

TRANSACTIONS GRANTED EARLY TERMINATION BETWEEN: 031395 AND 032495—Continued

Name of acquiring person, name of acquired person, name of acquired entity	PMN No.	Date terminated
Time Warner Inc., American Cable TV Investors 4, Ltd., American Cable TV Investors 4, Ltd	95-1191	03/16/95
WHX Corporation, Mitsubishi Estate Company, Limited, Unimast Incorporated	95-1064	03/17/95
Motorola, Inc., Digital Equipment Corporation, Digital Equipment Corporation	95-1080	03/17/95
Helix Health System, Inc., Church Home and Hospital of the City of Baltimore, Church Home and Hospital of the City of Baltimore	95-1085	03/17/95
United States Shoe Corporation (The), Green Capital Investors, L.P., Opti-World, Inc	95-1160	03/17/95
Milestone Properties, Inc., Leonard S. Mandor, Concord Assets Group, Inc	95-1180	03/17/95
Consolidated Electrical Distributors, Inc., Eastern Enterprises, WaterPro Supplies Corporation	95-1193	03/17/95
Dresser Industries, Inc., Henry L. Hillman, Wellstream Company L.P	95-1196	03/17/95
Caremark International Inc., Vaicaitis, Schorr, Richards, et al., M.D., P.A., Vaicaitis, Schorr, Richards, et al., M.D., P.A	95-1208	03/17/95
The Rival Company, Noel T. Patton and Eva M. Patton, Patton Electric Company, Inc	95-1211	03/17/95
Praxair, Inc., Sam Wilson and Sonia Wilson, Wilson Oxygen & Supply Company	95-1215	03/17/95
Associated Wholesale Grocers, Inc., Homeland Holding Corporation, Homeland Stores, Inc	95-1219	03/17/95
Apollo Investment Fund, L.P., Ronald W. Burkle, DFF Holdings, Inc	95-1221	03/17/95
Welsh, Carson, Anderson & Stowe VI, L.P., Bridge Information Systems, Inc., Bridge Information Systems, Inc	95-1141	03/20/95
Pennzoil Company, Oryx Energy Company, Sun Operating Limited Partnership	95-1162	03/20/95
Mariner Health Group, Inc., Convalescent Services, Inc., Convalescent Services, Inc	95-1169	03/20/95
Samuel B. Kellett, Mariner Health Group, Inc., Mariner Health Group, Inc	95-1170	03/20/95
Stiles A. Kellett, Jr., Mariner Health Group, Inc., Mariner Health Group, Inc	95-1171	03/20/95
Cross Timbers Oil Company, Apache Corporation, Apache Corporation	95-1176	03/20/95
PennCorp Financial Group, Inc., Integon Life Partners L.P., Integon Life Corporation, Marketing One Financial Corp	95-1214	03/20/95
Coventry Corporation, HealthCare USA, Inc., HealthCare USA, Inc	95-1218	03/20/95
The Goldfarb Corporation, Allied Domecq PLC, Fleming Packaging Corporation	95-1222	03/20/95
Charter Oak Partners, Ewald Lehmann and Marvin R. Wollin, Wollin Products, Inc	95-1229	03/20/95
Kuhlman Corporation, Schwitzer, Inc., Schwitzer, Inc	95-1233	03/20/95
The Goldfarb Corporation, Bacardi Limited, Fleming Packaging Corporation	95-1238	03/20/95
Radex-Heraklith Industriebeteiligungs AG, VIAG AG, Didier-Werke AG	95-1107	03/21/95
Radex-Heraklith Industriebeteiligungs AG, VIAG AG, Didier-Werke AG	95-1163	03/21/95
GranCare, Inc., HealthTrust, Inc., Cornerstone Health Management Company	95-1175	03/21/95
Red Man Pipe & Supply Co., Estate of Charles A. Sammons, Vinson Supply Company	95-1175	03/21/95
LG&E Energy Corp., Santa Fe Energy Resources, Inc., Hadson Corporation	95-1205	03/21/95
Kwik-Wash Laundries, Inc., Broad Street Investment Fund I, L.P., Solon Automated Services, Inc	95-1216	03/21/95
Channel One Associates, L.P., Walter Industries, Inc., Walter Industries, Inc	95-1234	03/21/95
Noranda Inc., Pentair, Inc., Cross Pointe Paper Corporation	95-1178	03/22/95
Circus Circus Enterprises, Inc., Paul W. Lowden, Hacienda Hotel Resort and Casino	95-1212	03/22/95
Berwind Group Partners, Dennis Pobiak and Marilyn Pobiak, High-Tech institute, Inc	95-1228	03/22/95
BankAmerica Corporation, Healthtrust, Inc.—The Hospital Company, Chesterfield General Hospital Inc	95-1155	03/23/95
PacificCare Health Systems, Inc., Pacific Hospital Preservation and Development Authority, Pacific Health Plans	95-1213	03/23/95
De La Rue plc, Richard N. Groves and Margaret B. Groves, North American Video Corporation	95-1217	03/23/95
Sisters of St. Joseph of Nazareth, US Province/Congregation-Sisters of Bon Secours Paris, Bon Secours of Michigan Health Care System Inc	95-1243	03/23/95
Finaxa, The Long-Term Credit Bank of Japan, Ltd., Aventine Partners	95-1260	03/23/95
Western Wireless Corporation, Bachtel Cellular Liquidity, L.P., Bachtel KS-14, L.P	95-1188	03/24/95
Western Wireless Corporation, PriCellular Corporation, Cellular Information Systems, Inc	95-1189	03/24/95
PriCellular Corporation, Western Wireless Corporation, KETS Partnership	95-1190	03/24/95
Den norske stats oljeselskap a.s., Ralph Bradley, The Eastern Group, Inc	95-1204	03/24/95
Marriott International, Inc., William B. Johnson, William B. Johnson Properties, Inc	95-1233	03/24/95
US WEST, Inc., US WEST, Inc., San Juan Cellular Limited Partnership	95-1226	03/24/95
Rockwell International Corporation, Gerald W. Schwartz, Dura Automotive Systems, Inc	95-1241	03/24/95
Federal Express Corporation, Delford M. Smith, Evergreen International Airlines, Inc	95-1250	03/24/95
Healthsource, Inc., Provident Life and Accident Insurance Co. of America, Provident Life and Accident Insurance Company and	95-1256	03/24/95
General Electric Company, New World Development Co., Ltd., Renaissance Hotel Operating Company	95-1257	03/24/95
Kjell I. Rokke, Orkla A/S, Helly-Hansen A/S	95-1273	03/24/95

