

Commission to appoint a trustee to complete the transactions. In addition, the consent order requires the respondent, for ten years, to obtain Commission approval before acquiring any interest in any entity that owns or operates a supermarket in any of the three areas designated.

**DATES:** Complaint and Order issued May 15, 1995<sup>1</sup>

**FOR FURTHER INFORMATION CONTACT:** Ronald Rowe or Marimichael Skubel, FTC/S-2105, Washington, D.C. 20580. (202) 326-2610 or 326-2611.

**SUPPLEMENTARY INFORMATION:** On Monday, February 13, 1995, there was published in the **Federal Register**, 60 FR 8239, a proposed consent agreement with analysis in the Matter of the Penn Traffic Company, for the purpose of soliciting public comment. Interested parties were given sixty (60) days in which to submit comments, suggestions or objections regarding the proposed form of the order.

Comments were filed and considered by the Commission. The Commission has ordered the issuance of the complaint in the form contemplated by the agreement, made its jurisdictional findings and entered an order to divest, as set forth in the proposed consent agreement, in disposition of this proceeding.

(Sec. 6, 38 stat. 721; 15 U.S.C. 46. Interpret or apply sec. 5, 38 Stat. 719, as amended; sec. 7, 38 Stat. 731, as amended; 15 U.S.C. 45, 18)

**Donald S. Clark,**

*Secretary.*

[FR Doc. 95-14185 Filed 6-8-95; 8:45 am]

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## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### Administration for Children and Families

[Program Announcement No. ACYF-PA-CC-9501]

#### Administration on Children, Youth and Families Child Care Bureau; Child Care Research Partnerships

**AGENCY:** Administration on Children, Youth and Families (ACYF), Administration for Children and Families (ACF).

**ACTION:** Announcement of the availability of funds and request for

applications to conduct Child Care Research Partnerships.

**SUMMARY:** The purpose of this solicitation is to announce a competition for approximately three cooperative agreements to conduct Child Care Research Partnerships. The Child Care Research Partnerships are intended to study critical child care issues concerning: (1) The child care needs, utilization patterns and outcomes for low-income families, particularly those moving from welfare to work and those who are currently employed but are at risk of needing welfare services; (2) child care opportunities and constraints which affect the lives of low-income families and children; and (3) systemic issues which affect the delivery of subsidized child care services to welfare clients and low-income working families. Each of the individual projects will participate as a member of an ACYF Research Consortium to be cooperatively formed by the Child Care Research Partnership projects and the ACYF Child Care Bureau. The purpose of this consortium will be to coordinate and link the individual studies in order to maximize their contributions to basic knowledge, policy and practice.

**DATES:** The closing date for submission of applications is August 8, 1995. Applications which are sent by mail must be received on or before the deadline date at the following address: Mail applications to: Department of Health and Human Services, ACF/Division of Discretionary Grants, 6th floor, 370 L'Enfant Promenade, S.W., Washington, D.C. 20447, Attn: Child Care Research Partnerships.

Hand deliver applications during the normal working hours of 8:00 a.m. to 4:30 p.m., Monday through Friday, on or prior to the established closing date to: Administration for Children and Families, Division of Discretionary Grants, 6th Floor, ACF Guard Station, 901 D Street, S.W., Washington, D.C. 20447, Attn: Child Care Research Partnerships.

**FOR FURTHER INFORMATION CONTACT:** Dr. Pia Divine, ACYF Child Care Bureau, Third Floor, Hubert Humphrey Building, 200 Independence Avenue, S.W., Washington, D.C. 20201, Attn: Child Care Research Partnerships, Phone: 202-690-6705.

**NOTICE OF INTENT TO SUBMIT APPLICATION:** If you intend to submit an application, please send a post card with the number and title of this announcement, your organization name, address, contact person and telephone number to: Administration on Children, Youth and

Families, Operations Center, 3030 Clarendon Blvd., Suite 240, Arlington, Virginia 22201, Attn: Child Care Research Partnerships.

Please submit this information within two weeks after receiving the announcement. The information will be used to determine the number of expert reviewers needed and to update the mailing list of persons to whom program announcements are sent.

**CONTENTS OF THIS ANNOUNCEMENT:** This announcement contains all necessary instructions and forms needed to submit an application. The forms to be used for submitting an application follow Part VI. Please copy as single-sided forms and use in submitting an application under this announcement. No additional application materials are needed.

The announcement consists of six parts. Part I provides general information about the Child Care Research Partnerships, funding requirements, and application procedures. Part II provides background information on ACYF and the Child Care Bureau. Part III describes the ACYF research goals, partnerships, and expectations for collaborative research. Part IV discusses the Project Narrative Statement and outlines additional requirements for applicants in designing their projects. Part V describes the proposal review process, evaluation criteria and selection process. Part VI provides detailed information and instructions for the development and submission of applications. The contents are organized as follows:

#### Part I. General Information

- A. Purpose
- B. Citations
- C. Number of Awards
- D. Project Duration
- E. Funding Levels and Budget Periods
- F. Non-Federal Share of Project Costs
- G. Eligible Applicants

#### Part II. Background and Context

- A. The Administration on Children, Youth and Families
- B. The Child Care Bureau

#### Part III. Research Goals and Partnerships

- A. Need for New Research
- B. Cooperative Agreements

#### Part IV. Project Narrative Statement

- A. Issues and Objectives
- B. Background and Significance
- C. Technical Approach
- D. Staff Background and Organizational Capability

#### Part V. Evaluation and Selection

- A. The Review Process
- B. Evaluation Criteria
- C. The Selection Process
- D. Funding Date

<sup>1</sup> Copies of the Complaint and the Decision and Order are available from the Commission's Public Reference Branch, H-130, 6th Street & Pennsylvania Avenue, N.W., Washington, D.C. 20580.

Part VI. Instructions for the Development and Submission of Applications

- A. Required Notification of the State Single Point of Contact
- B. Paperwork Reduction Act of 1980
- C. Deadline for Submission of Applications
- D. Instructions for Preparing the Application and Completing Forms
- E. Checklist for a Complete Application
- F. The Application Package

**Part I. General Information**

*A. Purpose*

The purpose of this research initiative is to study critical child care issues as they relate to welfare recipients and low-income working families.

*B. Citations*

Funding for this research is authorized under Section 1110 of the Social Security Act.

The Catalogue of Federal Domestic Assistance Number is 93.647.

*C. Number of Awards*

Approximately three projects will be funded in fiscal year 1995 (ending September 30, 1995), subject to the availability of funds.

*D. Project Duration*

The total project period will be 36 months.

*E. Funding Levels and Budget Periods*

Initial awards will be for a one-year budget period. Individual projects will be funded at approximately \$100,000 for the first budget period of 12 months, with a possibility of up to \$100,000 per year in continuation funding to be awarded in fiscal years 1996 and 1997. It is anticipated that the total Federal funding for a three-year project will be approximately \$300,000.

Applications for continuation of cooperative agreements funded under this announcement will be entertained in subsequent years on a non-competitive basis. The award of continuation funding beyond each one-year budget period (but within the three-year project period) will be subject to the availability of funds, satisfactory progress of the grantee, and a determination that continued funding would be in the best interest of the government.

