (36-month project periods). Initial grant awards, made on a competitive basis, will be for one-year (12-month) budget periods. Applications for non competitive continuation grants beyond the one-year budget periods, but within the 36-month project periods, will be entertained in subsequent years, subject to the availability of funds, satisfactory progress of the grantee and determination that continued funding would be in the best interest of the government.

Federal Share of Project Costs: Priority will be given to applicants which apply for less than \$200,000 per year. The maximum Federal share for a 3-year project period is \$600,000.

Applicant Share of Project Costs: Basic Center grantees must provide a non-Federal share or match of at least ten percent of the Federal funds awarded. 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 three-year project costing \$300,000 in Federal funds (based on an award of \$100,000 per 12-month budget period) must include a match of at least \$30,000 (\$10,000 per budget period).

Evaluation Criteria for BCP: The five criteria that follow will be used to review and evaluate each application under the Basic Center competitive grant area. Each of these criterion should be addressed in the project description section of the application. The point values indicate the maximum numerical weight each criterion will be accorded in the review process. Note that the highest possible score an application can receive under this competitive grant area is 105 points.

Criterion 1. Objectives and Need for Assistance (15 Points)

1. Applicant must specify the goals and objectives of the project and how implementation will fulfill the purposes of the legislation identified above.

2. Applicant must state the need for assistance by describing the conditions of youth and families in the area to be served and the incidence and characteristics of runaway and homeless youth and their families. The discussion

must include matters of family functioning and the health, education, employment and social conditions of the youth, including at-risk conditions or behaviors such as drug use, school failure and delinquency. Applicants proposing to focus services on a specific RHY population (e.g., single sex programs, gay and lesbian youth, a particular ethnic group, etc.) must explain and justify why the population requires focused services.

3. Applicant must indicate need for assistance by discussing the existing support systems for at-risk youth and families in the area, with specific references to law enforcement, health and mental health care, social services, schools and child welfare. In addition, other agencies providing shelter and services to runaway and homeless youth in the area must be identified. Supporting documentation of need from other community groups may be included.

4. Applicant must describe the area to be served, indicate the precise locations of program services and demonstrate that the services will be located in an area which is frequented by and/or easily accessible by runaway and homeless youth. Maps or other graphic aids may be attached.

Criterion 2. Results and Benefits Expected (20 Points)

1. Applicant must specify the number of runaway and homeless youth and their families to be served, the number of beds available for runaway and homeless youth and the types and quantities of services to be provided.

2. Applicant must describe the anticipated changes in attitudes, values and behavior of the youth served and improvements in individual and family functioning that will occur as a consequence of the services provided.

3. Applicant must discuss the expected impact of the program on the organization's capacity to effectively provide services to runaway and homeless youth in the community.

4. Applicant must describe the criteria to be used to evaluate the results and success of the program.

Criterion 3. Approach (35 Points)

1. Applicant must describe the program's youth development approach or philosophy and indicate how it underlies and integrates all proposed activities, including provision of services to runaway and homeless youth and involvement of the youth's parents or legal guardians. Specific information must be provided on how youth will be involved in the design, operation and evaluation of the program.

2. Applicant must describe how runaway and homeless youth and their families will be reached and how services will be provided in compliance with the Program Performance Standards listed in Part V, Appendix A. Applicants proposing to serve a specific RHY population (e.g. single sex programs, gay and lesbian youth, a particular ethnic group, etc.) must explain how the services provided will meet the special needs of this population and how the applicant will make referrals or otherwise provide for the needs of RHY youth who are not in the specific population the applicant will serve.

3. Applicant must include a detailed plan for implementing direct services based upon a youth development approach and identified goals and objectives. The plan must clearly state how the proposed work will be accomplished.

4. Applicant must identify the strategies that will be employed and the activities that will be implemented, including innovative or unusual features or approaches for involving family members as an integral part of the services provided, for periodic review and assessment of individual cases and for encouraging awareness of and sensitivity to the diverse needs of runaway and homeless youth who represent particular ethnic and racial backgrounds, sexual orientations, or who are street youth.

5. Applicant must describe how the program has established or will establish formal service linkages with other social service, law enforcement, educational, housing, vocational, welfare, legal service, drug treatment and health care agencies in order to ensure appropriate referrals for the program clients when needed.

6. Applicant must describe plans for conducting an outreach program that, where applicable, will attract members of ethnic and racial minorities and/or persons with limited ability to speak English.

7. Applicant must describe plans and procedures for intake and assessment of the youth upon arrival at the center.

8. Applicant must describe plans for contacting parents, relatives or guardians of the youth they serve; for ensuring the safe return of youth to their parents, relatives or legal guardians if it is in their best interests; for contacting local governments pursuant to formal or informal arrangements established with such officials; and for providing alternative living arrangements when it is not safe or appropriate for youth to return home.

9. Applicant must describe the type, capacity and staff supervision of the shelter that will be available for youth.

10. Applicant must describe plans for ensuring proper coordination with law enforcement, health and mental health care, social service and welfare agencies.

11. Applicant must describe the plans for ensuring coordination with schools to which runaway and homeless youth will return and for assisting the youth to stay current with the curricula of these schools.

12. Applicant must describe procedures for dealing with youth who have run from foster care placements and from correctional institutions and must show that procedures are in accordance with Federal, State and local laws.

13. Applicant must describe plans and procedures for providing aftercare services and ensuring, whenever possible, that aftercare will also be provided to those youth who return beyond the State in which the program is located.

14. Applicant must agree to gather and submit program and client data required by FYSB through the Runaway and Homeless Youth Management Information System (RHYMIS). If applicant is a current FYSB grantee, describe the data currently collected and submitted under the RHYMIS system. Current recipients of a FYSB grant who are not submitting the required data are at risk of not being considered for a new grant award.

15. Applicant must agree to cooperate with any research or evaluation efforts sponsored by the Administration for Children and Families.

16. Applicant must describe how the activities implemented under this project will be continued by the agency once Federal funding for the project has ended and must describe specific plans for accomplishing program phase-out in the event the applicant cannot obtain new operating funds at the end of the 36-month project period.

17. Applicant must describe procedures for maintaining confidentiality of records on the youth and families served. Procedures must insure that no information on the youth and families is disclosed without the consent of the individual youth, parent or legal guardian. Disclosures without consent can be made to another agency compiling statistical records if individual identities are not provided or to a government agency involved in the disposition of criminal charges against an individual youth.

Criterion 4. Staff and Position Data and Organization Profiles (20 Points Plus 5 Possible Bonus Points)

1. Applicant must discuss staff and organizational experience in working with runaway, homeless and street youth populations. As required by the RHY Act, priority for funding will be given to organizations with experience in providing direct services to runaway, homeless and street youth in a manner that is in concert with the Basic Center Program Performance Standards found below in Part V, Appendix A. Applicant must document the services it provides to this specific population and the length of time the applicant has been involved in the provision of these services. Five bonus points may be awarded to applicants who have at least three years of experience providing direct services to runaway, homeless and street youth.

2. Applicant must include information on skills, knowledge and experience of the project director and key project staff. Brief resumes of current and proposed staff, as well as job descriptions, should be included. Resumes must indicate what position the individual will fill and position descriptions must specifically describe the job as it relates to the proposed project. Applicants must also list organizations and consultants who will work on the program along with a short description of the nature of their effort or contribution. Applicant must provide information on plans for training project staff as well as staff of cooperating organizations and individuals.

3. Applicant must demonstrate the ability of the organization to effectively manage the program.

4. Applicant must provide a short description of the applicant agency's organization; the types, quantities and costs of services it provides and must identify and discuss the role of other organizations or multiple sites of the agency that will be involved in direct services to runaway and homeless youth through this grant. List all these sites, including addresses, phone numbers and staff contact names if different than those on the SF 424. If the agency is a recipient of funds from the Administration on Children, Youth and Families for services to runaway and homeless youth for programs other than that applied for in this application, show how the services supported by these funds are or will be integrated with the existing services.

Organizational charts may be provided.

5. Applicant must provide an annotated listing of its funding sources and contractual agreements and other

relationships which support or complement the provision of mandated services to runaway, homeless and street youth.

Criterion 5. Budget (10 Points)

1. Applicant must show that costs of the proposed program are reasonable and justified in terms of numbers of youth and families to be served, types and quantities of services to be provided and the anticipated results and benefits. Discussion should refer to (1) the budget information presented on Standard Forms 424 and 424A and the applicant's budget justification and (2) the results or benefits identified under Criterion 2 above.

2. Applicant must describe the fiscal control and accounting procedures that will be used to ensure prudent use, proper disbursement and accurate accounting of funds received under this program announcement. For-profit applicants for Basic Center Program grants are reminded that no grant funds may be paid as profit to any recipient of a grant or sub-grant (45 CFR 74.705).

3. While computer software and training for program data collection through the RHYMIS will be provided by FYSB to grantees, applicant should include a request for funds in its budget (within the maximum Federal funds allowed) for any computer equipment needed for implementation of the RHYMIS. The estimated cost of such equipment is approximately \$2000, and information regarding the kind of equipment needed will be provided to successful applicants.