For Further Information Contact:

Sandra M. Peay or Renee A. Horton,
Contact Representatives, Federal Trade
Commission, Premerger Notification
Office, Bureau of Competition, Room
303, Washington, DC 20580, (202) 326-
3100.

By Direction of the Commission.

Donald S. Clark,

Secretary.

[FR Doc. 95-8188 Filed 4-3-95; 8:45 am]

BILLING CODE 6750-01-M

**DEPARTMENT OF HEALTH AND
HUMAN SERVICES**

**Administration for Children and
Families**

Responsible Fatherhood Projects

AGENCY: Administration for Children
and Families, (ACF), Department of
Health and Human Services, (HHS).

ACTION: Announcement of the availability of funds and request for applications to demonstrate promising program interventions to encourage and increase responsible fatherhood.

SUMMARY: The Administration for Children and Families (ACF) announces the availability of Federal funding to demonstrate promising program interventions to encourage and increase responsible fatherhood. Funding under this announcement is authorized by section 1110 of the Social Security Act governing Social Services Research and Demonstration activities (Catalog of Federal Domestic Assistance 93.647).

DATES: The closing date for submission of applications is June 5, 1995.

MAILING ADDRESSES: William J. McCarron, Administration for Children and Families, Division of Discretionary Grants—Room 6C-462, 370 L'Enfant Promenade SW., Washington, DC 20447. For hand delivered applications, use: William J. McCarron, Administration for Children and Families, Division of Discretionary Grants, 6th Floor, ACF Guard Station, 901 D Street SW., Washington, DC 20447.

FOR FURTHER INFORMATION CONTACT: Mark Fucello, Administration for Children and Families, Office of Policy and Evaluation, 370 L'Enfant Promenade SW., Washington, DC 20447. Telephone (202) 401-4538.

SUPPLEMENTARY INFORMATION: The Administration for Children and Families announces that competing applications are being accepted for Federal financial assistance to demonstrate promising program interventions to encourage and increase responsible fatherhood. Up to five awards will be made under this announcement for project periods of 24 months. Each successful recipient will receive a financial award for an initial budget period of 17 months. The second budget period, consisting of months 18 through 24, will be unfunded with Federal funds; applicants are encouraged to secure other sources of funding to cover these latter months of the project period. Each recipient will be expected to enter into a cooperative agreement with ACF which will outline the terms of ACF's interest and involvement in the project and the responsibilities of the recipient.

This program announcement consists of three parts. Part I describes the activities supported by this announcement and application requirements. Part II describes the application review process. Part III provides information and instructions for the development and submission of

applications. The forms to be used for submitting an application follow Part III.

Part I.—Project Design

Purpose

The purpose of the announcement is to inform the public of the availability of Federal funding to demonstrate promising program interventions to encourage and increase responsible fatherhood. There is a growing body of evidence suggesting that the impact of fathers' participation on children's behavior is significant. Although research does not suggest a straightforward relationship between paternal participation in child rearing and child well-being, it can be reasonably assumed that children benefit emotionally and developmentally when fathers play a larger role in children's lives. According to this program announcement, ACF will provide funding to community programs designed to strengthen the role and parenting abilities of fathers and to enable fathers to relate positively to their children and their children's mothers. The target populations for these programs should encompass a wide range of fathers including disadvantaged, never-married non-custodial fathers; separated or divorced non-custodial fathers, as well as fathers living with their children.

The recipients will operate projects designed to create an environment where fathers are encouraged and supported in conduct that allows them to improve the quality of life for their families. Projects should provide comprehensive services designed to assist men and their families for the purpose of attempting to reverse the negative trends among adults and youth related to at-risk behaviors such as substance abuse, gang involvement, school failure, and unemployment. Beyond encouraging and increasing basic responsible acts such as establishing paternity and encouraging contact between father and children, programs should teach fathers:

- How to understand their children's development,
- How to understand and positively affect their children's behavior,
- How to be positive role models for their children, and
- How to work constructively with the children's mother for the benefit of the children regardless of whether both parents live in the same household as the children.

Eligible Applicants

Organizations eligible to apply for financial assistance under this

announcement include States, local governments, and public or private nonprofit organizations. Any nonprofit organization submitting an application must submit proof of its nonprofit status in its application at the time of submission. The nonprofit 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.

ACF is interested in providing financial support to organizations: With experience in working with fathers and which are knowledgeable about the issues concerning fathers; with developed plans and methods to teach fathers how to act responsibly and to understand their children's development and positively affect their children's behavior; and which have significant, long-term financial support ensuring uninterrupted project operation beyond the projected period of federal assistance.