*F. Non-Federal Share of Project Costs*

A non-Federal match is required. Grantees must provide at least 25 percent of the total approved cost of the project. The total approved cost of the project is the sum of the Federal share and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants

are encouraged to meet their match requirements through cash contributions. Therefore, a project approved for funding under this announcement which is awarded a total of \$300,000 in Federal funds (based on an award of \$100,000 per 12-month budget period for three years) must include a match of at least \$100,000 (25 percent of the total cost of \$400,000).

Applicants are also encouraged to develop more extensive funding partnerships in order to propose a project of greater scope and complexity than would be possible within the funding levels specified in this announcement.

*G. Eligible Applicants*

This announcement solicits applications from non-profit partnerships composed of child care research groups in concert with child care agencies, organizations, businesses, or other entities with an interest in child care services for low-income families. A partnership is required. At least one member of the Child Care Research Partnership must be a research group affiliated with a university or four-year college.

The application must identify only one partner as the lead organization and official applicant. The official applicant must be a public or private non-profit agency or organization and may be either the research group or another partner. If the application is funded, the official applicant will be the recipient of the award and will be responsible for ensuring that the terms of the cooperative agreement are met. Profit-making organizations and non-federally recognized Tribes are not eligible to act as the official applicant.

Priority will be given to partnerships which (1) have access to an ongoing data base of current information about local market conditions and (2) are capable of analyzing local patterns of demand and supply in conjunction with state-level data on subsidized child care services. Applicants are also encouraged to form broadly constituted research partnerships in order to bring together interdisciplinary specialties, populations, services, data, and financial contributions.

Partnerships might include: (1) State, Tribal, county or local agencies which administer child care subsidy programs; (2) resource and referral organizations which collect and maintain an ongoing data base of local or statewide information on child care demand and supply; (3) organizations which conduct needs assessments or local market surveys; (4) planning councils, commissions, advisory groups, and civic

organizations which participate in child care planning and policy making; (5) early childhood programs, organizations, or professional associations; (6) providers of supportive services such as provider training, technical assistance, or consumer education; (7) child care consumer and provider groups; (8) foundations and charitable organizations; and (9) businesses and business associations.

Non-profit organizations must submit proof of non-profit status with the grant application. The non-profit agency can accomplish this by providing a copy of its 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 and by providing a copy of the articles of incorporation bearing the seal of the State in which the corporation or association is domiciled.

**Part II. Background and Context**

The cooperative agreements for research being awarded under this announcement will be funded by the U.S. Department of Health and Human Services (DHHS), Administration for Children and Families (ACF), under authority of the Social Security Act, Section 1110. The projects will be managed by the Child Care Bureau of the Administration on Children, Youth and Families.

*A. The Administration on Children, Youth and Families*

The Administration on Children, Youth and Families (ACYF) is one of ACF's component offices. The ACYF administers national programs for children, youth and families; works with States, Territories, Tribes and local communities to develop services which support and strengthen family life; seeks out joint ventures with the private sector to enhance the lives of children and their families; and provides information and other assistance to parents. The ACYF contains four programmatic bureaus and the National Center on Child Abuse and Neglect. The four bureaus include the Children's Bureau, the Family and Youth Services Bureau, the Head Start Bureau, and the Child Care Bureau, which will be responsible for managing the Child Care Research Partnerships.

*B. The Child Care Bureau*

The Child Care Bureau is a newly formed unit which provides a single locus for child care activities within ACF. The bureau seeks to enhance the quality, availability and affordability of

child care services, to promote safe and healthy environments that support children's development, to enhance parental choice and involvement in their children's care, and to facilitate the linkage of child care with other community services. The Child Care Bureau also works with other ACYF bureaus to promote integrated family-focused services and coordinated delivery systems.

The Child Care Bureau consolidates in a single organization the responsibility for five Federal child care programs carried out under three legislative authorities as described below.

#### 1. State Dependent Care Planning and Development Grants

The State Dependent Care Planning and Development Grant program (Pub. L. 98-55B as amended), enacted in 1986, provides funds to States and Territories through a formula grant. This program has been instrumental in the growth of child care resource and referral services and school-age child care programs over the past decade. Statutory requirements are located at 42 U.S.C. 9871 and reauthorized by Pub.L. 103-252.

#### 2. Family Support Act of 1988 (FSA)

The Family Support Act of 1988 (Pub. L. 100-485) amended title IV-A of the Social Security Act, by adding section 402(g), which significantly expanded ACYF's ability to fund child care services. The amendment created two new child care programs: AFDC Child Care and Transitional Child Care. Both of these programs are entitlements, and both require matching State funds. Statutory requirements are located at 42 U.S.C., section 602(g).

a. *AFDC Child Care*. The FSA guarantees child care necessary for working AFDC recipients and for AFDC recipients in approved education or training activities (including the Job Opportunities and Basic Skills Training (JOBS) Program). This provision is often called AFDC child care or JOBS child care. The regulations for AFDC child care are located at 45 CFR part 255.

b. *Transitional Child Care (TCC)*. The FSA also addressed the need for transitional child care during the 12 months after a family becomes ineligible for AFDC due to work. The regulations specific to TCC are located at 45 CFR part 256. However, many of the regulations for AFDC child care (part 255) also apply to TCC.

#### 3. Omnibus Budget Reconciliation Act of 1990 (OBRA '90)

With OBRA '90, Congress established two additional child care programs that further extended child care services to the Nation's low-income families: (1) An optional At-Risk Child Care program (child care needed by low-income working families who are otherwise at risk of becoming eligible for AFDC); and (2) the Child Care and Development Block Grant (CCDBG) which also primarily serves working families.

a. *At-Risk Child Care (ARCC)*. OBRA '90 amended title IV-A of the Social Security Act by adding section 402(i), establishing the ARCC program. Though optional, the ARCC program has been implemented by all States and the District of Columbia. This program, like the other title IV-A child care programs, requires the State to match Federal funds. However, unlike these other programs, ARCC funding is capped and its funds are distributed according to a formula. The statutory provisions for ARCC are located at 42 U.S.C. 9858. The regulations are located at 45 CFR part 257.

b. *Child Care and Development Block Grant (CCDBG)*. The CCDBG has been implemented by all States and Territories, the District of Columbia, and 226 Tribal grantees, of which 25 are Tribal consortia). The purpose of the CCDBG is to increase the availability, affordability, and quality of child care services. This program offers Federal funding to States, Territories, and Federally-recognized Tribes and Tribal consortia in order to (1) provide low-income families with the financial resources to find and afford quality child care; (2) enhance the quality and increase the supply of child care for all families, including those who do not receive direct subsidies; (3) provide parents with a broad range of options in addressing their child care needs, particularly through the issuance of certificates; (4) strengthen the role of the family; (5) improve the quality of, and coordination among, child care programs and early childhood development programs; and (6) increase the availability of early childhood development programs and before- and after-school services. The statutory provisions for the CCDBG program are found at 42 U.S.C. 9858. Regulations are located at 45 CFR parts 98 and 99.

In support of these five child care programs, the Child Care Bureau develops policies, monitors service delivery systems, and provides technical assistance in close cooperation with ten ACF regional offices which in

turn work directly with States, Territories and Tribes.