Competitive Area B: Transitional Living Program for Homeless Youth

Eligible Applicants: Any State, units of local government (or a combination of units of local government), public or non profit, private agency organizations, institutions or other non profit entities. Federally recognized Indian Tribes are eligible to apply for TLP grants. Indian Tribes that are not federally recognized and urban Indian organizations are also eligible to apply for grants as private, non profit agencies.

Current TLP grantees with project periods ending by December 31, 1999 and all other eligible applicants not currently receiving TLP funds may apply for a new competitive TLP grant under this announcement.

Current TLP grantees (including subgrantees) with one or two years remaining on their current awards and the expectation of continuation funding in Fiscal Year 1999 may not apply for a new TLP grant under this announcement. These grantees will receive instructions from their

respective ACF Region/Hub Offices on the procedures for applying for non-competitive continuation grants.

Current grantees, which have questions regarding their eligibility to apply for new funds, should consult with the appropriate Regional Hub Office Youth contact, listed in Part V, Appendix D, to determine if they are eligible to apply for a new grant award.

Program Purpose, Goals and Objectives: The Administration for Children and Families expects to award approximately \$7 million for approximately 35 new service grants in FY 2000 to provide shelter, skill training and support services to assist homeless youth in making a smooth transition to self-sufficiency and to prevent long-term dependency on social services.

The overall purpose of TLP for homeless youth is to establish and operate transitional living projects for homeless youth. This program is structured to help older, homeless youth achieve self-sufficiency and avoid long-term dependency on social services. Transitional living projects provide shelter, skills training, and support services to homeless youth ages 16 through 21 for a continuous period not exceeding 18 months. Transitional Living Program funds are to be used for the purpose of enhancing the capacities of youth-serving agencies in local communities to effectively address the service needs of homeless, older adolescents and young adults. Goals, objectives and activities that may be maintained, improved and/or expanded through a TLP grant must include, but are not necessarily limited to:

- Providing stable, safe living accommodations while a homeless youth is a program participant;
- Providing the services necessary to assist homeless youth in developing both the skills and personal characteristics needed to enable them to live independently;
- Providing education, information and counseling aimed at preventing, treating and reducing substance abuse among homeless youth;
- Providing homeless youth with appropriate referrals and access to medical and mental health treatment;
- Providing the services and referrals necessary to assist youth in preparing for and obtaining employment; and
- Providing the services and referrals necessary to assist youth in preparing for and obtaining secondary, and where feasible, post-secondary education and/or vocational training.

Background: It is estimated that about one-fourth of the youth served by all runaway and homeless youth programs are homeless. This means that the youth

cannot return home or to another safe living arrangement with a relative. Other homeless youth have "aged out" of the child welfare system and are no longer eligible for foster care.

These young people are often homeless through no fault of their own. The families they can no longer live with are often physically and sexually abusive and involved in drug and alcohol abuse. They cannot meet the youth's basic human needs (shelter, food, clothing), let alone provide the supportive and safe environment needed for the healthy development of self-image and the skills and personal characteristics which would enable them to mature into a self-sufficient adult.

Homeless youth, lacking a stable family environment and without social and economic supports, are also at high risk of being involved in dangerous lifestyles and problematic or delinquent behaviors. More than two-thirds of homeless youth served by ACF-funded programs report using drugs or alcohol and many participate in survival sex and prostitution to meet their basic needs.

Homeless youth are in need of a support system that will assist them in making the transition to adulthood and independent living. While all adolescents are faced with adjustment issues as they approach adulthood, homeless youth experience more severe problems and are at greater risk in terms of their ability to successfully make the transition to self-sufficiency and to become a productive member of society.

The Transitional Living Program for Homeless Youth specifically targets services to homeless youth and affords youth service agencies with an opportunity to serve homeless youth in a manner which is comprehensive and geared towards ensuring a successful transition to self-sufficiency. The TLP also improves the availability of comprehensive, integrated services for homeless youth, which reduces the risks of exploitation and danger to which these youth are exposed while living on the streets without positive economic or social supports.

Duration of Project: This announcement solicits applications for Transitional Living projects of up to three years (36-month project periods). Initial grant awards, made on a competitive basis, will be for one-year (12-month) budget periods. Applications for non competing continuation grants beyond the one-year budget periods, but within the 36-month project periods, will be entertained in subsequent years, subject to the availability of funds, satisfactory

progress of the grantee and determination that continued funding would be in the best interest of the government.

Federal Share of Project Costs:

Applicants may apply for up to \$200,000 per year, which equals a maximum of \$600,000 for a 3-year project period.

Applicant Share of Project Cost:

Transitional Living grantees must provide a non-Federal share or match of at least ten percent of the Federal funds awarded. 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 three-year project costing \$300,000 in Federal funds (based on an award of \$100,000 per 12-month budget period) must include a match of at least \$30,000 (\$10,000 per budget period).

Evaluation Criteria for TLP: The five criteria that follow will be used to review and evaluate each application under the TLP competitive grant area. Each of these criteria should be addressed in the project description section of the application. The point values indicate the maximum numerical weight each criterion will be accorded in the review process. Note that the highest possible score an application can receive under this competitive grant area is 105 points.

Criterion 1. Objectives and Need for Assistance (15 Points)

1. Applicant must specify the goals and objectives of the project and how implementation will fulfill the purposes of the legislation identified above, ultimately a successful transition to self-sufficiency.

2. Applicant must discuss the issue of youth homelessness in the community to be served, the present availability of services for homeless youth and provide documentation of the incidence of homeless youth.

3. Applicant must describe the system that will be used to ensure that individual clients will meet the eligibility criteria of need for service as established by the Act. This should include, but not limited to, a discussion of the intake and assessment activities which will be conducted with a client prior to acceptance into the TLP project. The applicant is encouraged to include samples of any forms to be used to determine eligibility and appropriate services.

Criterion 2. Results and Benefits (20 Points)

1. Applicant must describe how homeless youth will be reached and

identify the number who will be served annually on both a residential and non-residential basis.

2. Applicant must provide information on the expected results and benefits of the program in terms of the number of youth who will successfully complete the program as well as potential problems or barriers to program implementation that might be possible reason(s) for failure. Applicant must also discuss the organization's policy on termination and re-entry of youth out of and into the program.

3. Applicant must discuss the expected impact of the project on the availability of services to homeless youth in the local community and indicate how the project will enhance the organization's capacity to provide services to address youth homelessness in the community.

Criterion 3. Approach (35 Points)

Applicant must discuss how they will implement the statutory requirements of the Act. Specifically, the applicant must describe plans for the provision of shelter and services and for program administration. In addition, the applicant must describe the program's youth development approach or philosophy and indicate how it underlies and integrates all proposed activities. Specific information must be provided on how youth will be involved in the design, operation and evaluation of the program.

1. Shelter: Applicant must:

Assure that shelter is provided through one or a combination of the following:

- (a) A group home facility;
- (b) Family host homes; or
- (c) Supervised apartments.

Applicant must indicate if the shelter will be provided directly or indirectly. When shelter will be provided indirectly, applicant must submit copies of formal written agreements with service providers regarding the terms under which shelter is provided.

Assure that the facilities used for housing, whether a shelter, host family home and/or supervised apartments, shall accommodate no more than 20 youth at any given time; shall have a sufficient number of staff to ensure on-site supervision at each shelter option that is not a family home including periodic, unannounced visits from project staff; and is in compliance with State and local licensing requirements.

Assure, if applicable, that the applicant meets the requirements of the RHY Act for the lease of surplus Federal facilities for use as transitional living housing facilities. Each surplus Federal facility used for this purpose must be

made available for a period not less than two years, and no rent or fee shall be charged to the applicant in connection with use of such a facility. Any structural modifications or additions to surplus Federal facilities become the property of the government of the United States. All such modifications or additions may be made only after receiving prior written consent from the appropriate Department of Health and Human Services official.

2. *Services:* Applicant must include a description of the core services to be provided. The description must include the purpose and concept of the service, its role in both the overall program design and the individual client TLP plan. The services to be provided must include, but are not necessarily limited to, the following:

- Basic life skills information, counseling, and training including budgeting, money management, use of credit, housekeeping, menu planning and food preparation, consumer education, leisure-time activities, transportation, and obtaining vital documents (Social Security card, birth certificate).
 - Interpersonal skill building, such as developing positive relationships with peers and adults, effective communication, decision making, and stress management.
 - Educational advancement, such as GED preparation and attainment, post-secondary training (college, technical school, military, etc.), and vocational education.
 - Job preparation and attainment, such as career counseling, job preparation training, dress and grooming, job placement and job maintenance.
 - Mental health care, such as counseling (individual and group), drug abuse education, prevention and referral services, and mental health counseling.
 - Physical health care, such as routine physicals, health assessments, family planning/parenting skills, and emergency medical treatment.
 - The substantive participation of youth in the assessment and implementation of their needs, including the development and implementation of the individual transitional living plan and in decisions about the services to be received.
 - Programmatic efforts planned and/or implemented to encourage awareness of and sensitivity to the particular needs of homeless youth who are members of ethnic, racial and sexual minority groups and/or who are street youth.
3. *Administration:* Applicant must:
- Describe the procedures to be employed in the development,

implementation and monitoring of an individualized, written transitional living plan for each program participant which addresses the provision of services, and is appropriate to the individual developmental needs of the client.