Minimum Requirements for Project Design

In order to compete successfully in response to this announcement, the applicant should develop an application which:

- Describes the applicant's experience in working with fathers. The description should highlight the applicant's experience in coordinating services from different providers or levels of government aimed at encouraging men to be responsible fathers and should describe the men whom the project has served. The types of services provided or to which clients are referred may include health and nutrition instruction, employment and career counseling, parenting education, peer support, and formal and informal mediation and dispute resolution with the children's mother, etc.
- Explains the applicant's methods to teach fathers how to act responsibly and to adopt behaviors which exemplify the following principles: Raising children requires an active commitment from both parents—financially and emotionally; employment is important to being a responsible father not only to provide financial support but also to be a good role model; and successful child-rearing depends on understanding how children develop. The application must explain in detail how the proposed project aims to enable fathers at risk of

destructive behaviors to develop an achievement orientation from which they will be better able to act responsibly and to interact constructively with the children and the children's mother regardless of whether both parents live in the same household as the children.

- Identifies the typical settings or points in fathers' lives that the applicant first engages and enrolls individuals for program services, e.g., in-hospital recruitment of new fathers, community centers where neighborhood men gather, half-way houses, etc. ACF is interested in funding a group of programs which together engage men at various points in their lives and in various settings to help develop for the public a better understanding about how to structure programs and services for fathers.

- Includes assurance that the recipient will produce two major reports (in addition to regular quarterly progress reports) to be issued during the project. The initial major report, due mid-way into the project, should discuss program implementation and participation and activities of fathers, including a discussion of program approaches and activities, paternity establishment, level of employment among participating fathers, and level of contact of fathers with their children as well as with the children's mother. The final report, due at the end of the project (90 days after the end of the 24-month project period), should cover the topics discussed above with longer follow-up and more detailed discussion of the project's staffing structure; procedures for referrals to services and coordination with other public and private agencies; type and duration of services actually provided; procedures and criteria used in recruitment and training of staff; and recommendations for others seeking to establish similar projects.

Recommendations should include a discussion of the project's contextual factors, such as the social, economic, and political forces that may have a bearing on the implementation of this type of project. These reports are intended to further the general knowledge of the public, community-based organizations, and social service departments regarding program interventions to increase responsible fatherhood. In addition regular quarterly progress reports must be submitted within 60 days of the end of each quarter of the 24-month project period.

- Includes assurance of the recipient's willingness and intention to participate in and cooperate with evaluability assessment activities to be funded by the Department of Health and

Human Services, possibly leading to a full-scale program evaluation if determined to be feasible.

- Includes financial support for project activities in addition to Federal funding to ensure uninterrupted project operation over the project period. ACF will give preference to applicants who provide evidence of significant, long-term financial support ensuring uninterrupted project operation beyond the period of federal assistance. Applicants should provide evidence of funding commitments from organizations such as private foundations.

Also, the recipient must be prepared to enter into a cooperative agreement with ACF which will outline the terms of ACF's interest and involvement in the project and the responsibilities of the recipient. The cooperative agreement:

- (a) Will provide that ACF retain authority for review of significant program design changes from the model proposed in the original application;
- (b) will provide that ACF maintain involvement in any evaluability assessment activities to be funded by the Department of Health and Human Services, and
- (c) will provide for ACF review of reports (other than quarterly progress reports) before publication.

Project Duration

This announcement is soliciting applications for project periods of 24 months. Awards, on a competitive basis, will be for an initial 17-month budget period, although project periods will be for 24 months, subject to availability of funds. Each recipient will receive an initial financial award for 17 months. The second budget period, consisting of months 18 through 24, will be unfunded with Federal funds; applicants are encouraged to secure other sources of funding to cover these latter months of the project period.

Federal Share of the Project

The maximum Federal share of each project is not to exceed \$85,000 for the initial 17-month budget period, subject to the availability of funds.

Matching Requirement

Recipients must provide at least 20 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF share and the non-Federal share. The non-Federal share may be met by in-kind contributions from a third party or cash, although applicants are encouraged to meet their match requirements through cash contributions. Therefore, a project requesting \$85,000 in Federal funds

must include a match of at least \$21,250 (20 percent of total project cost).

If approved for funding, recipients will be held accountable for commitments of non-Federal resources; and failure to provide the required amount will result in a disallowance of unmatched Federal funds.

Anticipated number of Projects to be Funded

Five projects will be funded under this announcement. A single organization may apply on behalf of separate project sites operated by the same organization. If operated by the same organization, each project site which applies must submit a separate application.

Part II—The Review Process

A. Review Process and Funding Decisions

Timely applications from eligible applicants will be reviewed and scored competitively. Reviewers will use the evaluation criteria listed below to review and score the application.

In addition ACF may refer applications for review to other Federal or non-Federal entities when it is determined to be in the best interest of the Federal Government or the applicant. It may also solicit comments from ACF Regional Office staff, other Federal agencies, interested foundations and national organizations. These comments along with those of the reviewers will be considered by ACF in making the funding decision.

In making a funding decision, ACF may give preference to applications which reflect experience in working with fathers since such experience on the part of an applicant has the potential to substantially improve the theory and practice of increasing responsible behavior among fathers and improving the well-being of their children.

ACF may also give preference to applicants who make a greater financial commitment to the demonstration since a greater total financial investment than the minimum required in this announcement has the potential of producing a high benefit in furthering knowledge about policies and practice of working with fathers for a low Federal investment.

B. Evaluation Criteria

Using the evaluation criteria below, reviewers will review and score each application. Applicants should insure that they address each minimum requirement listed above.

Reviewers will determine the strengths and weaknesses of each

application in terms of the appropriate evaluation criteria listed below, provide comments, and assign numerical scores. The point value following each criterion heading indicates the maximum numerical weight that each criterion may be given in the review process.

Review Criteria

(1) *Organizational experience* (15 points) The application should provide evidence of organizational experience in working with fathers including disadvantaged, never-married non-custodial fathers; separated or divorced non-custodial fathers, as well as fathers living with their children. Evidence of this experience should include a complete description of past or current projects which serve fathers and are aimed at improving their understanding of their responsibilities to their children, their roles as fathers, and their children's development.