### Part III. Research Goals and Partnerships

#### A. Need for New Research

The research being funded under this announcement represents an important strategy for ACYF in the ongoing process of developing service delivery systems which are more efficient, effective, and responsive to the needs of children and families. This initiative embodies recognition of the critical need for new knowledge to guide the delivery of child care services to children and their families, inform policy debates, and point the way to more effective solutions of complex child care issues. Whereas there is a growing body of knowledge about child care demand and supply, only limited research has been directed to the child care needs, options, and utilization patterns of low-income families. For these reasons, ACYF is interested in field-initiated projects which focus on the low-income segment of the child care market.

The overriding goal of the Child Care Research Partnerships is to better understand how child care markets operate for low-income families in different communities and how subsidized child care services, or their absence, impact on the accessibility, affordability and quality of services for low-income parents and their children. In particular, ACYF is interested in the role of child care as an essential support to low-income families in achieving and sustaining economic self-sufficiency while balancing the competing demands of work and family life. Equally important is the quality of care that children are receiving and the implications of available options for the development and well-being of young children throughout their formative years.

The Child Care Research Partnerships are specifically intended to study critical child care issues related to (1) the child care needs, utilization patterns and outcomes for low-income families, particularly those moving from welfare to work and those who are currently employed but are at risk of needing welfare services; (2) child care opportunities and constraints which affect the lives of low-income families and children; and (3) systemic issues which affect the delivery of subsidized child care services to welfare clients and low-income working families.

Another important goal of these projects is to optimize the knowledge gained from research by careful,

collaborative planning, linkage with other current studies, and secondary analysis of existing data. Priority will be given to applicants who propose cost-effective ways of utilizing existing information. For example, resource and referral data, subsidized program data, and census data might be analyzed to characterize local and statewide patterns of demand and supply in the low-income sector as well as point to possible future trends. Ongoing studies might also be expanded, linked, or otherwise utilized in the development of a comprehensive research strategy. In addition, it is often possible for teams working cooperatively to produce a more cohesive, conceptually integrated project than would otherwise be possible. For this reason, researchers are challenged to develop innovative research partnerships which leverage existing knowledge and resources. Priority will also be given to applicants who are able to obtain significant additional funding or in-kind contributions from their partners.

A third goal is to increase the practical utility of research and develop methods of utilizing existing data to answer pressing questions. Studies carried out under these partnerships are expected to have clear relevance for child care policies, practices, and the well-being of children and families. These projects should also contribute to the development of methodological strategies which do not require the launching of large-scale studies in order to provide valid, reliable and important findings.

#### *B. Cooperative Agreements*

The Child Care Research Partnerships are being funded as cooperative agreements in order to facilitate a high degree of coordination between projects and to accommodate the flexibility in project design needed to carry out collaborative research. In applying for financial assistance under this announcement, applicants agree to enter into a cooperative agreement with the ACYF Child Care Bureau. The general roles of research partners and Federal staff are outlined in the following sections. Specific terms and conditions of each cooperative agreement will be negotiated prior to award of funds.

##### 1. The Grantee Role

The grantee is the official applicant to whom a financial assistance award is made. The grantee is responsible for the performance of its subgrantees or subcontractors, and for ensuring that agreements with co-partners are carried out in good faith and to a high level of quality. The grantee is expected to

participate and cooperate fully with the Child Care Bureau in carrying out the Child Care Research Partnership detailed in the cooperative agreement. The specific terms of each agreement will be based on this announcement, the successful applicant's proposal, and related items to be negotiated prior to award.

Each of the Child Care Research Partnerships will participate as a member of an ACYF Child Care Research Consortium to be formed shortly after projects are funded. The goals of this consortium are four-fold: (1) To coordinate and assist the individual research partnerships; (2) to produce a more sophisticated and comprehensive body of research than would be achievable by any project alone; (3) to provide a forum for consideration of technical issues which are of mutual concern to the researchers; and (4) to assist ACYF in the development of research strategies to effectively examine complex child care issues. As part of this effort, two meetings of the consortium will be held in Washington, D.C., the first shortly after funds are awarded and the second in the spring of 1996.

##### 2. The Federal Role

The Federal Project Officer (FPO) will work closely with each of the individual Child Care Research Partnerships and with the ACYF Child Care Research Consortium to share priorities and plans, identify and resolve common issues, and ensure that final plans and products comprehensively address the goals of this announcement. Such involvement may include, but is not limited to: (1) provision of technical assistance to grantees; (2) consultation on and participation in formulation of research plans; (3) arrangement of meetings to support research activities; (4) membership in policy, planning, steering or other working groups established to facilitate accomplishment of the project goals; (5) review of major activities and products; and (6) participation in negotiations for revised cooperative agreements to carry out each succeeding phase of the research. The FPO will also chair meetings of the ACYF Child Care Research Consortium and will coordinate consortium activities and information sharing.

#### **Part IV. Project Narrative Statement**

The Project Narrative Statement provides most of the information on which proposals will be competitively reviewed. This section should be carefully developed in accordance with the research goals and expectations described in Part III, the evaluation

criteria and selection factors described in Part V, and the requirements described in sections A through D below.

The Project Narrative sets forth the technical proposal and how it will be carried out. This statement should be organized according to the evaluation criteria contained in Part V as follows: (1) Issues and Objectives; (2) Background and Significance; (3) Technical Approach; and (4) Staff Background and Organizational Capacity.

The clarity and conciseness of proposals are of the utmost importance to ACYF. Project Narrative Statements may not exceed 80 pages single-spaced (160 pages double-spaced) with standard one-inch margins and 10-12 point fonts. This page limitation applies to the entire Project Narrative Statement, including text, tables, charts, graphs, resumes, corporate statements and appendices. Excess pages of Project Narrative will not be reviewed. (Note: Applicants are asked to print their statement in double-spaced format for ease of review.)

##### *A. Issues and Objectives*

Applicants must demonstrate a sound understanding of the goals of this announcement and show how their proposed research would address ACYF's child care research objectives. Applicants should discuss the purpose of their research and indicate how their project would address major issues and hypotheses. This section should also describe how the study would relate to, or build upon, other relevant research.

Applicants should describe how the proposed project could fit into a broader framework for collaborative child care research, and suggest specific substudies or components which could be undertaken as part of a holistic approach made possible by a research consortium. In this regard, applicants must describe the nature of their research partnership, articulate a rationale for this partnership vis-a-vis ACYF research goals, and provide assurances that they and their partners have the willingness and flexibility to collaborate with other members of the ACYF Child Care Research Consortium.

##### *B. Background and Significance*

The Background and Significance section is intended to demonstrate the applicant's understanding of (1) critical child care issues affecting low-income families and the complex interrelationships among major variables; (2) the significance of these issues and variables for child care policies and programs; (3) how existing

knowledge can be brought to bear on the proposed research; and (4) how the research would benefit various audiences. Applicants are expected to provide a review of relevant literature which is sufficient to demonstrate their understanding of important issues, variables, methods, and findings. The literature review must include previous work of the author(s) of the proposal. A list of references must be included.

This section of the narrative must address issues related to (a) low-income populations and the challenges they face; (b) the structure and dynamics of child care demand and supply as these factors relate to low-income children and families; and (c) the ways in which welfare and child care services interact in creating opportunities or constraints for the populations they serve. Applicants should address these issues in terms of their proposed research, explaining their reasoning, suggesting lines of inquiry, and developing their hypotheses.