- Assure that the participant will substantively participate in the assessment of his or her needs and in decisions about the services to be received.
- Assure that the outreach programs to be established are designed to attract individuals who are eligible to participate in the project.
- Provide an assurance that housing and services will be available to a participant for a continuous period not to exceed 540 days (18 months).
- Describe the methods to be employed in collecting statistical records and evaluative data and for submitting annual reports on such information to the Department of Health and Human Services.
- Describe how the applicant will ensure the confidentiality of participant's records.
- Describe how the activities implemented under this project will be continued by the agency once Federal funding for the project has ended, with specific plans for accomplishing program phase-out for the last two quarters of program project period in the event that the applicant would not receive a new award.
- Agree to gather and submit program and client data required by FYSB through the Runaway and Homeless Youth System (RHYMIS). If applicant is a current FYSB grantee, describe the data currently collected and submitted under the RHYMIS system. Current recipients of a FYSB grant who are not submitting the required data are at risk of not being considered for a new grant award.
- Agree to cooperate with any research or evaluation efforts sponsored by the Administration for Children and Families.

Criterion 4. Staff and Position Data and Organization Profiles (20 Points Plus 5 Possible Bonus Points)

1. Applicant must discuss staff and organizational experience in working with runaway, homeless and street youth populations. As required by the RHY Act, priority for funding will be given to organizations with experience in providing direct services to runaway, homeless and street youth in a manner that is in concert with the Basic Center Program Performance Standards found below in Part V, Appendix A. Applicant must document the services it provides

to this specific population and the length of time the applicant has been involved in the provision of these services. Five bonus points may be awarded to applicants who have at least three years of experience providing direct services to runaway, homeless and street youth.

2. Applicant must include information on skills, knowledge and experience of the project director and key project staff. Brief resumes of current and proposed staff, as well as job descriptions, should be included. Resumes must indicate what position the individual will fill and position descriptions must specifically describe the job as it relates to the proposed project. Applicants must also list organizations and consultants who will work on the program along with a short description of the nature of their effort or contribution. Applicant must provide information on plans for training project staff as well as staff of cooperating organizations and individuals.

3. Applicant must describe how the project has established or will establish formal service linkages with other social service, law enforcement, educational, housing, vocational, welfare, legal service, drug treatment and health care agencies in order to ensure appropriate referrals for the project participants where and when needed.

4. Applicant must demonstrate the ability of the organization to effectively manage the program.

5. Applicant must provide a short description of the applicant agency's organization: the types, quantities and costs of services it provides and must identify and discuss the role of other organizations or multiple sites of the agency that will be involved in direct services to runaway and homeless youth through this grant. List all these sites, including addresses, phone numbers and staff contact names if different than those on the SF 424. If the agency is a recipient of funds from the Administration on Children, Youth and Families for services to runaway and homeless youth for programs other than that applied for in this application, show how the services supported by these funds are or will be integrated with the existing services. Organizational charts may be provided.

6. Applicant must provide an annotated listing of its funding sources and contractual agreements and other relationships which support or complement the provision of mandated services to runaway, homeless and street youth.

Criterion 5. Budget (10 Points)

1. Applicant must show that costs of the proposed program are reasonable and justified in terms of numbers of youth and families to be served, types and quantities of services to be provided and the anticipated results and benefits. Discussion should refer to (1) the budget information presented on Standard Forms 424 and 424A and the applicant's budget justification and (2) the results or benefits identified under Criterion 2 above.

2. Applicant must describe the fiscal control and accounting procedures that will be used to ensure prudent use, proper disbursement and accurate accounting of funds received under this program announcement.

3. While computer software and training for program data collection through the RHYMIS will be provided by FYSB to grantees, applicant should include a request for funds in its budget (within the maximum Federal funds allowed) for any computer equipment needed for implementation of the RHYMIS. The estimated cost of such equipment is approximately \$2000, and information regarding the kind of equipment needed will be provided to successful applicants.

4. Applicant must describe how cost-effective use of TLP funds will be ensured by taking maximum advantage of existing resources within the State which would help in the operation or coordination of a TLP, including those resources which are supported by Federal Independent Living Initiatives funds. Also, applicant must describe efforts to be undertaken over the length of the project which may increase non-Federal resources available to support the TLP.

Competitive Area C: Training and Technical Assistance Cooperative Agreements

Eligible Applicants: Nonprofit organizations and combinations of such organizations with demonstrated capacity to provide services to runaway and homeless youth service providers on a Statewide or regional basis.

Program Purpose, Goals and Objectives: FYSB supports a national T&TA effort designed to enhance and promote the continuous quality improvement of the services available to runaway, homeless and street youth and their families. FYSB expects to award approximately \$2 million to fund up to ten cooperative agreements to enhance the programmatic and administrative capacities of public and private agencies to provide services to the targeted populations. Applications to provide

such assistance may cover one or more of the ten Federal Regions or one or more of the five Regional Hubs and may include subcontracts to cover specific regional or multi-State areas.

Applications, whether covering a Hub or a Region, must provide assurance that staff will be accessible to the Central and Regional offices. Applicants covering a region should discuss coordination with other potential providers in a Hub. Applicants must show how they intend to provide service to all customers in their service area regardless of geographic location. (See Appendix H for listing of Federal regions and Hubs and the number of grantees by region.)

The successful applicants are expected to provide the following services and activities as core elements:

1. Provide program specific technical assistance through consultation. Consultation may be on-site, via telephone or any combination of strategies, which address and/or correct programmatic and administrative concerns. Technical assistance designed and/or provided to grantees for this purpose must be accessible and individualized, must provide concrete information and skill building and must include follow-up efforts. The TA delivered will be based upon the specific needs of the grantee(s) requesting the assistance. However, the TA must conform to the intent of the law.

2. Provide a mechanism such as, but not limited to a newsletter, list serve and/or electronic bulletin board for sharing information for the purpose of improving and increasing resources and information available to RHY grantees and, for sharing new and emerging information concerning service provision issues and best practices obtained through interaction with grantees and other youth serving agencies through workshops, conferences and other activities associated with the provision of T&TA.

3. Provide intensive, skill-based training and technical assistance to newly funded and inexperienced RHY grantees, when requested by the grantee and/or the ACF Regional Hub office as a direct outcome of on-site monitoring and/or analysis of MIS data.

4. Use monitoring reports, MIS data and corrective action reports for the purpose of providing technical assistance to address the grantees program specific needs. Delivery of T/A will be made in consultation with the Central and Regional Offices and approved by the Federal Project Officer.

5. Provide staff training focused on quality skill development that: (a)

provides opportunities for hands-on participation, direct observation, practices and expert feedback; (b) analyzes, integrates and transmits knowledge obtained from research findings, curricula, and models of greatest interest to grantees; and (c) recognizes new and emerging youth issues and provides intensive skills training in these areas.

6. Promote cooperative relationships among training and technical assistance providers, the National Clearinghouse on Families and Youth, and other FYSB support contractors for the exchange of information regarding identified technical assistance and training needs, emerging youth issues, research findings, curricula and model programs. FYSB strongly encourages the establishment of an advisory board with representation at a minimum from the regional office, a representative sample of each type of FYSB program in the regional area, the Executive Director of the organization funded under this competitive grant, the Project Director(s) of the State Collaboration Grantees (where applicable) and other State and local youth service providers.

The award of these cooperative agreements (see definition section) will include a delineation of the responsibilities of the successful applicants and the Administration on Children, Youth and Families. The responsibilities contained in each cooperative agreement may be geared toward the unique needs of the RHY programs in the geographic area(s) to be served with a description of the uniqueness of the program, as well as incorporating the core elements, described above, consistent to all RHY programs regardless of geographic area.

At a minimum, the responsibilities of the successful applicants will include development and implementation of a work-plan (including TA capacity inventory forms, procedures, evaluation strategies/forms, site-visit plans, schedules, etc.), provision of training and technical assistance to grantees, and coordination with other grantee support efforts and T&TA providers.

Responsibilities of the Federal staff will include, at a minimum, consultation in the development of workplans; review and approval of workplans; coordination and sharing of monitoring data, as appropriate; identification of technical assistance needs; and sponsorship of a national meeting of T&TA providers.

Background: Since 1975, many State and local agencies and community-based programs have been established and/or strengthened to provide needed short and long-term services to

runaway, homeless and street youth. These agencies are both public and private, profit making and nonprofit. Some focus on a single concern, such as crisis intervention or substance abuse prevention, while others are comprehensive or all-purpose agencies, with specific components that deal with the physical health, mental health, family reunification and functioning, employment, education and transitional living needs of these young people.

Notwithstanding the significant numbers of effective agencies and competent professional staff dedicated to assisting runaway, homeless and street youth across the country, services in some geographic areas are inadequate or non-existent. In other cases, existing programs lack staff resources with the full range of skills required to carry out the ever changing responsibilities with which the individual programs are charged. Also, many of the developed and tested curricula and models are little known or understood, even among programs and staff where they could be of the greatest use. Further, as a youth development approach has gradually emerged that focuses on a young person's competence, connection to community, altruism, control, autonomy and identity as an alternative to adolescent health and behavioral risks; there is a need to partner with states, local, government, foundations, and community based organizations to establish and support effective long range youth development strategies, funding and policy information. In addition, as new issues emerge, even experienced staff and agency leadership need to enhance their existing skills and develop new ones.