(2) *Staff skills and responsibilities* (15 points) The application should list each consultant or other key individuals who will work on the project along with a short description of the nature of their contribution. Summarize the background and experience of the project director and key project staff. Applicants are encouraged to discuss staff experience in working with fathers.

(3) *Knowledge of issues concerning fathers* (15 points) The application should provide evidence of the applicant's understanding of the demographics and experiences of fathers, including disadvantaged, never-married non-custodial fathers; separated or divorced non-custodial fathers, as well as fathers living with their children. Evidence of this understanding should include (a) knowledge of key issues concerning fathers, any obstacles to effecting healthy levels of paternal involvement in their children's lives, and strengths and deficits of fathers in meeting their responsibilities to their children; and (b) if appropriate to the target population of fathers considered, familiarity with how men interact with child support enforcement systems, courts, employment and training programs, and social service agencies.

(4) *Approach and project design* (50 points) The application should describe how the organization will operate projects designed to create an environment where fathers are encouraged and supported in conduct that allows them to improve the quality of life for their families. The application should explain the applicant's methods to teach fathers how to act responsibly and to adopt behaviors which exemplify the following principles: Raising

children requires an active commitment from both parents—financially and emotionally; employment is important to being a responsible father not only to provide financial support but also to be a good role model; and successful child-rearing depends on understanding how children develop. The application must explain in detail the typical settings or points in fathers' lives that the applicant first plans to engage and enroll individuals for program services, e.g., in-hospital, community centers, employment agency, etc. The application should explain how the project plans to increase basic responsible acts among fathers, such as establishing paternity and encouraging contact between father and children, but also, and more important, how programs will teach fathers to understand their children's development, to understand and positively affect their children's behavior, to be positive role models for their children, and to work constructively with the children and the children's mother regardless of whether both parents live in the same household as the children. The application should also describe the types of services to be provided or to which clients will be referred, e.g., health and nutrition instruction, employment and career counseling, parenting education, peer support, formal and informal mediation and dispute resolution with the children's mother, etc.

(5) *Budget Appropriateness* (5 points) The application should demonstrate that the project's costs are reasonable in view of the anticipated results and benefits. Applicants may refer to the budget information presented in the Standard Forms 424 and 424A.

Part III. Instructions for the Development and Submission of Applications

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

A. Required Notification of the State Single Point of Contact

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

All States and Territories except Alabama, Alaska, Colorado, Connecticut, Hawaii, Idaho, Kansas, Louisiana, Minnesota, Montana, Nebraska, Oklahoma, Oregon, Virginia, Pennsylvania, South Dakota, Washington, American Samoa and Palau have elected to participate in the Executive Order process and have established Single Points of Contact (SPOCs), listed at the end of this announcement. Applicants from these nineteen jurisdictions need take no action regarding E.O. 12372. Applicants for projects to be administered by Federally-recognized Indian Tribes are also exempt from the requirements of E.O. 12372. Otherwise, applicants should contact their SPOCs as soon as possible to alert them of the prospective applications and receive any necessary instructions. Applicants must submit any required material to the SPOCs as soon as possible so that the program office can obtain and review SPOC comments as part of the award process. It is imperative that the applicant submit all required materials, if any, to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form 424, item 16a.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application deadline to comment on proposed new or competing continuation awards. SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations. Additionally, SPOCs are requested to clearly differentiate between mere advisory comments and those official State process recommendations which may trigger the "accommodate or explain" rule.

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

B. Deadline for Submittal of Applications

Applications shall be considered as meeting an announced deadline if they are either:

1. Received on or before the deadline date at the receipt point specified in this program announcement, or

2. Sent on or before the deadline date and received by ACF in time for the independent review. Applicants are cautioned to request a legibly dated U.S. Postal Service postmark or to obtain a legibly dated receipt from a commercial carrier or U.S. Postal Service. Private

Metered postmarks shall not be acceptable as proof of timely mailing.

Late applications: Applications which do not meet the criteria in 1 and 2 above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

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

C. Instructions for Preparing the Application

In order to assist applicants in completing the application, the Standard Forms 424 and 424A, required certifications, and a list of SPOCs have been included at the end of Part III of this announcement. Please reproduce single-sided copies of these forms from the reprinted forms and type your information onto the copies. Do not use forms directly from the **Federal Register** announcement, as they are printed on both sides of the page.

Please prepare your application in accordance with the following instructions:

1. SF 424 Page 1, Application Cover Sheet

Please read the following instructions before completing the application cover sheet. An explanation of each item is included. Complete only the items specified.

Item 1. "Type of Submission"—Non-Construction.

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

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

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

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

"Organizational Unit"—Enter the name of the primary unit within the applicant organization which will actually carry out the project activity. If this is the same as the applicant organization, leave the organizational unit blank.

"Address"—Enter the complete address that the organization actually uses to receive mail, since this is the

address to which all correspondence will be sent. Do not include both street address and P.O. box number unless both must be used in mailing.

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

Item 6. "Employer Identification Number (EIN)"—Enter the employer identification number of the applicant organization, as assigned by the Internal Revenue Service, including, if known, the Central Registry System suffix.

Item 7. "Type of Applicant"—Self-explanatory.

Item 8. "Type of Application"—New.

Item 9. "Name of Federal Agency"—DHHS/ACF.

Item 10. "Catalog of Federal Domestic Assistance Number"—93.647.

Item 11. "Descriptive Title of Applicant's Project"—Responsible Fatherhood Project.

Item 12. "Areas Affected by Project"—Self-explanatory.

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

Item 14. "Congressional District of Applicant/Project"—Enter the number of the Congressional district where the applicant's principal office is located.

Items 15 "Estimated Funding Levels"—In completing 15a through 15f, the dollar amounts entered should reflect the total amount requested for the initial 17-month budget period.