Applicants should clearly show how their proposed research will build on the current knowledge base and contribute to policy, practice and future research. The proposal is expected to demonstrate understanding of current welfare and child care policies and programs, to show how the proposed research would further such understanding, and to suggest practical applications which might be derived from the findings. Applicants are asked to consider the significance, reliability, and validity of existing data for questions of interest to the Child Care Research Partnerships. In addition, applicants should identify important gaps in the literature and areas in which findings are contradictory or ambiguous.

If ongoing studies or pilot research identified in the review will be included in the proposed design, applicants should describe how such studies would be utilized in the proposed research and how they would foster ACYF child care research goals.

If especially important data bases from completed studies are identified, applicants are asked to suggest ways in which such data could be analyzed or otherwise utilized. It will also be important to consider what demographic, economic, and social data are available as context for the proposed research. Applicants should describe how data from the Census Bureau, Bureau of Labor Statistics, and other statistical organizations can be used to help profile market parameters and trends.

### C. Technical Approach

The Technical Approach section of the Project Narrative Statement details a specific research design and implementation plans. This section should address three broad areas: (1) research methodology; (2) management and quality control; and (3) collaborative strategy.

#### 1. Research Methodology

The methodological discussion must include technical details of the proposed research design, including specific research questions, variables and data sources, sampling and data collection or compilation (including selection of client records or construction of subsamples from data tapes), statistical analysis, and reporting. Applicants are asked to lay out a research design for examining the relationships between selected issues, questions, variables, and data elements (Applicants may include a chart showing these linkages). In addition, applicants should discuss the strengths and limitations of all proposed data sources, samples, and techniques for this research.

Applicants should fully address technical considerations appropriate to their proposed design:

- If secondary analyses are to be conducted on completed data sets, describe the appropriateness and limitations of the original research for this study. Describe the nature, scope and representativeness of the original sample and characteristics of the data (including data quality). Describe hypotheses to be tested, variables to be analyzed, the unit of analysis to be employed, analytic procedures, and limitations of the data base for the proposed study.
- If data will be compiled from service delivery records of State or local agencies, from resource and referral files, from records maintained by child care facilities, or from other primary data sources, describe the nature of the data and how it would be accessed, what sampling procedure would be employed, how confidentiality of individual records would be maintained, and how the data would be processed and analyzed.
- If the proposed project involves linkage with ongoing research, describe the ongoing research design and stage of progress, how the applicant's proposed study would benefit from and contribute to it, how the technical aspects of the linkage would be structured and carried out, and how the linked studies would address the goals of this announcement.
- If new data are to be collected on human subjects in conjunction with

another ongoing study (e.g., adding a component to a survey) discuss the benefits of and justify this approach. Describe the characteristics of the target population and provide a rationale for any sample stratification based on personal characteristics of individuals (such as ethnicity, income, marital status, age of child, etc.). Describe data collection procedures and safeguards for data quality. Discuss procedures to protect human subjects, maintain confidentiality of data, and obtain consent for participation (if applicable).

- Include a detailed plan for the processing and analysis of data from all sources which illustrates how the analysis will meet the goals of this research. Discuss the processing of data for analysis, including the procedures which will be used to ensure data quality, the preparation and documentation of data files and tapes, and the archiving of data for analysis by other researchers. Discuss plans for the analysis of data, including units of analysis, analytic techniques to be used with various types of data, statistical considerations, and the linkage of data sets.

- Include a product development and dissemination plan which describes the products to be generated during the course of this research (such as technical papers or reports, summaries, briefings, conference presentations, doctoral dissertations, journal articles, archival data tapes, data documentation, software, and the final report) and the steps that will be undertaken to disseminate and promote the utilization of products and findings. This plan should include a discussion of products which might be collaboratively developed or disseminated to effectively reach intended audiences.

#### 2. Management and Quality Control

The applicant's approach must contain a sound and workable plan of action which describes in detail how the project will be carried out. This section should detail how the project will be structured and managed, how roles and functions will be coordinated, how the timeliness of activities will be ensured, and how quality control will be maintained. Applicants should discuss their management of the project as a whole, and the management roles of their partners. In particular, applicants are asked to provide the following information:

- Describe how an appropriate research and management team will be assembled, what expertise will be represented, how individuals will be selected, and what roles they will play (including consultants and advisors).

- Lay out the major tasks to illustrate the sequence and timing of tasks, time commitments of staff, important milestones, reports, and completion dates.
- Describe how participating organizations will coordinate their management of project tasks and other functions.
- Discuss how the proposed methodology might reasonably fit into a broader research scheme and what design flexibility exists for coordination with other approaches.
- Discuss potential problems or difficulties with the proposed methodological approach, including factors which might affect the quality of the research or its outcomes, issues related to the reliability, validity and generalizability of data, and issues related to management and coordination.
- Include a detailed budget narrative which describes and justifies line item expenses within the budget categories listed on the form S.F. 424. A realistic amount must be set aside for two trips to Washington, D.C. to participate in meetings of the ACYF Research Consortium. Each meeting is expected to require two days.
- If project funds are being subcontracted, a detailed budget for the use of those funds must be included.

#### *D. Staff Background and Organizational Capacity*

In this section of the Project Narrative Statement, applicants must provide evidence that they and their partners have the ability to carry out the proposed project on time and to a high degree of quality.

##### 1. Staff Background

- Identify all key staff positions for this project, including job descriptions, salary rates and employee benefits; the proportion of time to be committed to the project; the period of time for which staff holding these positions will be employed; and whether their continued employment is dependent solely on the funds to be awarded under this announcement.
- Provide evidence that individuals proposed for key positions have the necessary technical skill and experience to successfully carry out their assigned roles.
- Identify the authors of the proposal and describe their continuing role in the project if funded.
- Identify all consultants or advisors, document their expertise, and describe how their services will be utilized.
- Describe recruitment and hiring procedures.

##### 2. Organizational Capacity

- Provide evidence of sufficient organizational resources to ensure successful project management, compliance with terms and conditions of the cooperative agreement, and oversight of the proper use of Federal funds.
- Include a separate two-page organizational capability statement for each partner (these statements are to be included with the application as part of the general requirements described in Part VI).
- Provide evidence of the organizational capacity to coordinate the activities of research partners, participate as a member of the ACYF research consortium, and resolve collaboration issues which may arise during the course of the research.
- Document the ability of all partners to carry out their assigned roles and functions. Describe all research partnerships, collaborations and agreements. Describe how each partner was included in the planning of the project and what contributions each will make throughout the project.
- Include a list of research partners and financial supporters, including the name and address of the organization, the name of its director, and the telephone, fax and internet numbers.
- Include letters of specific commitment or support where possible. Partners who will provide access to data or records must provide a letter stipulating the terms of their agreement with the researchers.
- Describe the extent of financial participation from all sources. Describe the extent to which funds, staff time, in-kind services, and other resources have been committed to the research effort during the planning period. Describe what other resources will help support the proposed child care research, including existing commitments and negotiations in progress. Discuss what commitments are expected of financial partners in the second and third years.
- Describe the relationship between this project and other relevant work planned, anticipated or underway by the applicant with Federal assistance. Include examples of past or current partnerships which demonstrate the ability to carry out the proposed project.