To address these issues, Section 342 of the Runaway and Homeless Youth Act, administered by the Youth and Family Services Bureau, authorizes support to nonprofit organizations for the purpose of providing training and technical assistance (T&TA) to runaway, homeless and street youth service providers.

To effectively provide such assistance, extensive interaction with grantees, integration and sharing of knowledge, coordination with other components supporting the runaway and homeless service system such as RHYMIS and program monitoring, and a cooperative relationship among training and technical assistance providers is needed. FYSB is supporting a national T&TA effort designed to support the continuous improvement of all RHY grantees as they work to deliver high quality and effective services to youth, young adults and their families. Our T&TA system reflects a national

commitment to quality improvement and capacity-building at the local and Regional Hub level.

Duration of Project: This announcement solicits applications for Training and Technical Assistance grants up to three years (36 month project periods). Grant awards, made on a competitive basis, will be for a one year (12-month) budget period. Applications for continuation grants beyond the one-year budget period, but within the 36 month project period, will be considered in subsequent years on a non-competitive basis, subject to the availability of funds, satisfactory progress of the grantee and determination that continued funding would be in the best interest of the government.

Anticipated Federal Funding: The anticipated Federal funding for the first 12-month budget period will range from \$150,000–\$400,000 per grant, contingent on the identified service area.

Applicant Share of Project Costs: Training and Technical Assistance grantees must provide a non-Federal share or match of at least ten percent of the Federal funds awarded. 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 three-year project costing \$300,000 in Federal funds (based on an award of \$100,000 per 12-month budget period) must include a match of at least \$30,000 (\$10,000 per budget period).

Evaluation Criteria for Training and Technical Assistance Cooperative Agreements: The five criteria that follow will be used to review and evaluate each application under the Training and Technical Assistance competitive grant area. Each of these criterion should be addressed in the project description section of the application. The point values indicate the maximum numerical weight each criterion will be accorded in the review process. Note that the highest possible score an application can receive under this competitive grant area is 100 points.

Criterion 1. Objectives and Need for Assistance (15 Points)

1. Identify the exact geographic area(s) to be served in terms of its distinctive features, including the States topography, economic condition etc.

2. Discuss youth well-being and homelessness in the geographic area(s) to be served. Provide recent documentation of the incidence of homeless youth and other youth in crisis.

3. Demonstrate an understanding of the incidence and conditions of runaway and homeless youth in the geographic area(s) to be served; and current issues, special problems and needs associated with runaway and homeless youth such as substance abuse, sexual abuse, learning disabilities, lack of independent living skills and risky behavior.

4. Discuss services in the geographic area(s) for runaway and homeless youth (Basic Centers, Transitional Living Programs, Street Outreach Programs and related demonstration service grants).

5. Indicate an understanding of the capacities and management systems necessary to establish and operate runaway and homeless youth agencies. Discuss the knowledge, skills, abilities and experience required by individual youth service professionals at both the administrative and direct service levels.

6. Discuss and justify the need for short-term training and technical assistance in the geographic area to be served.

7. Discuss barriers to services in the geographic area and greatest training and technical assistance needs of runaway and homeless youth service providers. Evidence consideration of the distinctive features identified in #1 above.

8. Demonstrate an understanding of relevant research and youth development findings and products, and knowledge of available curricula, models and experts.

Criterion 2. Results and Benefits (20 Points)

1. Discuss the goals and objectives of the proposed training and technical assistance effort and how it builds and/or improves upon past efforts in terms of learning goals and objectives for individuals trained and technical assistance provided to agencies.

2. Project the number of agencies and individuals that would receive training and technical assistance services.

3. Describe how the training and technical assistance effort will increase the programmatic and administrative capacities of RHY grantees to deliver effective and quality services to runaway and homeless youth.

4. Describe in measurable terms how specific agency competencies will be enhanced by the training and technical assistance provided. Provide examples such as: (1) number of staff to be certified in short-term family mediation counseling; (2) number of staff to be trained in FYSB's youth development approach; (3) number of staff to be trained in assessment based case management; and (4) number of

additional trainings to be provided by the receiving grantee after being trained by the T/TA provider., etc.

5. Describe how training and technical assistance to be provided will build on current program strengths and promote continuous program improvement.

Criterion 3. Approach (35 Points)

1. Describe the approach, philosophy, strategies, methodologies and models that would be used to assess and address the unique training and technical assistance needs of runaway and homeless youth service providers in the geographic area(s) to be served. Describe the proposed effort and activities in detail.

2. Describe the perceived types of interaction with grantees to support an inventory of training needs, development of training plan and design of training and technical assistance strategies.

3. Discuss the approach that will be used to provide quality staff training which focuses on skill development that provides opportunities for hands-on participation, direct observation, practice and expert feedback; which analyzes, integrates and transmits knowledge obtained from research findings, curricula, and models of greatest interest to grantees; and recognizes new and emerging youth issues and provides intensive skills training in these areas.

4. Describe the approach that will be used for the collaborative exchange of monitoring and MIS information for runaway and homeless youth programs for the purpose of planning training and technical assistance for the geographic area to be served. Include a discussion of training and technical assistance that is a follow-up to monitoring and responsive to the needs of individual grantees.

5. Describe the approach that would be used to promote the transmittal of knowledge and skills from highly skilled youth service providers to less experienced staff.

6. Describe the approach for establishing a cooperative relationship with other training and technical assistance providers, Federal offices, state officials, Foundations, national contractors and city governments.

7. Provide a detailed description of the efforts that will be carried out by the applicant directly and those efforts to be carried out in conjunction with other agencies or consultants. Discuss how these efforts will enhance training and technical assistance provision.

8. Describe the methodology that will be used to evaluate the effectiveness of

the training and technical assistance provided to runaway and homeless youth service providers in the geographic area(s).

9. Discuss the approach that would be used and sample events and activities to be sponsored or co-sponsored to encourage cultural competency of runaway and homeless youth service providers in areas such as outreach, program design, staffing and board development. Include proposed time frames for accomplishing major milestones, levels of effort, letters of commitment and support.

Criterion 4. Staff and Position Data and Organization Profiles (20 Points)

1. Describe the organizational history, structure, and experience providing training and technical assistance. Discuss operating principles with respect to the development and implementation of training and technical assistance.

2. Clearly define roles and provide job descriptions of key project positions.

3. Provide resumes of current and proposed staff. Include skills, experience, and qualifications working with runaway and homeless youth, and developing and designing training and technical assistance for youth service providers, incorporating the youth development approach.

4. Describe facilities, equipment, and other resources that would be available to the project.

5. Describe the administrative and organizational structure and linkages established with other relevant organizations (e.g. subcontractors, other projects). Provide charts summarizing these structures and linkages and written agreements defining them (include in appendices).

6. Describe how the organization plans to ensure that consultants/subcontractors and other staff are culturally diverse and representative of the same ethnic backgrounds of the youth being served.

7. Applicant must provide an annotated listing of its funding sources and contractual agreements and other relationships which support or complement the provision of mandated services to runaway, homeless and street youth.

Criterion 5. Budget (10 Points)

1. Discuss and justify the cost of the proposed project in terms of types and quantities of services to be provided.

2. Describe the fiscal control and accounting procedures that will be used to ensure the prudent use, proper disbursement, and accurate accounting of funds received.

3. Describe how additional resources necessary to carry out this project would be obtained and integrated into the work of the project.

4. Provide assurance that one key person from the project would attend an annual 2-3 day FYSB sponsored meeting in Washington, D.C.

Part III. Application Process

A. Assistance to Prospective Grantees

Potential grantees can direct questions about program requirements or application forms to the Administration on Children, Youth and Families, Family and Youth Services Bureau, Program Announcement, 1815 North Fort Myer Drive, Suite 300, Arlington, VA 22209; Telephone: 1-800-351-2293; electronic mail: FYSB@lcgnet.com. Further general information may be obtained from the Training and Technical Assistance Providers listed in Part V, Appendix E for those interested in BCP and TLP.

B. Application Requirements

To be considered for a grant, each application must be submitted on the forms provided at the end of this announcement (Part V, Section H) and in accordance with the guidance provided below. The application must be signed by an individual authorized to act for the applicant agency and to assume responsibility for the obligations imposed by terms and conditions of the grant award. If more than one agency is involved in submitting a single application, one entity must be identified as the applicant organization which will have legal responsibility for the grant.

C. Paperwork Reduction Act of 1995 (Public Law 104-13)

The Uniform Project Description information collection within this Program Announcement is approved under Uniform Project Description (0970-0139), Expiration Date 10/31/2000.

Public reporting burden for this collection of information is estimated to average 10 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. 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.

D. Notification Under Executive Order 12372

This program is covered under Executive Order (E.O.) 12372,

"Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

As of September 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, Ohio, Oklahoma, Oregon, Palau, Pennsylvania, South Dakota, Tennessee, Vermont, Virginia and Washington. All remaining jurisdictions participate in the Executive Order process and have established Single Points of Contacts (SPOCs). Applicants from participating jurisdictions should contact their SPOC as soon as possible to alert them to the prospective application and receive any necessary instructions.