Item 15a. Enter the amount of Federal funds requested in accordance with the preceding paragraph. This amount should be no greater than the maximum amount available under this announcement for the initial 17-month budget period.

Items 15b-e Enter the amount(s) of funds from non-Federal sources that will be contributed to the proposed project. Items b-e are considered cost-sharing or "matching funds."

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

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

Item 16a. "Is Application Subject to Review By State Executive Order 12372 Process?"—Check "Yes" if your State participates in the E.O. 12372 process. Enter the date the application was made

available to the State for review. Select the appropriate SPOC from the listing provided at the end of Part IV. The review of the application is at the discretion of the SPOC.

Item 16b. "Is Application Subject to Review By State Executive Order 12372 Process?"—Check "No" if the program has not been selected by State for review.

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

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

Item 18a-c. "Typed Name of Authorized Representative, Title, Telephone Number"—Enter the name, title and telephone number of the authorized representative of the applicant organization.

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

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

2. SF 424A—Budget Information—Non-Construction Programs

This is a form used by many Federal agencies. For this application, Sections A, B, and C are to be completed. Sections D, E and F do not need to be completed.

Section A—Budget Summary. Line 1: Column (a): Enter "Responsible Fatherhood";

Column (b): Enter 93.647.

Columns (c) and (d): Leave blank.

Columns (e), (f) and (g): Enter the appropriate amounts needed to support the project for the budget period.

Section B—Budget Categories. This budget should include the Federal as well as non-Federal funding for the proposed project for the budget period.

The budget should relate to item 15g, total funding, on the SF 424. Under column (5), enter the total requirements for funds (Federal and non-Federal) by object class category.

A separate budget justification should be included to explain fully and justify major items, as indicated below. The types of information to be included in the justification are indicated under each category. The budget justification should immediately follow the second page of the SF 424A.

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

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

Fringe Benefits—Line 6b. Enter the total costs of fringe benefits.

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

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

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

Equipment—Line 6d. Enter the total costs of all equipment to be acquired by the project. For grants governed by the administrative requirements of either 45 CFR Part 92 or 45 CFR Part 74, equipment is defined as tangible, non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

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

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

Justification: Specify general categories of supplies and their costs.

Contractual—Line 6f. Enter the total costs of all contracts, including procurement contracts (except those which belong on other lines such as equipment, supplies, etc.) and contracts with secondary recipient organizations. Also include any contracts with organizations for the provision of technical assistance. Do not include payments to individuals on this line.

Justification: Attach a list of contractors, indicating the names of the organizations, the purposes of the contracts, and the estimated dollar amounts of the awards as part of the budget justification. Whenever the applicant/grantee intends to delegate part or all of the program to another agency, the applicant/grantee must complete this section (Section B, Budget Categories) for each delegate agency by agency title, along with the supporting information. The total cost of all such agencies will be part of the amount shown on Line 6f. Provide backup documentation identifying the name of contractor, purpose of contract, and major cost elements.

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

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

Justification: Specify the costs included.

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

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

Local and State governments should enter the amount of indirect costs determined in accordance with HHS requirements. When an indirect cost rate is requested, these costs are included in the indirect cost pool and

should not be charged again as direct costs to the grant. In the case of training grants to other than State or local governments (as defined in title 45, Code of Federal Regulations, part 74), the Federal reimbursement of indirect costs will be limited to the lesser of the negotiated (or actual) indirect cost rate or 8 percent of the amount allowed for direct costs, exclusive of any equipment charges, rental of space, tuition and fees, post-doctoral training allowances, contractual items, and alterations and renovations.

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

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

Program Income—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.

Justification: Describe the nature, source, and anticipated use of program income in the Program Narrative Statement.

Section C—Non-Federal Resources. This section summarizes the amounts of non-Federal resources that will be applied to the grant. On lines 8–11, list estimates for each projected budget period within the total project period (if an additional line is needed, use line 23 and label it appropriately). Enter total amounts on line 12.

In-kind contributions are defined in title 45 of the Code of Federal Regulations, § 74.2, as the value of non-cash contributions provided by non-Federal third parties. Third party in-kind contributions may be in the form of real property, equipment, supplies and other expendable property, and the value of goods and services directly benefiting and specifically identifiable to the project or program.

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

Section D—Forecasted Cash Needs. Not applicable.

Section E—Budget Estimate of Federal Funds Needed For Balance of the Project. Not applicable

Section F—Other Budget Information. Not applicable.

3. Program Narrative Statement

The Program Narrative Statement should be clear, concise, and address the specific requirements mentioned under Part I. The narrative should also provide information concerning how the application meets the evaluation criteria using the following headings:

- (a) *Organizational Experience;*
- (b) *Staff Skills and Responsibilities;*

(c) *Knowledge of Issues Concerning Fathers;*

(d) *Approach and Project Design;*

(e) *Budget Appropriateness.*

The specific information to be included under each of these headings is described in section B of Part II—Evaluation Criteria.

The narrative should be typed double-spaced. All pages of the narrative (including charts, references, footnotes, tables, maps, exhibits, etc.) must be sequentially numbered, beginning with "Organizational Experience." The length of the application, including the application forms and all attachments, should not exceed 50 pages.

4. Assurances/Certifications

Applicants are required to file an SF 424B, Assurances—Non-Construction Programs, and the Certification Regarding Lobbying. Both must be signed and returned with the application. In addition, applicants must certify their compliance with: (1) Drug-Free Workplace Requirements; (2) Debarment and Other Responsibilities; and (3) Certification Regarding Environmental Tobacco Smoke. These certifications are self-explanatory. Copies of these assurances and certifications are reprinted at the end of

this announcement and should be reproduced, as necessary. A duly authorized representative of the applicant organization must certify that the applicant is in compliance with these assurances and certifications. A signature on the SF 424 indicates compliance with Drug-Free Workplace Requirements, Debarment and Other Responsibilities, and Environmental Tobacco Smoke certifications.