#### **Part V. Evaluation and Selection**

##### *A. The Review Process*

Before applications are reviewed, each application will be screened to determine whether the applicant organization is eligible as specified in Part I, section G, above. Applications from organizations which do not meet

the eligibility requirements will not be considered or reviewed in the competition, and the applicant will be so informed. In addition, inadequate preparation, omission of essential components of the application, or failure to comply with format specifications as described in Part VI will result in the application being withdrawn from further consideration.

Applications will be reviewed and scored competitively against the published evaluation criteria described below. The review will be conducted in Washington, D.C. Expert reviewers in relevant fields will include researchers, Federal or State staff, early childhood program staff, or other individuals experienced in the study of child care demand and supply, child care delivery systems, welfare and supportive services, early childhood programs, child development and education, parental choice and involvement, and other relevant areas.

A panel of at least three reviewers will evaluate each application to determine the strengths and weaknesses of each proposal in terms of ACYF research goals and expectations discussed in Part III, the proposal requirements described in Part IV, and the evaluation criteria listed in section B below. Panelists will also provide written comments and assign numerical scores for each application. The point value for each criterion indicates the maximum numerical score which that criterion may be given in the review process. The assigned scores for each criterion will be summed to yield a total evaluation score for the proposal.

In addition to the panel review, the Child Care Bureau or ACYF may solicit comments from ACF Regional Office staff, other Federal agencies, organizations who are or may become ACYF research partners, and individuals whose particular expertise is identified as necessary for the consideration of technical issues arising during the review. These comments, along with those of the panelists, will be considered by the Child Care Bureau and ACYF in making funding decisions. The Child Care Bureau and ACYF will also take into account the best combination of proposed projects to meet overall research goals. In addition, priority will be given to applicants who are able to obtain significant financial contributions from other sources and who propose cost-effective ways of utilizing existing research.

##### *B. Evaluation Criteria*

The criteria listed below will be used in conjunction with other requirements set forth in Part IV, Project Narrative

Statement, to evaluate how well each proposal addresses the goals of this announcement.

1. Issues and Objectives (maximum of 10 points)

- The extent to which the application reflects a solid understanding of critical issues, information needs, and research goals.
- The extent to which the conceptual model, research issues, objectives and hypotheses are significant, well-formulated and appropriately linked.
- The extent to which the collaborative framework is appropriate, feasible, and will significantly contribute to the importance, comprehensiveness, and quality of the proposed research.

2. Background and Significance (maximum of 15 points)

- The completeness and sophistication with which the applicant reviews the relevant literature.
- The effectiveness with which the application articulates the current state of knowledge relative to issues being addressed, including (1) critical child care issues and the complex interrelationships among major variables; (2) the significance of these issues and variables for child care policies and programs; (3) how current knowledge can be brought to bear on the proposed research; and (4) how the research would benefit various audiences.
- How well the proposed research will build on the current knowledge base and contribute to policy, practice and future research.

3. Technical Approach (maximum of 50 points)

- The extent to which the applicant's proposed research methodology (1) appropriately links critical research issues, questions, variables and data sources; (2) employs technically sound and appropriate approaches, design elements and procedures for sampling, data collection, data processing and analysis; (3) reflects sensitivity to technical, logistical, cultural and ethical issues that may arise; (4) includes realistic strategies for the resolution of difficulties; (5) adequately protects human subjects, confidentiality of data, and consent procedures, as appropriate; (6) includes an effective plan for the dissemination and utilization information by researchers, policy-makers, and practitioners in the field; and (7) effectively utilizes collaborative strategies.
- The extent to which the application (1) outlines a sound and workable plan

of action that details how the proposed work will be accomplished; (2) shows a reasonable schedule of accomplishments and target dates; (3) presents an adequate staffing plan; and (4) demonstrates the ability to gain access to necessary information, data and subjects.

- The extent to which the application (1) presents a sound administrative framework for maintaining quality control over the implementation and operation of the study; (2) includes a sound plan for coordination of activities carried out by partners; (3) demonstrates an effective approach to team-building, including project staff, consultants and advisory panels; and (4) demonstrates the ability to carry out collaborative research, both within the proposed Child Care Research Partnership and as a member of the ACYF Child Care Research Consortium.
- The extent to which proposed project costs are reasonable, the funds are appropriately allocated across component areas, and the budget is sufficient to accomplish the objectives.

4. Staff Background and Organizational Capacity (maximum of 25 points)

- The extent to which the application (1) presents relevant background, experience, training and qualifications of the key staff and consultants, including work on related research and similar projects; (2) makes available adequate personnel resources for sampling, experimental design, field work, statistical analysis and reporting; and (3) proposes key personnel who have demonstrated competence in areas addressed by the proposed research and are geographically accessible.
- The extent to which the application demonstrates that (1) facilities and organizational experience are adequate to carry out the tasks of the proposed project; (2) the collaborative partnerships are well structured and demonstrate effective coordination of organizational resources; (3) the organization can effectively and efficiently administer a project of the size, complexity and scope proposed; (4) the applicant has the capacity to coordinate activities with other organizations for the successful accomplishment of project objectives; and (5) research partners have the capacity to carry out their proposed functions and roles.

*C. The Selection Process*

The Commissioner of ACYF will make the final selection of the applicants to be funded. Applications may be funded in whole or in part depending on the applicant ranking,

consultations and staff review, the combination of projects which best meets ACYF research objectives, the funds available, and other relevant considerations.

Successful applicants will be notified through the issuance of a Financial Assistance Award which sets forth the amount of funds granted, the terms and conditions of the cooperative agreement, the effective date of the award, the budget period for which support is given, and the total project period for which support is provided.

*D. Funding Date*

It is anticipated that successful applications will be funded no later than September 30, 1995.

**Part VI. 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 along with a checklist for assembling an application package. Please copy and use these as single-sided forms in submitting an application.

Potential applicants should read this section carefully in conjunction with other information and proposal requirements contained within this announcement.

*A. Required Notification of the State Single Point of Contact*

All applications for research projects are covered under Executive Order (E.O.) 12372, Intergovernmental Review of Federal Programs, and title 45 Code of Federal Regulations (CFR) Part 100, Intergovernmental Review of Department of Health and Human Services Programs and Activities. Under E.O. 12372, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs. Therefore, the applicant should contact his or her State Single Point of Contact (SPOC) directly to determine what materials, if any, the SPOC requires. Contact information for each State's SPOC is found at the end of this announcement.

All States and territories, except Alabama, Alaska, Colorado, Connecticut, Hawaii, Idaho, Kansas, Louisiana, Minnesota, Montana, Nebraska, Oklahoma, Pennsylvania, Oregon, South Dakota, Virginia, Washington, American Samoa and Palau, have elected to participate in the Executive Order process and have established a State Single Point of Contact (SPOC). Applicants from these

19 jurisdictions need take no action regarding E.O. 12372. Applications for projects to be administered by Federally-recognized Indian Tribes are also exempt from the requirements of E.O. 12372.