Applicants must submit any required material to the SPOCs as early as possible so that the program office can obtain and review SPOC comments as part of the award process. The applicant must submit all required materials, if any, to the SPOC and indicate the date of this submittal (or 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 date to comment on proposed new 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 they intend to trigger the "accommodate or explain" rule. When comments are submitted directly to ACYF, they must be addressed to: Department of Health and Human Services, Administration on Children, Youth and Families, Family and Youth Services Bureau, Room 2038, 330 C Street SW, Washington, D.C. 20447.

A list of the Single Points of Contact for each State and Territory is included as Part V, Appendix F, of this announcement.

E. Availability of Forms and Other Materials

A copy of the forms that must be submitted as part of each application for a runaway and homeless youth grant and instructions for completing the application are provided in Part V, Appendix H. Legislation referenced in Part I, section B, of this announcement may be found in major public libraries, and the appendices at the end of this announcement contain other relevant information regarding RHY programs. Additional copies of this announcement may be obtained by calling 1-800-351-2293. Many standard forms can also be downloaded and printed from the following ACF webpage: <http://www.acf.dhhs.gov/programs/oa/form.htm>.

F. Application Consideration

All applications which are complete and conform to the requirements of this program announcement will be subject to a competitive review and evaluation against the specific competitive grant area criteria outlined in Part II of this announcement. This review will be conducted in Washington, D.C., by panels of non-Federal experts knowledgeable in the areas of youth development and human services. Applications for Basic Center Program grants will be reviewed competitively only with other applications from the same State.

Application review panels will assign a score to each application, identifying its strengths and weaknesses. Both Central and Regional Hub office staff will conduct administrative reviews of the applications and the results of the competitive review panels and will recommend applications for funding to the Commissioner, ACYF. The Commissioner will make the final selection of the applications to be funded.

In addition to scores assigned by non-Federal reviewers and Federal administrative reviews, the Commissioner may approve applications proposing services in unserved or inadequately served areas in an effort to make sure there is a geographic distribution of services. The Commissioner may also elect not to fund any applicants having known management, fiscal, reporting, program, or other problems which make it unlikely that they would be able to provide effective services.

Successful applicants will be notified through the issuance of a Financial Assistance Award which will set forth the amount of funds granted, the terms and conditions of the grant, the effective

date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided and the total project period for which support is contemplated. As part of the award process, a cooperative agreement must be jointly developed which includes an explicit statement of the nature, character, and extent of anticipated Federal agency and grantee involvement.

Organizations whose applications will not be funded will be notified in writing by the Commissioner of the Administration on Children, Youth and Families. Every effort will be made to notify all unsuccessful applicants as soon as possible after final decisions are made.

Part IV. Application Content and Submission Instructions

A. Application Content

Each application must contain the following items in the order listed:

1. Application for Federal Assistance (Standard Form 424, REV 4-92). Follow the instructions in Part V, Appendix I. In Item 8 of Form 424, check "New." In Item 10 of the 424, clearly identify the *Catalog of Federal Domestic Assistance (CFDA) Program* title and number for the program for which funds are being requested:

Program title	CFDA program No.
Basic Center Program	93.623
Transitional Living Program	93.550
Training and Technical Assistance	93.623

In Item 11 of the 424, identify which Competitive Grant Area (IIA: Basic Center Program (BCP), IIB: Transitional Living Program (TLP) or IIC: Training and Technical Assistance Cooperative Agreements (T&TA) the application addresses.

In item 12, identify the specific geographic area to be served.

2. Budget and Budget Justification (Standard Form 424A, REV 4-92). Follow the instructions in Part V, Appendix I. The budget justification should be typed on standard size plain white paper, provide breakdowns for major budget categories and justify significant costs. List amounts and sources of all funds, both Federal and non-Federal, to be used for this project. Federal funds provided to States and services or other resources purchased with Federal funds may not be used to match project grants. Applicants, which do not provide the required percentage of non-Federal share, will not be funded.

3. Project Summary/Abstract (one page maximum). Clearly mark this page with the applicant name as shown on item 5 of the SF 424, identify the competitive grant area and the title of the proposed project as shown in item 11 and the service area as shown in item 12 of the SF 424. The summary description should not exceed 300 words.

Care should be taken to produce a summary which accurately and concisely reflects the proposed project. It should describe the objectives of the project, the approach to be used and the results and benefits expected.

4. Assurances/Certifications.

Applicants are required to sign and return a SF 424B, Assurances—Non-Construction Programs and the Certification Regarding Lobbying forms and return them with the application. Copies of the assurances and certifications are reprinted at the end of this announcement and may be reproduced as necessary. A duly authorized representative of the applicant organization must certify that the applicant is in compliance with these assurances and certifications. 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). A signature on the SF 424 indicates compliance with the Drug Free Workplace Requirements, 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.

5. Documents of Support. The maximum number of pages for supporting documentation is 10 pages, double-spaced, exclusive of letters of support or agreement. These documents must be numbered and might include resumes, photocopies of news clippings, evidence of the program's efforts to coordinate youth services at the local level, etc. Documentation over the ten-page limit will not be reviewed. Applicants may, however, include as many letters of support or agreement as are appropriate.

B. Application Submission

To be considered for funding, each applicant must submit one signed original and two additional copies of the application, including all attachments, to the application receipt point specified above. The original copy of the application must have original

signatures, signed in *black* ink. Each copy must be stapled (back and front) in the upper left corner. All copies of an application must be submitted in a single package.

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate subsections of the application, including supporting documentation. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the Federal government for review.

A separate application must be submitted for each competitive grant area and applications that combine two or more competitive grant areas will not be reviewed or funded. Envelopes containing an application must clearly indicate the specific competitive grant area that the application is addressing: Basic Center Program, Transitional Living Program, or Training and Technical Assistance Cooperative Agreements.

(Catalog of Federal Domestic Assistance: Number 93.623, Basic Center Program for Runaway and Homeless Youth; Number 93.550, Transitional Living Program for Homeless Youth; Number 93.623 Training and Technical Assistance Cooperative Agreements.)

Dated: April 25, 1999.

Patricia Montoya,
*Commissioner, Administration on Children,
Youth and Families.*

Part V. Appendices

Appendix A. Basic Center Program Performance Standards

Program Performance Standards

I. Purpose

The Program Performance Standards established by the Bureau for its funded centers relate to the basic program components enumerated in Section 317 of the Runaway and Homeless Youth Act and as further detailed in the Regulations and Program Guidance governing the implementation of the Act. They address the methods and processes by which the needs of runaway and homeless youth and their families are being met, as opposed to the outcome of the services provided on the clients served.

The terms "program performance standard," "criterion," and "indicators" are used throughout both the instrument and the instructions. These terms are defined as follows:

Program Performance Standard: The general principle against which a judgment can be made to determine whether a service or an administrative component has achieved a particular level of attainment.

Criterion: A specific dimension or aspect of a program performance standard which helps to define that standard and which is amenable to direct observation or measurement.

Indicator: The specific documentation which demonstrates whether a criterion (or an aspect of a criterion) is being met and thereby the extent to which a specific aspect of a standard is being met.

Fourteen program performance standards, with related criteria, are established by the Bureau for the projects funded under the Runaway and Homeless Youth Act. Nine of these standards relate to service components (outreach, individual intake process, temporary shelter, individual and group counseling, family counseling, service linkages, aftercare services, recreational programs, and case disposition), and five to administrative functions or activities (staffing and staff development, youth participation, individual client files, ongoing project planning, and board of directors/advisory body).

Although fiscal management is not included as a program performance standard, it is viewed by FYSB as being an essential element in the operation of its funded projects. Therefore, as validation visits are made, the Regional ACF specialist and/or staff from the Office of Fiscal Operations will also review the project's financial management activities.

FYSB views these program performance standards as constituting the minimum standards to which its funded projects should conform. The primary assumption underlying the program performance standards is that the service and administrative components which are encompassed within these standards are integral (but not sufficient in themselves) to a program of services which effectively addresses the crisis and long-term needs of runaway and homeless youth and their families.

The program performance standards are designed to serve as a developmental tool, and are to be employed by both the project staff and the Regional ACF staff specialists in identifying those service and administrative components and activities of individual projects which require strengthening and/or development either through internal action on the part of staff or through the provision of external technical assistance.

II. Program Performance Standards and Criteria

The following constitute the program performance standards and criteria established by the Bureau for its funded centers. Each standard is numbered, and each criterion is listed after a lower case letter.

1. Outreach

The project shall conduct outreach efforts directed towards community agencies, youth and parents.

2. Individual Intake Process

The project shall conduct an individual intake process with each youth seeking services from the project. The individual intake process shall provide for:

- a. Direct access to project services on a 24-hour basis.

b. The identification of the emergency service needs of each youth and the provision of the appropriate services either directly or through referrals to community agencies and individuals.

c. An explanation of the services which are available and the requirements for participation, and the securing of a voluntary commitment from each youth to participate in project services prior to admitting the youth into the project.

d. The recording of basic background information on each youth admitted into the project.

e. The assignment of primary responsibility to one staff member for coordinating the services provided to each youth.

f. The contact of the parent(s) or legal guardian of each youth provided temporary shelter within the timeframe established by State law or, in the absence of State requirements, preferably within 24 but within no more than 72 hours following the youth's admission into the project.