D. Checklist for a Complete Application

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

- One original application, signed and dated, plus two copies.
- Complete application length should not exceed 60 pages.
- A complete application consists of the following items in this order:
 - Application for Federal Assistance (SF 424);
 - A completed SPOC certification with the date of SPOC contact entered in line 16, page 1 of the SF 424 if applicable;
 - Budget Information—Non-construction programs (SF 424A);
 - Budget Justification for SF 424A

- Letter from the Internal Revenue Service to prove nonprofit status, if necessary;

- Copy of the applicant's approved indirect cost rate agreement, if appropriate;

- Program Narrative Statement (See Part II, Section C);

- Assurances—Non-construction programs (SF 424B); and

- Certification Regarding Lobbying.

E. Submitting the Application

Each application package must include an original and two copies of the complete application. Each copy should be stapled securely. All pages of the narrative (including charts, tables, maps, exhibits, etc.) must be sequentially numbered. In order to facilitate handling, please do not use covers, binders, or tabs.

Applicant should include a self-addressed, stamped acknowledgment card. All applicants will be notified automatically about the receipt of their application.

Dated: March 28, 1995.

Howard Rolston,

Director, Office of Policy and Evaluation.

BILLING CODE 4184-01-P

Instructions for the SF 424

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 by Federal agency (or State if applicable) & applicant's control number (if applicable).
3. State use only (if applicable).
4. If this application is to continue or revise an existing award, enter present Federal identifier number. If for a new project, leave blank.
5. Legal name of applicant, name of primary organizational unit which will undertake the assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application.
6. Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.
7. Enter the appropriate letter in the space provided.

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

- “New” means a new assistance award.
 - “Continuation” means an extension for an additional funding/budget period for a project with a projected completion date.
 - “Revision” means any change in the Federal Government's financial obligation or contingent liability from an existing obligation.
9. Name of Federal agency from which assistance is being requested with this application.
 10. Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.
 11. Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.
 12. List only the largest political entities affected (e.g., State, counties, cities).
 13. Self-explanatory.
 14. List the applicant's Congressional District and any District(s) affected by the program or project.
 15. Amount request 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-P

OMB Approval No. UJ48-0044

BUDGET INFORMATION — Non-Construction Programs

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1.		\$	\$	\$	\$	\$
2.						
3.						
4.						
5. TOTALS		\$	\$	\$	\$	\$
SECTION B - BUDGET CATEGORIES						
6 Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY					
	(1)	(2)	(3)	(4)	Total (5)	
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	\$	\$	\$	\$	\$	

Standard Form 424A (4-88)
Prescribed by OMB Circular A-102

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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. TOTALS (sum of lines 8 and 11)	\$	\$	\$	\$	\$
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	\$	\$	\$	\$	\$
13. Federal	\$	\$	\$	\$	\$
14. NonFederal					
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. TOTALS (sum of lines 16-19)	\$	\$	\$	\$	
SECTION F - OTHER BUDGET INFORMATION (Attach additional Sheets if Necessary)					
21. Direct Charges:					
22. Indirect Charges:					
23. Remarks					

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Instructions for the SF-424A

General Instructions

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

Section A. Budget Summary

Lines 1-4, Columns (a) and (b)—For applications pertaining to a single Federal grant program (Federal Domestic Assistance Catalog number) and not requiring a functional or activity breakdown, enter on Line 1 under Column (a) the catalog program title and the catalog number in Column (b).

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

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

Lines 1-4, Columns (c) through (g)

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

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

amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

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

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

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

Section C. Non-Federal Resources

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

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

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

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

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

Column (e)—Enter totals 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 needs not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

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

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

Section F. Other Budget Information

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

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

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

Assurances—Non-Construction Programs

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

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

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a

purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age;

(e) the drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of

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

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

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

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

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

amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

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

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

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

15. Will comply with the Laboratory Animal Welfare Act of 1996 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

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

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.

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

Signature of Authorized Certifying Official

Title

Applicant Organization

Date Submitted

BILLING CODE 4184-01-P

U.S. Department of Health and Human Services
Certification Regarding Drug-Free Workplace Requirements
Grantees Other Than Individuals

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

This certification is required by regulations implementing the Drug-Free Workplace Act of 1988, 45 CFR Part 76, Subpart F. The regulations, published in the May 25, 1990 Federal Register, require certification by grantees that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the Department of Health and Human Services (HHS) determines to award 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, HHS, in addition to any other remedies available to the Federal Government, may taken action authorized under the Drug-Free Workplace Act. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or governmentwide suspension or debarment.

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.

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.)

If the workplace identified to HHS 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 above).

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 USC 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15).

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

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

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

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 subparagraph (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 subparagraph (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).

The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant (use attachments, if needed):

Place of Performance (Street address, City, County, State, ZIP Code) _____

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

Sections 76.630(c) and (d)(2) and 76.635(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 receipt 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, S.W., Washington, D.C. 20201.

DGMO Form#2 Revised May 1990

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

By signing and submitting this proposal, the applicant, defined as the primary participant in accordance with 45 CFR Part 76, certifies to the best of its knowledge and believe that it and its principals:

(a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency;

(b) have not within a 3-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 antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) are not presently indicted 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 3-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

The inability of a person to provide the certification required above will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with the Department of Health and Human Services (HHS) 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.

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

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

(To Be Supplied to Lower Tier Participants)

By signing and submitting this lower tier proposal, the prospective lower tier participant, as defined in 45 CFR Part 76, 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 from participation in this transaction by any federal department or agency.

(b) where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal.

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

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 any 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.