It is imperative that the applicant submit all required materials to the SPOC and indicate the date of this submittal (or the date of contact, if no submittal is required) on the Standard Form (SF) 424, item 16a. Under 45 CFR 100.8(a)(2), SPOCs have 60 days from the grant application deadline to comment on applications for financial assistance under this program. These comments are reviewed as part of the award process. Failure to notify the SPOC can result in a delay in the award of funds.

The 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. It is helpful to ACYF in tracking SPOC comments if the SPOC will clearly indicate the applicant organization as it appears on the application SF 424. When comments are submitted directly to ACYF, they should be addressed to the application mailing address located in the front section of this announcement.

#### *B. Paperwork Reduction Act of 1980*

Under the Paperwork Reduction Act of 1980, Public Law 96-511, the Department is required to submit to OMB for review and approval any reporting and record keeping requirements in regulations, including program announcements. This program announcement does not contain information collection requirements beyond those approved for ACF grant applications under OMB Control Number 0348-0043.

#### *C. Deadline for Submission of Applications*

The closing date for submission of applications under this program announcement is August 8, 1995.

Applications sent by fax will not be accepted. Applications which are sent by mail must be received on or before the deadline date at the following address: Department of Health and Human Services, ACF/Division of Discretionary Grants, 6th floor, 370 L'Enfant Promenade, S.W., Washington, D.C. 20447, Attn: Child Care Research Partnerships.

Hand delivered applications are accepted during the normal working hours of 8:00 a.m. to 4:30 p.m., Monday through Friday, on or prior to the established closing date at: Administration for Children and Families, Division of Discretionary Grants, 6th Floor, ACF Guard Station, 901 D Street, SW., Washington, DC 20047, Attn: Child Care Research Partnerships.

An application will be considered as meeting the deadline if it is received on or before the deadline date at the address or receipt point specified in this program announcement.

Applications which do not meet the above criteria are considered late applications and will not be considered or reviewed in the current competition. The ACYF will send a letter to this effect to each late applicant.

The ACYF reserves the right to extend the deadline for all applicants due to acts of God, such as floods, hurricanes or earthquakes; if there is widespread disruption of the mail; or if ACYF determines a deadline extension to be in the best interest of the Government. However, ACYF will not waive or extend the deadline for any applicant unless the deadline is waived or extended for all applicants.

#### *D. Instructions for Preparing the Application and Completing Forms*

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

Please prepare your application in accordance with the following instructions:

##### 1. SF 424 Page 1, Application Cover Sheet

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

*Top of Page* Leave blank.

*Item 1*—Type of Submission—Preprinted on the form.

*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 the applicant organization. For applications developed jointly, enter the name of the lead organization only. There must be a single applicant for each application. *Organizational Unit*—Enter the name of the primary unit within the applicant organization which will actually carry out the project activity. Do not use the name of an individual as the applicant. If this is the same as the applicant organization, leave the organizational unit blank. *Address*—Enter the complete address that the organization actually uses to receive mail, since this is the address to which all correspondence will be sent. Do not include both street address and P.O. box number unless both must be used in mailing. Name and telephone number of the person to be contacted on matters involving this application (give area code)—Enter the full name (including academic degree, if applicable) and telephone number of a person who can respond to questions about the application. This person should be accessible at the address given here and will receive all correspondence regarding the application.

*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—Preprinted on the form.

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

*Item 10*—Catalog of Federal Domestic Assistance Number and Title—Enter the Catalog of Federal Domestic Assistance (CFDA) number which is assigned to the program under which assistance is requested and its title. The CFDA for the Child Care Research Partnerships is 93.647.

*Item 11*—Descriptive Title of Applicant's Project—Enter the project title. The title is generally short and is descriptive of the project.

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

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

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

*Item 15*—Estimated Funding Levels. In completing 15a through 15f, enter only those dollar amounts needed for the first 12 months of the proposed project.

*Item 15a*—Enter the amount of Federal funds requested in accordance with the preceding paragraph. This amount should be no greater than the maximum amount specified in the announcement.

*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. The value of third party in-kind contributions should be included on appropriate lines as applicable.

*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? Yes.—If the application is covered by E.O. 12372, enter the date the applicant contacted the SPOC regarding this application. Select the appropriate SPOC from the listing provided at the end of Part VI. The review of the application is at the discretion of the SPOC. The SPOC will verify the date noted on the application. If there is a discrepancy in dates, the SPOC may request that the Federal agency delay any proposed funding until September 10, 1994.

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

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

*Item 18*—To the best of my knowledge and belief, all data in this application/preapplication are true and correct. The

document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.—To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for signature of this application by this individual as the official representative must be on file in the applicant's office, and may be requested from the applicant.

*Item 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, C, E and F are to be completed. Section D does not need to be completed.

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

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

*Section B—Budget Categories*—This budget, which includes the Federal as well as non-Federal funding for the proposed project, covers the first year budget period of the 36 month project. It should relate to item 15g, total funding, on the SF 424. Under column (5), enter the total requirements for funds (Federal and non-Federal) by object class category.

A separate itemized budget justification for each line item is required. The types of information to be included in the justification are indicated under each category. For multiple year projects, it is desirable to provide this information for each year of the project. The 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 principal investigator or project director, if known. Specify by title or name the percentage of time allocated to the project, the individual annual salaries, and the cost to the project (both Federal and non-Federal) of the organization's staff who will be working on the project.

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

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

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

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

*Equipment—Line 6d*—Enter the total costs of all equipment to be acquired by the project. Equipment is 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 (1) procurement contracts (except those which belong on other lines such as equipment, supplies, etc.) and (2) contracts with secondary recipient organizations, including delegate agencies. Also include any contracts with organizations for the provision of technical assistance. Do not include payments to individuals on this line. If the name of the contractor, scope of work, and estimated total costs are not

available or have not been negotiated, include on Line 6h, Other.

**Justification**—Attach a list of contractors, indicating the names of the organizations, the purposes of the contracts, and the estimated dollar amounts of the awards as part of the budget justification. Whenever the applicant/grantee intends to delegate part or all of the program to another agency, the applicant/grantee must complete this section (Section 8, Budget Categories) for each delegate agency by agency title, along with the supporting information. The total cost of all such agencies will be part of the amount shown on Line 6f. Provide backup documentation identifying the name of contractor, purpose of contract, and major cost elements. Applicants who anticipate procurements that will exceed \$5,000 (non-governmental entities) or \$25,000 (governmental entities) and are requesting an award without competition should include sole source justification in the proposal which at a minimum should include the basis for contractor's selection, justification for lack of competition when competitive bids or offers are not obtained and basis for award cost or price. (Note: Previous or past experience with a contractor is not sufficient justification for sole source.)

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

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

**Justification**—Specify the costs included.

**Total Direct 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. Generally, 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.

**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. Enter this information on line 12 entitled Totals. In-kind contributions are defined in 45 CFR Part 74.2 and 45 CFR Part 92.3, 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**—This section should be completed for each subsequent year of the three-year project.

**Totals—Line 20.**

Enter the estimated required Federal funds for the second budget period (months 13 through 24) under column (b) First. Enter the Federal funds needed for months 25 through 36 under (c) Second. Columns (d) and (e) are not applicable, since funding is limited to a three-year maximum project period. They should remain blank.

**Section F—Other Budget Information.**

**Direct Charges—Line 21**—Not applicable.

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

**Remarks—Line 23.**

You must enter your proposed non-Federal share of the project budget for each of the remaining years of the project.