3. Temporary Shelter

The project shall provide temporary shelter and food to each youth admitted into the project and requesting such services.

a. Each facility in which temporary shelter is provided shall be in compliance with State and local licensing requirements.

b. Each facility in which temporary shelter is provided shall accommodate no more than 20 youth at any given time.

c. Temporary shelter shall normally not be provided for a period exceeding two weeks during a given stay at the project.

d. Each facility in which temporary shelter is provided shall make at least two meals per day available to youth served on a temporary shelter basis.

e. At least one adult shall be on the premises whenever youth are using the temporary shelter facility.

4. Individual and Group Counseling

The project shall provide individual and/or group counseling to each youth admitted into the project.

a. Individual and/or group counseling shall be available daily to each youth admitted into the project on a temporary shelter basis and requesting such counseling.

b. Individual and/or group counseling shall be available to each youth admitted into the project on a non-residential basis and requesting such counseling.

c. The individual and/or group counseling shall be provided by qualified staff.

5. Family Counseling

The project shall make family counseling available to each parent or legal guardian and youth admitted into the project.

a. Family counseling shall be provided to each parent or legal guardian and youth admitted into the project and requesting such services.

b. The family counseling shall be provided by qualified staff.

6. Service Linkages

The project shall establish and maintain linkages with community agencies and individuals for the provision of those services which are required by youth and/or

their families but which are not provided directly by the centers.

a. Arrangements shall be made with community agencies and individuals for the provision of alternative living arrangements, medical services, psychological and/or psychiatric services, and the other assistance required by youth admitted into the project and/or by their families which are not provided directly by the project.

b. Specific efforts shall be conducted by the project directed toward establishing working relationships with law enforcement and other juvenile justice system personnel.

7. Aftercare Services

The project shall provide a continuity of services to all youth served on a temporary shelter basis and/or their families following the termination of such temporary shelter both directly and through referrals to other agencies and individuals.

8. Recreational Program

The project shall provide a recreational-leisure time schedule of activities for youth admitted to the project for residential care.

9. Case Disposition

The project shall determine, on an individual case basis, the disposition of each youth provided temporary shelter, and shall assure the safe arrival of each youth home or to an alternative living arrangement.

a. To the extent feasible, the project shall provide for the active involvement of the youth, the parent(s) or legal guardian, and the staff in determining what living arrangement constitutes the best interest of each youth.

b. The project shall assure the safe arrival of each youth home or to an alternative living arrangement, following the termination of the crisis services provided by the project, by arranging for the transportation of the youth if he/she will be residing within the area served by the project; or by arranging for the meeting and local transportation of the youth at his/her destination if he/she will be residing beyond the area served by the project.

c. The project shall verify the arrival of each youth who is not accompanied home or to an alternative living arrangement by the parent(s) or legal guardian, project staff or other agency staff within 12 hours after his/her scheduled arrival at his/her destination.

10. Staffing and Staff Development

Each center is required to develop and maintain a plan for staffing and staff development.

a. The project shall operate under an affirmative action plan.

b. The project shall maintain a written staffing plan which indicates the number of paid and volunteer staff in each job category.

c. The project shall maintain a written job description for each paid and volunteer staff function which describes both the major tasks to be performed and the qualifications required.

d. The project shall provide training to all paid and volunteer staff (including youth) in both the procedures employed by the project and in specific skill areas as determined by the project.

e. The project shall evaluate the performance of each paid and volunteer staff member on a regular basis.

f. Case supervision sessions, involving relevant project staff, shall be conducted at least weekly to review current cases and the types of counseling and other services which are being provided.

11. Youth Participation

The center shall actively involve youth in the design and delivery of the services provided by the project.

a. Youth shall be involved in the ongoing planning efforts conducted by the project.

b. Youth shall be involved in the delivery of the services provided by the project.

12. Individual Client Files

The project shall maintain an individual file on each youth admitted into the project.

a. The client file maintained on each youth should, at a minimum, include an intake form which minimally contains the basic background information needed by FYSB; counseling notations; information on the services provided both directly and through referrals to community agencies and individuals; disposition data; and, as applicable, any follow-up and evaluation data which are compiled by the center.

b. The file on each client shall be maintained by the project in a secure place and shall not be disclosed without the written permission of the client and his/her parent(s) or legal guardian except to project staff, to the funding agency(ies) and its(their) contractor(s), and to a court involved in the disposition of criminal charges against the youth.

13. Ongoing Center Planning

The center shall develop a written plan at least annually.

a. At least annually, the project shall review the crisis counseling, temporary shelter, and aftercare needs of the youth in the area served by the center and the existing services which are available to meet these needs.

b. The project shall conduct an ongoing evaluation of the impact of its services on the youth and families it serves.

c. At least annually, the project shall review and revise, as appropriate, its goals, objectives, and activities based upon the data generated through both the review of youth needs and existing services (13a) and the follow-up evaluations (13b).

d. The project's planning process shall be open to all paid and volunteer staff, youth, and members of the Board of Directors and/or Advisory Body.

14. Board of Directors/Advisory Body (Optional)

It is strongly recommended that the centers have a Board of Directors or Advisory Body.

a. The membership of the project's Board of Directors or Advisory Body shall be composed of a representative cross-section of the community, including youth, parents, and agency representatives.

b. Training shall be provided to the Board of Directors or Advisory Body designed to orient the members to the goals, objectives, and activities of the project.

c. The Board of Directors or Advisory Body shall review and approve the overall goals, objectives, and activities of the project, including the written plan developed under standard 13.

Appendix B. National Runaway Switchboard (National Communications System)

The National Runaway Switchboard—Toll-free: 1-800-621-4000

- Facilitates communication among youth, their families and youth and community-based resources through conference calling services.
 - Provides crisis intervention counseling and message delivery services to at-risk youth and their families.
 - Provides information and referral services to at-risk youth and their families on youth serving agencies using a computerized national resource directory.
 - Conducts an annual conference for local switchboard service providers.
- The Switchboard distributes information brochures, posters, a newsletter, and public service announcements. For more information, contact the National Runaway Switchboard, 3080 North Lincoln, Chicago, IL 60657, (312) 880-9860.

Appendix C. National Clearinghouse on Families and Youth

The National Clearinghouse on Families and Youth (NCFY) is a resource for communities interested in developing new and effective strategies for supporting young people and their families. The Family and Youth Services Bureau (FYSB) within the U.S. Department of Health and Human Services, established NCFY to serve as a central information source on family and youth issues. As a national resource for youth service professionals, policymakers and the general public, NCFY offers the following services:

Information Sharing

Through a professionally staffed information line, databases, and special mailings, NCFY actively distributes information about effective program approaches, available resources, and current activities relevant to the family and youth services fields.

Issue Forums

NCFY facilitates FYSB-sponsored forums, bringing together experts in the field to discuss critical issues and emerging trends and develop strategies for improving services to families and youth. NCFY shares forum outcomes with the field.

Materials Development

NCFY produces information on FYSB and its programs, as well as reports on critical issues, best practices, and promising approaches.

Networking

NCFY supports FYSB's efforts to collaborate with other Federal agencies, State and local governments, national organizations, and communities to address the full range of issues facing young people and their families today.

To find out more about the National Clearinghouse on Families and Youth, please call or write: National Clearinghouse on Families and Youth, P.O. Box 13505, Silver Spring, Maryland 20911-3505, (301) 608-8098, Fax: (301) 608-8721.

Appendix D. Administration for Children and Families

Regional Office Youth Contacts

Region I: Bill Jackson, Administration for Children and Families, John F. Kennedy Federal Building, Room 2011, Boston, Massachusetts 02203 (CT, MA, ME, NH, RI, VT), (617) 565-1118

Region II: Junius Scott, Administration for Children and Families, 26 Federal Plaza, Room 1239, New York, NY 10278 (NJ, NY, PR, VI), (212) 264-1329

Region III: Dick Gilbert, Administration for Children and Families, 150 S. Independence Mall West, Suite 864, Philadelphia, PA 19104-3499 (DC, DE, MD, PA, VA, WV), (215) 861-4031

Region IV: Frank McBeth, Administration for Children and Families, 61 Forsyth Street, S.W., Suite #4M60, Atlanta, GA 30303 (AL, FL, GA, KY, MS, NC, SC, TN), (404) 562-2844

Region V: Katie Williams, Administration for Children and Families, 105 West Adams, 23rd Floor, Chicago, IL 60603 (IL, IN, MI, MN, OH, WI), (312) 353-9675

Region VI: Ralph Rogers, Administration for Children and Families, 1301 Young Street, Dallas, TX 75202 (AR, LA, NM, OK, TX), (214) 767-2977

Region VII: Dale Scott, Administration for Children and Families, Federal Office Building, Room 384, 601 East 12th Street, Kansas City, MO 64106 (IA, KS, MO, NE), (816) 426-5401, Ext. 181

Region VIII: Vicki Wright, Administration for Children and Families, Federal Office Building, 1961 Stout Street, 9th Floor, Denver, CO 80294 (CO, MT, ND, SD, UT, WY), (303) 844-3100, Ext. 361

Region IX: Deborah Oppenheim, Administration for Children and Families, 50 United Nations Plaza, San Francisco, CA 94102 (AZ, CA, HI, NV, American Samoa, Guam, Northern Mariana Islands, Marshall Islands, Federated States of Micronesia), (415) 437-8426

Region X: Steve Ice, Administration for Children and Families, 2201 Sixth Avenue, RX 32, Seattle, WA 98121 (AK, ID, OR, WA), (206) 615-2558, Ext. 3075

Appendix E. Training and Technical Assistance Providers

FYSB funds ten regionally based organizations to provide training and technical assistance to programs funded under the Basic Center, Transitional Living and Street Outreach Programs, and to other agencies serving runaway and homeless youth.