State for Loan Guarantee 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 require statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature _____

Title _____

Organization _____

Date _____

BILLING CODE 4184-01-P

Certification Regarding Environmental Tobacco Smoke

Public Law 103-227, Part C—Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the 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 children's services and that all subgrantees shall certify accordingly.

Executive Order 12372—State Single Points of Contact*Arizona*

Mrs. Janice Dunn, ATTN: Arizona State Clearinghouse, 3800 N. Central Avenue, 14th Floor, Phoenix, Arizona 85012, Telephone (602) 280-1315

Arkansas

Tracie L. Copeland, Manager, State Clearinghouse, Office of Intergovernmental Services, Department of Finance and Administration, P.O. Box 3278, Little Rock, Arkansas 72203, Telephone (501) 682-1074

California

Glenn Stober, Grants Coordinator, Office of Planning and Research, 1400 Tenth Street, Sacramento, California 95814, Telephone (916) 323-7480

Delaware

Ms. Francine Booth, State Single Point of Contact, Executive Department, Thomas Collins Building, Dover, Delaware 19903, Telephone (302) 736-3326

District of Columbia

Rodney T. Hallman, State Single Point of Contact, Office of Grants Management and Development, 717 14th Street NW., Suite 500, Washington, DC 20005, Telephone (202) 727-6551

Florida

Florida State Clearinghouse, Intergovernmental Affairs Policy Unit, Executive Office of the Governor, Office of Planning and Budgeting, The Capitol, Tallahassee, Florida 32399-0001, Telephone (904) 488-8441.

Georgia

Mr. Charles H. Badger, Administrator, Georgia State Clearinghouse, 254 Washington Street SW., Atlanta, Georgia 30334, Telephone (404) 656-3855

Illinois

Steve Klokkenga, State Single Point of Contact, Office of the Governor, 107 Stratton Building, Springfield, Illinois 62706, Telephone (217) 782-1671

Indiana

Jean S. Blackwell, Budget Director, State Budget Agency, 212 State House, Indianapolis, Indiana 46204, Telephone (317) 232-5610

Iowa

Mr. Steven R. McCann, Division of Community Progress, Iowa Department of Economic Development, 200 East Grand Avenue, Des Moines, Iowa 50309, Telephone (515) 281-3725

Kentucky

Ronald W. Cook, Office of the Governor, Department of Local Government, 1024 Capitol Center Drive, Frankfort, Kentucky 40601, Telephone (502) 564-2382

Maine

Ms. Joyce Benson, State Planning Office, State House Station #38, Augusta, Maine 04333, Telephone (207) 289-3261

Maryland

Ms. Mary Abrams, Chief, Maryland State Clearinghouse, Department of State Planning, 301 West Preston Street, Baltimore, Maryland 21201-2365, Telephone (301) 225-4490

Massachusetts

Karen Arone, State Clearinghouse, Executive Office of Communities and Development, 100 Cambridge Street, Room 1803, Boston, Massachusetts 02202, Telephone (617) 727-7001

Michigan

Richard S. Pastula, Director, Michigan Department of Commerce, Lansing, Michigan 48909, Telephone (517) 373-7356

Mississippi

Ms. Cathy Mallette, Clearinghouse Officer, Office of Federal Grant Management and Reporting, 301 West Pearl Street, Jackson, Mississippi 39203, Telephone (601) 960-2174

Missouri

Ms. Lois Pohl, Federal Assistance Clearinghouse, Office of Administration, P.O. Box 809, Room 430, Truman Building, Jefferson City, Missouri 65102, Telephone (314) 751-4834

Nevada

Department of Administration, State Clearinghouse, Capitol Complex, Carson City, Nevada 89710, Telephone (702) 687-4065, Attention: Ron Sparks, Clearinghouse Coordinator

New Hampshire

Mr. Jeffrey H. Taylor, Director, New Hampshire Office of State Planning, Attn: Intergovernmental Review Process/James E. Bieber, 2½ Beacon Street, Concord, New Hampshire 03301, Telephone (603) 271-2155

New Jersey

Gregory W. Adkins, Action Director, Division of Community Resources, N.J. Department of Community Affairs, Trenton, New Jersey 08625-0803, Telephone (609) 292-6613
Please direct correspondence and questions to: Andrew J. Jaskolka, State Review Process, Division of Community Resources, CN 814, Room 609, Trenton, New Jersey 08625-0803, Telephone (609) 292-9025

New Mexico

George Elliott, Deputy Director, State Budget Division, Room 190, Bataan Memorial Building, Santa Fe, New Mexico 87503, Telephone (505) 827-3640, FAX (505) 827-3006

New York

New York State Clearinghouse, Division of the Budget, State Capital, Albany, New York 12224, Telephone (518) 474-1605

North Carolina

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

North Dakota

N.D. Single Point of Contact Office of Intergovernmental Assistance, Office of Management and Budget, 600 East Boulevard Avenue, Bismarck, North Dakota 58505-0170, Telephone (701) 224-2094

Ohio

Larry Weaver, State Single Point of Contact, State/Federal Funds Coordinator, State Clearinghouse, Office of Budget and Management, 30 East Broad Street, 34th Floor, Columbus, Ohio 43266-0411 Telephone (614) 466-0698

Rhode Island

Mr. Daniel W. Varin, Associate Director, Statewide Planning Program, Department of Administration, Division of Planning, 265 Melrose Street, Providence, Rhode Island 02907, Telephone (401) 277-2656
Please direct correspondence and questions to: Review Coordinator, Office of Strategic Planning

South Carolina

Omeagia Burgess, State Single Point of Contact, Grant Services, Office of the Governor, 1204 Pendleton Street, Room 477, Columbia, South Carolina 29201, Telephone (803) 734-0494