### 3. Project Summary Description

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

Care should be taken to produce a summary description which accurately and concisely reflects the proposal. It should describe the objectives of the project, the approaches to be used and the outcomes expected. The description should also include a list of major products that will result from the proposed project, such as research reports, public summaries, data tapes, and technical papers). The project summary description, together with the information on the SF 424, will constitute the project abstract. It is the major source of information about the proposed project and is usually the first part of the application that the reviewers read in evaluating the application.

At the bottom of the page, following the summary description, type up to 10 key words which best describe the proposed project, the service(s) involved and the target population(s) to be covered. These key words will be used for computerized information retrieval. Key words should be selected from commonly used research and practice terminology.

### 4. Project Narrative Statement

The Project Narrative Statement should be clear, concise, and address the specific expectations and requirements mentioned in Parts III and IV. The narrative should also provide information concerning how the application meets the evaluation criteria described in Part V. Inclusion and discussion of the evaluation criteria is important since the reviewers will rate the application against the evaluation criteria. Research applications should use the following section headings:

- (a) *Issues and Objectives*;
- (b) *Background and Significance*;
- (c) *Technical Approach*; and
- (d) *Staff Background and Organizational Experience*.

The specific information to be included under each of these headings is described in Part IV, Project Narrative, and Part V, Section B, Evaluation Criteria.

The narrative should be double-spaced and single-sided on 8½ × 11 plain white paper, with 1" margins on all sides. Use only a standard size font

such as 10 or 12 pitch throughout the announcement. All pages of the narrative (including appendices, resumes, charts, references/footnotes, tables, maps and exhibits) must be sequentially numbered, beginning with Objectives as page number one. Applicants should not submit reproductions of larger sized paper that is reduced to meet the size requirement. Applicants are requested not to send pamphlets, brochures, or other printed material along with their applications as these pose copying difficulties. These materials, if submitted, will not be included in the review process, though they will be kept on file.

The clarity and conciseness of proposals are of the utmost importance to ACYF. Project Narrative Statements may not exceed 80 pages single-spaced (160 pages double-spaced). This page limitation applies to the entire Project Narrative Statement, including text, tables, charts, graphs, resumes, tables, maps, exhibits, references, footnotes, and appendices. Excess pages of Project Narrative will not be reviewed. (Note: Applicants are asked to print their statement in double-spaced format for ease of review.)

Please note that applicants that do not comply with the specific requirements in the section on "Eligible Applicants" in Part I will not be included in the review process. Applicants should also note that non-responsiveness to Part III, ACYF Research Goals and Partnerships, and Part IV, Project Narrative Statement, will result in a low evaluation score by the panel of expert reviewers.

Applicants should closely tailor their applications to the announcement. Previous experience has shown that an application which is broader and more general in concept than outlined in the agency's request for proposals is less likely to score as well as one which is more clearly focused on and directly responsive to the concerns and objectives outlined in the announcement.

#### 5. 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 provide certifications regarding: (1) Drug-Free Workplace Requirements; (2) Debarment and Other Responsibilities; and (3) Environmental Tobacco Smoke. These three

certifications are self-explanatory. A duly authorized representative of the applicant organization must certify that the applicant is in compliance with these assurances/certifications. A signature on the SF 424 indicates compliance with the Drug Free Workplace Requirements, the Debarment and Other Responsibilities certifications, and the Certification Regarding Environmental Tobacco Smoke.

All applicants for research projects involving human subjects must provide a Protection of Human Subjects Assurance as specified in the policy described on the HHS Form 596. If there is a question regarding the applicability of this assurance, contact the Office for Protection from Research Risks of the National Institutes of Health at (301)-496-7041. Those applying for or currently conducting research projects are further advised of the availability of a Certificate of Confidentiality through the National Institute of Mental Health of the Department of Health and Human Services. To obtain more information and to apply for a Certificate of Confidentiality, under the authority of Section 301(d) of the Public Health Service Act (42 U.S.C. 82421(d)) to protect against involuntary disclosure of the identities of research subjects, contact the Division of Extramural Activities of the National Institute of Mental Health at (301) 443-4673.

#### E. Checklist for a Complete Application

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

\_\_\_\_\_ One original, signed and dated application, plus two copies.

Applications for different priority areas should be packaged separately;

\_\_\_\_\_ Application is from an organization which is eligible under the eligibility requirements defined in Part I (screening requirement).

A complete application consists of the following items in this order:

- Application for Federal Assistance (SF 424, REV 4-88); a completed SPOC certification (if applicable) 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, REV 4-88);
- Budget justification for Section B—Budget Categories;
- Letter from the Internal Revenue Service to prove non-profit status, if necessary;

- Copy of the applicant's approved indirect cost rate agreement, if appropriate;
- Project summary description;
- Table of Contents, including the following:
- Program Narrative Statement (organized by the evaluation criteria), which when combined with appendices/attachments should not exceed 80 pages total;
- Any appendices/attachments;
- Assurances—Non-Construction Programs (Standard Form 424B, REV 4-88);
- Certification Regarding Lobbying;
- Certification Regarding Drug-Free Workplace Requirements;
- Certification Regarding Debarment and Other Responsibilities;
- Certification Regarding Environmental Tobacco Smoke; and
- Certification of Protection of Human Subjects, if necessary.

#### F. The Application Package

Each application package must include an original and two copies of the complete application. Each copy should be stapled securely (front and back if necessary) in the upper left-hand corner. All pages of the narrative must be sequentially numbered, beginning with page one. Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, brochures, videos, or any other items that cannot be photocopied. Your application should only include the information as requested in this announcement.

Do not include a self-addressed, stamped acknowledgment card. All applicants will be notified automatically about the receipt of their application and of the four digit identification number assigned to their application. This number and the priority area must be referred to in all subsequent communication with the Child Care Bureau, ACYF, or ACF concerning the application. If acknowledgment of receipt of your application is not received within eight weeks after the deadline date, please notify the ACYF Operations Center by telephone at 1-800-351-2293.

Dated: May 26, 1995.