Each of the training and technical assistance providers offers on-site consultations; regional, State and local conferences; information sharing and skill-based training.

For more information, contact the training and technical assistance provider in your region.

New England Network for Child, Youth and Family Services, 25 Stow Road, Boxborough, MA 01719, Contact: Nancy Jackson, (508) 266-1998, NENNJ@ma.ultranet.com

Empire State Coalition of Youth and Family Services, 121 Avenue of the Americas, New York, NY 10013, Contact: Margo Hirsch, (212) 966-6477, EMPSTACOAL@aol.com

Mid-Atlantic Network of Youth and Family Services, 9400 McKnight Road, Pittsburgh, PA 15237, Contact: Nancy Johnson, (412) 366-6562, NancyJMANY@aol.com

Southeastern Network of Youth and Family Services, 1761 South Lumpkin Street, Athens, GA 30606, Contact: Gail Kurtz, (706) 354-4568, KLKURTZ@senetwork.org

Youth Network Council, 59 East Van Buren Street, Chicago, IL 60605, Contact: Denis Murstein, (312) 427-2710, Dmurstein@aol.com

Southwest Network of Youth Services, 2525 Wallingwood Drive, Austin, TX 78746, Contact: Theresa Tod, (512) 328-6860, TheresaTod@aol.com

M.I.N.K., A Network of Runaway and Youth Serving Agencies, c/o Youth in Need, 516 Jefferson Street, St. Charles, MO 63301, Contact: Theresa Jenkins, (314) 946-0101, YINLH@aol.com

Mountain Plains Youth Services, 221 West Rosser, Bismarck, ND 58501, Contact: Linda Wood, (701) 255-7229, MTNPLAINS@aol.com

Western States Youth Services Network, 1309 Ross Street, Petaluma, CA 94954, Contact: Nancy Fastenau, (707) 763-2213, WSYSN@aol.com

Northwest Network for Youth, 603 Steward Street, Seattle, WA 98101, Contact: Andrew Estep, (206) 628-3760, Northwstnw@aol.com

Appendix F. State Single Points of Contact (SPOCS)

Arizona

Joni Saad, Arizona State Clearinghouse, 3800 N. Central Avenue, Fourteenth Floor, Phoenix, Arizona 85012, Telephone: (602) 280-1315, FAX: (602) 280-8144

Arkansas

Mr. Tracy L. Copeland, Manager, State Clearinghouse, Office of Intergovernmental Services, Department of Finance and Admin., 515 W. 7th St., Room 412, Little Rock, Arkansas 72203, Telephone: (501) 682-1074, FAX: (501) 682-5206

California

Grants Coordinator, Office of Planning and Research, 1400 Tenth Street, Room 121, Sacramento, California 95814, Telephone: (916) 445-0613, FAX: (916) 322-3018

Delaware

Francine Booth, State Single Point of Contact, Executive Department, Office of the Budget, 540 S. Dupont Hwy., Ste. 5, 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. and Dev.,

717 14th Street, N.W.—Suite 1200,
Washington, D.C. 20005, Telephone: (202)
727-1700 (direct), FAX: (202) 727-1617,
(202) 727-6537 (secretary)

Florida

Florida State Clearinghouse, Department of
Community Affairs, 2555 Shumard Oak
Blvd., Tallahassee, Florida 32399-2100,
Telephone: (850) 922-5438, FAX: (850)
414-0479, Contact: Cherie Trainor, (850)
414-5495

Georgia

Deborah Stephens, Coordinator, Georgia State
Clearinghouse, 270 Washington Street,
S.W., 8th Floor, Atlanta, Georgia 30334,
Telephone: (404) 656-3855, FAX: (404)
656-7901

Illinois

Virginia Bova, State Single Point of Contact,
Illinois 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

Renee Miller, State Budget Agency, 212 State
House, Indianapolis, Indiana 46204-2796,
Telephone: (317) 232-2971 (direct line),
FAX: (317) 233-3323

Iowa

Steven R. McCann, Div. for Community
Assistance, Iowa Department of Economic
Development, 200 East Grand Avenue, Des
Moines, Iowa 50309, Telephone: (515)
242-4719, FAX: (515) 242-4809

Kentucky

Kevin J. Goldsmith, Director, Sandra Brewer,
Executive Secretary, Intergovernmental
Affairs, Office of the Governor, 700 Capitol
Avenue, Frankfort, Kentucky 40601,
Telephone: (502) 564-2611, FAX: (502)
564-0437

Maine

Joyce Benson, State Planning Office, 184
State Street, 38 State House Station,
Augusta, Maine 04333, Telephone: (207)
287-3261, FAX: (207) 287-6489

Maryland

Linda Janey, Manager, Plan and Project
Review, Maryland Office of Planning, 301
W. Preston Street—Room 1104, Baltimore,
Maryland 21201-2365, Staff Contact: Linda
Janey, Telephone: (410) 767-4490, FAX:
(410) 767-4480

Michigan

Richard Pfaff, Southeast Michigan Council of
Governments, 660 Plaza Drive—Suite 1900,
Detroit, Michigan 48226, Telephone: (313)
961-4266, FAX: (313) 961-4869

Mississippi

Cathy Mallette, Clearinghouse Officer,
Department of Finance and
Administration, 550 High Street, 303

Walters Sillers Bldg., Jackson, Mississippi
39201-3087, Telephone: (601) 359-6762,
FAX: (601) 359-6758

Missouri

Lois Pohl, Federal Assistance Clearinghouse,
Office of Administration, P.O. Box 809,
Jefferson Building, 9th Floor, Jefferson
City, Missouri 65102, Telephone: (314)
751-4834, FAX: (314) 751-7819

Nevada

Department of Administration, State
Clearinghouse, 209 E. Muser Street, Room
220, Carson City, Nevada 89710,
Telephone: (702) 687-4065, FAX: (702)
687-3983, Contact: Heather Elliot, (702)
687-6367

New Hampshire

Jeffrey H. Taylor, Director, New Hampshire
Office of State Planning, Attn:
Intergovernmental Review Process, Mike
Blake, 2 1/2 Beacon Street, Concord, New
Hampshire 03301, Telephone: (603) 271-
2155, FAX: (603) 271-1728

New Mexico

Nick Mandell, Local Government Division,
Room 201, Bataan Memorial Building,
Santa Fe, New Mexico 87503, Telephone:
(505) 827-3640, FAX: (505) 827-4984

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

Jeanette Furney, North Carolina Department
of Administration, 116 West Jones Street—
Suite 5106, 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

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

South Carolina

Omeagia Burgess, State Single Point of
Contact, Budget and Control Board, Office
of State Budget, 1122 Ladies Street, 12th
Floor, Columbia, South Carolina 29201,
Telephone: (803) 734-0494, FAX: (803)
734-0645

Texas

Tom Adams, Governors Office, Director,
Intergovernmental Coordination, P.O. Box
12428, Austin, Texas 78711, Telephone:
(512) 463-1771, FAX: (512) 463-2681

Utah

Carolyn Wright, Utah State Clearinghouse,
Office of Planning and Budget, Room 116
State Capitol, Salt Lake City, Utah 84114,
Telephone: (801) 538-1027, 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, Federal/State
Relations, 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

Sandy Ross, State Single Point of Contact,
Dept. of Administration and Information,
2001 Capital Avenue, Room 214,
Cheyenne, Wyoming 82002, Telephone:
(307) 777-5492, FAX: (307) 777-3696

Territories

Guam

Joseph Rivera, Acting Director, Bureau of
Budget and Management Research, Office
of the Governor, P.O. Box 2950, Agana,
Guam 96932, Telephone: (671) 475-9411
or 9412, FAX: (671) 472-2825

Puerto Rico

Jose Caballero-Mercado, Chairman, Puerto
Rico Planning Board, Federal Proposals
Review Office, Minillas Government
Center, P.O. Box 41119, San Juan, Puerto
Rico 00940-1119, Telephone: (787) 727-
4444, (787) 723-6190, FAX: (787) 724-
3270, (809) 724-3103

Northern Mariana Islands

Office of Management and Budget, Mr.
Alvaro A. Santos, Executive Officer, Office
of the Governor, Saipan, MP 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

Nellon 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

Appendix G. Basic Center Program Allocations by State

BASIC CENTER PROGRAM FOR RUNAWAY AND HOMELESS YOUTH—TABLE OF ALLOCATIONS BY STATE
[Fiscal Year 1999]