Tennessee

Mr. Charles Brown, State Single Point of Contact, State Planning Office, 500 Charlotte Avenue, 309 John Sevier Building, Nashville, Tennessee 37219, Telephone (615) 741-1676

Texas

Mr. Thomas Adams, Governor's Office of Budget and Planning, PO Box 12428, Austin, Texas 78711, Telephone (512) 463-1778

Utah

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

Vermont

Mr. Bernard D. Johnson, Assistant Director, Office of Policy Research & Coordination, Pavilion Office Building, 109 State Street, Montpelier, Vermont 05602, Telephone (802) 828-3326

West Virginia

Mr. Fred Cutlip, Director, Community Development Division, West Virginia Development Office, Building #6, Room 553, Charleston, West Virginia 25305 Telephone (304) 348-4010

Wisconsin

Mr. William C. Carey, Federal/State Relations, Wisconsin Department of Administration, 101 South Webster Street, PO Box 7864, Madison, Wisconsin 53707 Telephone (608) 266-0267

Wyoming

Sheryl Jeffries, State Single Point of Contact, Herschler Building, 4th Floor, East Wing, Cheyenne, Wyoming 82002, Telephone (307) 777-7574

Guam

Mr. Michael J. Reidy, Director, Bureau of Budget and Management Research, Office of the Governor, PO Box 2950, Agaña, Guam 96910, Telephone (617) 472-2285

Northern Mariana Islands

State Single Point of Contact, Planning and Budget Office, Office of the Governor, Saipan, CM, Northern Mariana Islands 96950

Puerto Rico

Norma Burgos/Jose H. Caro, Chairman/Director, Puerto Rico Planning Board, Minillas Government Center, PO Box 41119, San Juan, Puerto Rico 00940-9985, Telephone (809) 727-4444

Virgin Islands

Jose L. George, Director, Office of Management and Budget, #41 Norregade Emancipation Garden Station, Second Floor, Saint Thomas, Virgin Islands 00802
Please direct correspondence to: Linda Clarke, Telephone (809) 774-0750

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Administration for Native Americans

Statement of Organization, Functions, and Delegations of Authority

This notice amends Part K of the Statement of Organization, Functions,

and Delegations of Authority of the Department of Health and Human Services (DHHS), Administration for Children and Families (ACF) as follows: Chapter KE, Administration for Native Americans (ANA) (56 FR 42340), as last amended, August 27, 1991. Specifically, delete Chapter KE in its entirety, and replace it with the following:

KE.00 Mission. The Administration for Native Americans (ANA) advises the Secretary, through the Assistant Secretary for Children and Families, on matters relating to American Indians, Alaskan Natives, Native American Pacific Islanders and Native Hawaiians, hereinafter referred to as Native Americans. ANA represents the concerns of Native Americans and serves as the focal point in the Department on the full range of developmental, social and economic strategies that support Native American self-determination and self-sufficiency.

ANA administers grant programs to eligible Indian tribes and Native American organizations in urban and rural areas with funds authorized under the Native American Programs Act of 1974, as amended.

In conjunction with the Office of the Assistant Secretary for Children and Families, ANA serves as Departmental liaison with other federal agencies on Native American affairs, working to promote social and economic self-sufficiency for Native Americans. In concert with other components of ACF, it develops and implements research, demonstration and evaluation strategies for discretionary funding of activities designed to improve and enrich the lives of Native Americans. Through its policy, liaison, and programmatic grant functions, ANA explores new program concepts and new methods for increasing the social and economic development of Native Americans, and ensures that information about Departmental services and benefits and eligibility criteria is available to Native Americans and fosters the opportunity for the exercise of self-determination by Native Americans and their operation of Native American programs and enterprises.

KE.10 Organization. The Administration for Native Americans is headed by a Commissioner who reports directly to the Assistant Secretary for Children and Families and consists of:

Office of the Commissioner (KEA)
Intra-Departmental Council on Native American Affairs (KEB)
Planning and Support Staff (KEC)
Program Operations Division (KED)

KE.20 Functions. A. The Office of the Commissioner provides executive

direction and management strategy for all components of ANA. The Commissioner serves as the effective and visible advocate on behalf of Native Americans within the Department, and with other departments and agencies of the Federal Government regarding all Federal policies affecting Native Americans. The Commissioner serves as advisor to the Assistant Secretary for Children and Families, the Secretary, and the heads of DHHS agencies administering programs which have a significant impact on Native Americans. On behalf of the Department, the Commissioner conducts liaison with and obtains advice from Indian tribes and Native American organizations. The Commissioner provides policy direction and guidance to the ACF regional offices with respect to programs for Urban Indians, off-reservation Indians, and other Native American projects in Hawaii and the Pacific Islands. The Deputy Commissioner acts as Commissioner in the absence of the Commissioner. The Commissioner is Chairperson of the Intra-Departmental Council on Native American Affairs and shall advise the Secretary on all matters affecting Native Americans that involve the Department.

B. Intra-Departmental Council on Native American Affairs serves as the focal point within the Department for intra-agency activities related to Native American affairs and effect coordination, cooperation and complementary utilization of the Department's resources for Native Americans. It promotes consistent policies on Native American affairs for the entire Department and promotes the full and continuous application of these policies throughout the Department. The Commissioner is the Chairperson of the Council and advises the Secretary on Native American issues. Council staff provide support to the Commissioner of ANA/Council Chair.

The Council identifies administrative, legislative and regulatory changes or developments necessary for the applications of effective and consistent Federal Indian policy.

C. Planning and Support Staff plans, coordinates, and controls ANA policy, planning, and management activities, and manages the development of regulations, policies, and guidelines for ANA. It develops and recommends the implementation of policies in coordination and consultation with the Office of Policy and Evaluation.

In coordination with the Office of Policy and Evaluation and the Office of Financial Management in ACF, the staff directs the development of program plans consistent with the Department's