**Olivia A. Golden**

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

BILLING CODE 4184-01-P

OMB Approval No. 0348-0043

**APPLICATION FOR FEDERAL ASSISTANCE**

<b>1. TYPE OF SUBMISSION:</b> <i>Application</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction  <i>Preapplication</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		<b>2. DATE SUBMITTED</b>	Applicant Identifier
		<b>3. DATE RECEIVED BY STATE</b>	State Application Identifier
		<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>	Federal Identifier
<b>5. APPLICANT INFORMATION</b>			
Legal Name:		Organizational Unit:	
Address (give city, county, state, and zip code):		Name and telephone number of the person to be contacted on matters involving this application (give area code):	
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> [ ] [ ] [ ] - [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]		<b>7. TYPE OF APPLICANT: (enter appropriate letter in box)</b> <input type="checkbox"/> <ul style="list-style-type: none"> <li>A. State</li> <li>B. County</li> <li>C. Municipal</li> <li>D. Township</li> <li>E. Interstate</li> <li>F. Intermunicipal</li> <li>G. Special District</li> <li>H. Independent School Dist.</li> <li>I. State Controlled Institution of Higher Learning</li> <li>J. Private University</li> <li>K. Indian Tribe</li> <li>L. Individual</li> <li>M. Profit Organization</li> <li>N. Other (Specify): _____</li> </ul>	
<b>8. TYPE OF APPLICATION:</b> <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): _____		<b>9. NAME OF FEDERAL AGENCY:</b>	
<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> [ ] [ ] [ ] - [ ] [ ] [ ] [ ] TITLE: _____		<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b>	
<b>12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.):</b>			
<b>13. PROPOSED PROJECT:</b>		<b>14. CONGRESSIONAL DISTRICTS OF:</b>	
Start Date	Ending Date	a. Applicant	b. Project
<b>15. ESTIMATED FUNDING:</b>		<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>	
a. Federal	\$ .00	a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:	
b. Applicant	\$ .00	DATE _____	
c. State	\$ .00	b. NO. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372	
d. Local	\$ .00	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
e. Other	\$ .00		
f. Program Income	\$ .00	<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b>	
g. TOTAL	\$ .00	<input type="checkbox"/> Yes    If "Yes," attach an explanation. <input type="checkbox"/> No	
<b>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</b>			
a. Typed Name of Authorized Representative		b. Title	c. Telephone number
d. Signature of Authorized Representative		e. Date Signed	

Previous Editions Not Usable

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

Authorized for Local Reproduction

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

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

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

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

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

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

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

13. Self-explanatory.

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

15. Amount requested or to be contributed during the first funding/budget period by

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

16. Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Point 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. 0348-0044

**BUDGET INFORMATION -- Non-Construction Programs**

**SECTION A - BUDGET SUMMARY**

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

**SECTION B - BUDGET CATEGORIES**

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

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

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8.	\$	\$	\$	\$	\$
9.					
10.					
11.					
12. 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 of 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 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 confidentially 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. 92–646) 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 underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93–523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93–205).

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

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

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

15. Will comply with the laboratory Animal Welfare Act of 1966 (P.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

**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 (410) 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 Agriculture, 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, Acting 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 Capitol, 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, 1205 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, P.O. 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,  
P.O. 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, P.O. Box 2950, Agana,  
Guam 96910, Telephone (671) 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, P.O. 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.

#### 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.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Date

BILLING CODE 4184-01-P

**DISCLOSURE OF LOBBYING ACTIVITIES**

Approved by OMB  
0348-0046

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse for public burden disclosure.)

<p><b>1. Type of Federal Action:</b></p> <p><input type="checkbox"/> a. contract  <input type="checkbox"/> b. grant  <input type="checkbox"/> c. cooperative agreement  <input type="checkbox"/> d. loan  <input type="checkbox"/> e. loan guarantee  <input type="checkbox"/> f. loan insurance</p>	<p><b>2. Status of Federal Action:</b></p> <p><input type="checkbox"/> a. bid/offer/application  <input type="checkbox"/> b. initial award  <input type="checkbox"/> c. post-award</p>	<p><b>3. Report Type:</b></p> <p><input type="checkbox"/> a. initial filing  <input type="checkbox"/> b. material change</p> <p><b>For Material Change Only:</b>  year _____ quarter ____  date of last report _____</p>
<p><b>4. Name and Address of Reporting Entity:</b></p> <p><input type="checkbox"/> Prime                      <input type="checkbox"/> Subawardee  Tier _____, if known:</p> <p>Congressional District, if known: _____</p>	<p><b>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</b></p> <p>Congressional District, if known: _____</p>	
<p><b>6. Federal Department/Agency:</b></p>	<p><b>7. Federal Program Name/Description:</b></p> <p>CFDA Number, if applicable: _____</p>	
<p><b>8. Federal Action Number, if known:</b></p>	<p><b>9. Award Amount, if known:</b></p> <p>\$ _____</p>	
<p><b>10. a. Name and Address of Lobbying Entity (if individual, last name, first name, MI):</b></p> <p>b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):</p> <p style="text-align: center;"><i>(attach Continuation Sheet(s) SF-LLL-A, if necessary)</i></p>		
<p><b>11. Amount of Payment (check all that apply):</b></p> <p>\$ _____      <input type="checkbox"/> actual    <input type="checkbox"/> planned</p>	<p><b>13. Type of Payment (check all that apply):</b></p> <p><input type="checkbox"/> a. retainer  <input type="checkbox"/> b. one-time fee  <input type="checkbox"/> c. commission  <input type="checkbox"/> d. contingent fee  <input type="checkbox"/> e. deferred  <input type="checkbox"/> f. other; specify: _____</p>	
<p><b>12. Form of Payment (check all that apply):</b></p> <p><input type="checkbox"/> a. cash  <input type="checkbox"/> b. in-kind; specify: nature _____  value _____</p>		
<p><b>14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11:</b></p> <p style="text-align: center;"><i>(attach Continuation Sheet(s) SF-LLL-A, if necessary)</i></p>		
<p><b>15. Continuation Sheet(s) SF-LLL-A attached:</b>    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>		
<p><b>16. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</b></p>	<p><b>Signature:</b> _____  <b>Print Name:</b> _____  <b>Title:</b> _____  <b>Telephone No.:</b> _____    <b>Date:</b> _____</p>	
<p><b>Federal Use Only:</b></p>		<p>Authorized for Local Reproduction Standard Form - LLL</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 or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) are not presently indicted 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 Environmental Tobacco Smoke**

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

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

[FR Doc. 95-14086 Filed 6-8-95; 8:45 am]

BILLING CODE 4184-01-P

**Centers for Disease Control and Prevention**

[Announcement 560]

**National Institute for Occupational Safety and Health; Implementation of Strategies for the Prevention of Occupational Transmission of Blood-Borne Pathogens**

**Introduction**

The Centers for Disease Control and Prevention (CDC) announces the availability of fiscal year (FY) 1995 funds for a cooperative agreement program for implementation and evaluation of strategies, including compliance with infection control recommendations, to prevent occupational transmission of blood-borne pathogens, including the human immunodeficiency virus (HIV) and related infections (e.g., Mycobacterium tuberculosis).

The Public Health Service (PHS) is committed to achieving the health promotion and disease prevention objectives of Healthy People 2000, a PHS-led national activity to reduce morbidity and mortality and improve the quality of life. This announcement is related to the priority area of Occupational Safety and Health. (For ordering a copy of Healthy People 2000 see the section Where to Obtain Additional Information.)

**Authority**

The legislative authority for this program is contained in Sections 20(a)(1) and 22(e)(7) of the Occupational Safety and Health Act (29 U.S.C. Sections 669(a)(1) and 671(e)(7)).

**Smoke-Free Workplace**

The PHS strongly encourages all recipients to provide a smoke-free workplace and promote the non-use of all tobacco products, and Public Law 103-227, the Pro-Children Act of 1994, prohibits smoking in certain facilities that receive Federal funds in which education, library, day care, health care, and early childhood development services are provided to children.

**Eligible Applicants**

Applications may be submitted by public and private, non-profit and for-profit organizations and governments and their agencies. Thus, universities, colleges, research institutions, hospitals, health-care institutions, other public and private organizations, State and local governments or their bona fide agents, federally recognized Indian tribes or Indian tribal organizations, and small, minority- and/or women-owned businesses are eligible to apply.