Regions and states	Continuations	New starts	Totals
Region I:			
Connecticut	\$338,000	\$46,439	\$384,439
Maine	167,310	167,310
Massachusetts	395,000	337,081	732,081
New Hampshire	126,713	49,466	176,179
Rhode Island	135,666	17,195	152,861
Vermont	100,000	100,000
Region II:			
New Jersey	860,000	190,024	1,050,024
New York	1,666,138	780,564	2,446,702
Puerto Rico	337,786	195,912	533,698
Virgin Islands	45,000	45,000
Region III:			
Delaware	100,000	100,000
District of Columbia	100,000	100,000
Maryland	519,040	200,000	719,040
Pennsylvania	1,332,859	252,293	1,585,152
Virginia	592,649	308,996	901,645
West Virginia	235,577	235,577
Region IV:			
Alabama	477,091	116,056	593,147
Florida	1,439,666	433,383	1,873,049
Georgia	871,050	274,330	1,145,380
Kentucky	541,658	25,035	566,693
Mississippi	97,299	346,318	443,617
North Carolina	714,632	354,720	1,069,352
South Carolina	528,908	528,908
Tennessee	200,000	435,217	635,217
Region V:			
Illinois	1,481,273	79,386	1,560,659
Indiana	585,018	300,000	885,018
Michigan	950,659	435,622	1,386,281
Minnesota	531,637	160,566	692,203
Ohio	1,254,480	316,592	1,571,072
Wisconsin	630,675	56,990	687,665
Region VI:			
Arkansas	368,193.00	368,193
Louisiana	280,448	359,152	639,600
New Mexico	283,151	283,151
Oklahoma	424,838	71,577	496,415
Texas	2,138,344	967,817	3,106,161
Region VII:			
Iowa	254,463	149,605	404,068
Kansas	234,684	139,879	374,563
Missouri	621,106	157,293	778,399
Nebraska	146,768	105,979	252,747
Region VIII:			
Colorado	410,000	157,054	567,054
Montana	129,819	129,819
North Dakota	86,337	23,663	110,000
South Dakota	62,143	37,857	100,000
Utah	380,822	380,822
Wyoming	100,000	100,000
Region IX:			
American Samoa	45,000	45,000
Arizona	467,206	240,150	707,356
California	3,964,961	900,367	4,865,328
Guam	45,000	45,000
Hawaii	171,844	26,587	198,431
Northern Marianas	45,000	45,000
Nevada	232,779	13,682	246,461
Region X:			
Alaska	102,400	50,000	152,400
Idaho	194,728	50,000	244,728
Oregon	424,727	23,962	448,689
Washington	602,219	202,873	805,092
Totals	28,483,034	10,479,412	38,962,446

Appendix H. ACF Hub Regional Listing

Northeast Hub	Region I	Region II	Region III
Number of FYSB Grantees Per Region:	Connecticut Maine Massachusetts New Hampshire Rhode Island Vermont	New Jersey New York Puerto Rico Virgin Islands	Delaware. District of Columbia. Maryland. Pennsylvania. Virginia. West Virginia.
Region I—42 Region II—60 Region III—55			
Southeast Hub	Region IV		
Number of FYSB Grantees Per Region:	Alabama Florida Georgia Kentucky Mississippi North Carolina South Carolina Tennessee		
Region IV—78			
North Central Hub	Region V	Region VII	
Number of FYSB Grantees Per Region:	Illinois Indiana Michigan Minnesota Ohio Wisconsin	Iowa Kansas Missouri Nebraska	
Region V—108 Region VII—29			
West Central Hub	Region VI	Region VIII	
Number of FYSB Grantees Per Region:	Arkansas Louisiana New Mexico Oklahoma Texas	Colorado Montana North Dakota South Dakota Utah Wyoming	
Region VI—57 Region VIII—32			
West Pacific Hub	Region IX	Region X	
Number of FYSB Grantees Per Region:	Arizona California Hawaii Nevada American Samoa Guam Northern Marianas Marshall Islands Micronesia	Alaska Idaho Oregon Washington	
Region IX—82 Region X—38			

Appendix I. Forms and Instructions

**APPLICATION FOR
FEDERAL ASSISTANCE**

OMB Approval No. 0348-0043

1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		2. DATE SUBMITTED		Applicant Identifier	
Preapplication <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		3. DATE RECEIVED BY STATE		State Application Identifier	
		4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier	
5. APPLICANT INFORMATION					
Legal Name:			Organizational Unit:		
Address (give city, county, State, and zip code):			Name and telephone number of person to be contacted on matters involving this application (give area code)		
6. EMPLOYER IDENTIFICATION NUMBER (EIN): □□-□□□□□□□□			7. TYPE OF APPLICANT: (enter appropriate letter in box) <input type="checkbox"/>		
8. TYPE OF APPLICATION: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) <input type="checkbox"/> <input type="checkbox"/> A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration Other(specify): _____			A. State H. Independent School Dist. B. County I. State Controlled Institution of Higher Learning C. Municipal J. Private University D. Township K. Indian Tribe E. Interstate L. Individual F. Intermunicipal M. Profit Organization G. Special District N. Other (Specify) _____		
			9. NAME OF FEDERAL AGENCY:		
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: □□-□□□□ TITLE: _____			11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:		
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):					
13. PROPOSED PROJECT		14. CONGRESSIONAL DISTRICTS OF:			
Start Date	Ending Date	a. Applicant		b. Project	
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?			
a. Federal	\$	a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE _____			
b. Applicant	\$	b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW			
c. State	\$				
d. Local	\$				
e. Other	\$				
f. Program Income	\$				
g. TOTAL	\$	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes If "Yes," attach an explanation. <input type="checkbox"/> No			
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.					
a. Type Name of Authorized Representative		b. Title		c. Telephone Number	
d. Signature of Authorized Representative				e. Date Signed	

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Instructions for the SF-424

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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) and 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 disallowances, 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. 0348-004

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

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-6h)					
j. Indirect Charges					
k. TOTALS (sum of 6i and 6j)	\$	\$	\$	\$	\$
7. Program Income	\$	\$	\$	\$	\$

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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 8-11)	\$	\$	\$	\$	
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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Instructions for the SF-424A

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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 of 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 of 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 functions or activities, enter the name of each activity or function on each line 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 on each line 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 Column (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 include 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 of amounts in Columns (e) and (f).

Line 5—Show the totals 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.

Line 6a-i—Show the totals of Lines 6a to 6h in each column.

Line 6j—Show the amount of indirect cost.

Line 6k—Enter the total of amounts on Line 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 of Columns (b), (c), and (d).

Line 12—Enter the total for each of 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 and 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 to 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.

Administration for Children and Families, U.S. Department of Health and Human Services**Certification Regarding Drug-Free Workplace Requirements**

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 of 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]

Administration for Children and Families U.S. Department of Health and Human Services

Certification Regarding Debarment, Suspension and Other Responsibility Matters

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 department or agency;

(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 present 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.

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 in 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 for 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 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.

**Administration for Children and Families
U.S. Department of Health and Human Services**

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 civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature

Title

Organization

**Administration for Children and Families,
U.S. Department of Health and Human Services**

Certification Regarding Environmental Tobacco Smoke

Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, 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.

[FR Doc. 99-10895 Filed 4-29-99; 8:45 am]

BILLING CODE 4184-01-M

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Food and Drug Administration

[Docket No. 99N-0926]

Agency Information Collection Activities: Proposed Collection; Comment Request; Regulations Under the Federal Import Milk Act

AGENCY: Food and Drug Administration, HHS.

ACTION: Notice.

SUMMARY: The Food and Drug Administration (FDA) is announcing an opportunity for public comment on the proposed collection of certain information by the agency. Under the Paperwork Reduction Act of 1995 (the PRA), Federal agencies are required to publish notice in the **Federal Register** concerning each proposed collection of information, including each proposed extension of an existing collection of information, and to allow 60 days for public comment in response to the notice. This notice solicits comments on reporting and recordkeeping requirements implementing the Federal Import Milk Act.

DATES: Submit written comments on the collection of information by June 29, 1999.

ADDRESSES: Submit written comments on the collection of information to the Dockets Management Branch (HFA-305), Food and Drug Administration, 5630 Fishers Lane, rm. 1061, Rockville, MD 20852. All comments should be identified with the docket number found in brackets in the heading of this document.

FOR FURTHER INFORMATION CONTACT: Peggy Schlosburg, Office of Information Resources Management (HFA-250), Food and Drug Administration, 5600 Fishers Lane, Rockville, MD 20857, 301-827-1223.

SUPPLEMENTARY INFORMATION: Under the PRA (44 U.S.C. 3501-3520), Federal agencies must obtain approval from the Office of Management and Budget (OMB) for each collection of information they conduct or sponsor. "Collection of information" is defined in 44 U.S.C. 3502(3) and 5 CFR 1320.3(c) and includes agency requests or requirements that members of the public submit reports, keep records, or provide information to a third party. Section 3506(c)(2)(A) of the PRA (44 U.S.C. 3506(c)(2)(A)) requires Federal agencies to provide a 60-day notice in the **Federal Register** concerning each proposed collection of information, including each proposed extension of an